

**BOARD OF SELECTMEN
MINUTES MAY 14, 2012
APPROVED**

Present: Anna Eliot, Chairman; George Dillon, Jr., Vice Chairman; Joshua A. Degen; Stuart M. Schulman
Absent: Peter Cunningham, Clerk
Also Present: Mark W. Haddad, Town Manager; Patrice Garvin, Executive Assistant

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

TOWN MANAGER'S REPORT

1. Mr. Haddad stated that the Fiscal Year 2013 Operating Budget contained an additional Sergeant's position for the Police Department. Due to the fact that we need the additional supervision on the midnight shift and we are seven weeks from the start of the Fiscal Year, the Police Chief requested, and that the Board approve and ratify the appointment. Not only will it provide immediate supervision, it will also help us deal with overtime on that shift as well. The difference between current top step patrolman and first step Sergeant is \$81.30 per week. This will cost approximately \$569 for the remainder of the year. This will be more than offset by overtime savings. We had previously gone through the promotional process when we appointed Edward Sheridan as a Sergeant. Second on that list is Jason Goodwin. Jason started working for the Groton Police Department on June 1, 1998. Jason is currently a member of the NEMLEC Motorcycle Unit. Additionally Jason has taken on the added responsibilities of Fleet Manager, Range Officer, Firearms Instructor, Armorer, and Field Training Officer. Jason and his wife have one son, Michael, who will graduate high school in June. Pursuant to Section 4-2(c) of the Groton Charter, Mr. Haddad respectfully requested that the Board of Selectmen ratify this appointment. Mr. Dillon asked how overtime would be saved. Chief Palma stated that having Sergeants on all shifts would eliminate the need for overtime.
2. In an effort to provide additional reserve officers for the Police Department, Chief Palma has requested that the following be appointed individuals as Reserve Police Officers for the Groton Police Department:

Gregory Stewart started at the Groton Police Department as an intern in 2010 and graduated from the MPTC Reserve Intermittent Police Academy at Reading in 2011. Greg is a Lawrence Academy graduate and holds a Bachelor of Science in Environmental Design from UM-Amherst. Greg was appointed as a Special Officer 2011. Greg resides in Littleton.

Mr. Dillon moved to ratify the appointment of Gregory Stewart as a Reserve Police Officer. Mr. Schulman seconded the motion. Motion unanimously carried.

Ryan Coyle is currently employed with Emerson Hospital as a Security Officer. Ryan graduated from St. Bernard's High School and is scheduled to graduate from Fitchburg State University with a Bachelor of Science Degree in Business Administration and Management. He graduated from MPTC 242 Hour Reserve Academy, Boylston in 2012 and is currently a member of the Pepperell Auxiliary Police Department.

Mr. Dillon moved to ratify the appointment of Ryan Coyle as a Reserve Police Officer. Mr. Degen seconded the motion. Motion unanimously carried.

Patrick Timmons is a police dispatcher with the State Police headquartered in Framingham and a graduate of the MPTC Police academy in Waltham and formerly worked as a full-time EMT in Lawrence. Patrick and his wife Jodi have one son and reside in Tyngsborough.

Mr. Degen moved to ratify the appointment of Patrick Timmons as a Reserve Police Officer. Mr. Dillon seconded the motion. Motion unanimously carried.

Victor “Jimmy” Sawyer is Senior Supervisions CFMS with Charles River Laboratories. Jimmy is a graduate of the MPTC Reserve Intermittent Police Academy at Reading 2008 and is currently a Lieutenant in the Billerica Emergency Management Police – Division 1. Jimmy and his wife Sarah reside in Wilmington.

Mr. Degen moved to ratify the appointment of Victor Sawyer as a Reserve Police Officer. Mr. Dillon seconded the motion. Motion unanimously carried.

3. At the request of Chief Palma, Mr. Haddad asked that Justin Zink be appointed as a relief dispatcher for the Groton Police Department. Mr. Zink is a full-time dispatcher and on-call fire fighter with the Town of Pepperell. He has completed 66.5 hours of training and proved to be a very competent, professional and courteous dispatcher.

Mr. Dillon moved to ratify the appointment of Justin Zink as a relief dispatcher. Mr. Schulman seconded the motion. Motion unanimously carried.

4. Mr. Haddad requested that the Board approve the appointment of the police dog named Lola.

Mr. Degen moved to appoint Lola as Police Dog. Mr. Dillon seconded the motion. Motion unanimously carried.

5. Mr. Haddad respectfully requested permission from the Board of Selectmen to take vacation from May 21, 2012 through Memorial Day. Mr. Haddad will be appointing Michael Bouchard as Acting Town Manager during his absence. [Document 1: Town Manager Memo]

Mr. Degen moved to approve the Town Manager’s vacation request. Mr. Dillon seconded the motion. Motion unanimously carried.

6. Lawrence Academy has requested a one day beer and wine license for their annual alumni reunion being held on Saturday, May 18, 2012 from 4:00 p.m. to 11:00 p.m. They have provided the necessary insurance certificates and paid the necessary fee.

Mr. Degen moved to approve a one day liquor license to Lawrence Academy for May 18, 2012. Mr. Schulman seconded the motion. Motion unanimously carried.

7. Enclosed with this report is a request for Determination and Consent pursuant to Massachusetts Rules of Professional Conduct, Rule 1.7, for Town Counsel to represent the Towns of Groton, Lunenburg and Townsend for an inter-municipal agreement for paramedic intercept services. Town Counsel is counsel to all three municipalities and this consent is required in order for him to conduct this work. [Document 2: Determination and Consent]

Mr. Dillon moved to give consent to Town Counsel to review the inter-municipal agreement for paramedic services. Mr. Schulman seconded the motion. Motion unanimously carried.

