

**BOARD OF SELECTMEN  
MINUTES JUNE 4, 2012  
APPROVED**

**Present:**, Stuart M. Schulman Chairman; Peter Cunningham, Vice Chairman; John G. Petropoulos; Joshua A. Degen; Anna Eliot

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

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

**REORGANIZATION OF THE BOARD**

*Mr. Cunningham nominated Stuart Schulman as Chairman. Unanimous*

*Mr. Schulman nominated Peter Cunningham as Vice Chairman. Unanimous*

*Ms. Eliot nominated Jack Petropoulos as Clerk. Unanimous*

**ANNOUNCEMENTS**

Ms. Eliot reported that National Grid will be doing construction work on 119. The Economic Development Committee and the Board of Trade read a letter into the record on behalf of the businesses that may be affected. Mr. Petropoulos suggested a meeting with some selectmen, National Grid and Tom Delaney. Mr. Cunningham noted that there have been reported leaks for a long time and the work needs to