8. Since this is the last meeting of the Board prior to the Annual Town Election, Mr. Haddad proposed the following meeting schedule that would take the Board through Labor Day:

Monday, May 21, 2012 -	No Meeting
Monday, May 28, 2012 -	No Meeting (Memorial Day)
Monday, June 4, 2012 -	Regularly Scheduled Meeting (Board Re-Organization)
Monday, June 11, 2012 -	No Meeting
Monday, June 18, 2012 -	Regularly Scheduled Meeting
Monday, June 25, 2012 -	No Meeting (unless Board needs to finalize annual appts.)

Monday, July 2, 2012 -	Regularly Scheduled Meeting
Monday, July 9, 2012 -	No Meeting
Monday, July 16, 2012 -	No Meeting
Monday, July 23, 2012 -	Regularly Scheduled Meeting
Monday, July 30, 2012 -	No Meeting
Monday, August 6, 2012 -	Regularly Scheduled Meeting
Monday, August 13, 2012 -	No Meeting
Monday, August 20, 2012 -	Regularly Scheduled Meeting
Monday, August 27, 2012 -	No Meeting
Tuesday, September 4, 2012 -	Regularly Scheduled Meeting

9. As the Board is aware, we have been working on redrafting the Town's Electronic Communications and Computer Usage Policy. This policy was drafted by Jason Bulger and Kathleen LeBlanc based on information provided by Town Counsel. Mr. Haddad provided the Board with it and asked for comments. He will then make the appropriate changes and bring it back for formal adoption at its next meeting. [Document 3: Draft Electronic Communications and Computer Usage Policy]

10. In addition, enclosed with this report, please find the Procedures and Practices for the Town of Groton Board of Selectmen. [Document 4: Draft BOS Procedures and Practices] Selectman Dillon and Patrice Garvin have been working on updating these policies as well. Their proposed revisions are highlighted on the attached document. Mr. Haddad asked that the Board provide him with any comments.

11. Enclosed with this report, is a letter from Town Counsel, notifying the Town that they have raised the Town's hourly rate from \$165 to \$170 per hour beginning with the March bill. The Board agreed that \$170 would be the new rate. [Document 4: Letter from K&P]

12. Mr. Haddad gave a brief follow-up to the Board from Town Meeting in regards to the Center Fire Station. A RFP has gone out for a Project Manager and a kickoff meeting for the design is set for June 6th; location TBD. Mr. Haddad informed the Board that the Committee and he will be meeting with the HDC on May 15th and that he was crafting a final contract with Dore and Whittier for architectural services. Mr. Haddad stated that he would email out the RFP to all Board members.

WETLAND BY-LAW REVIEW COMMITTEE-REVIEW & APPROVE CHARGE

Mr. Haddad read the charge into the record. [Document 5: Draft Charge] Mr. Haddad explained the membership and thought five members was a good number. Mr. Haddad stated that some interest has already been shown for the committee and would bring them back to the Board at a later date. The Committee charge call for one member from the Conservation Committee and that Committee needs to meet to appoint its representative. Mr. Degen stated that he reread the bylaw and noted that it was a good bylaw and the problems lie when it is interpreted and implemented. The bylaw may just need some additional clarification and better definitions. Bill Neace, member of the Conservation Commission stated that the bylaw review committee is a misguided effort and that the board should just put something up to Town Meeting. Craig Auman, a Conservation Commission member wanted the Town Planner and Conservation Administrator on the Committee. Mr. Auman also thought an environmental engineer and a water representative should be on the committee. Marion Stoddard, Chair of the Greenway Committee noted that the Greenway Committee recommends a Wetland Biologist on the bylaw committee. Ms. Eliot stated that the size of the committee was not as important as who was on it and those on it be invested. Mr. Degen saw the importance of an engineer but thought the committee would stay as a 5 member committee. Mr.

Neace thought the process was flawed and asked what Mr. Cunningham wanted with this committee. Mr. Schulman suggested that with Mr. Cunningham absent the Board should take up the matter at a later date.

LIAISON REPORTS

Mr. Schulman noted the recent candidates night for the upcoming election.

MINUTES

Mr. Dillon moved to approve the regular meeting minutes of April 9, 2012. Mr. Schulman seconded the motion. Motion carried, Mr. Degen abstained. [Document 6: Draft 4-9-12 Minutes]

Mr. Schulman moved to approve the regular meeting minutes of April 23, 2012. Mr. Dillon seconded the motion. Motion unanimously carried. [Document 7: Draft 4-23-12 Minutes]

Mr. Schulman moved to approve and release the Executive Session meeting minutes of April 9, 2012. Mr. Degen seconded the motion. Motion unanimously carried. [Document 7: Draft 4-9-12 ES Minutes]

Mr. Degen moved to approve and release the Executive Session meeting minutes of April 18, 2012. Mr. Dillon seconded the motion. Motion unanimously carried. [Document 8: Draft 4-18-12 ES Minutes]

Mr. Schulman moved to approve and release the Executive Session meeting minutes of April 26, 2012. Mr. Dillon seconded the motion. Motion unanimously carried. [Document 9: Draft 4-26-12 ES Minutes]

ADJOURNMENT

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

Approved: _____
Peter S. Cunningham, Clerk

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

Date Approved: 6-4-12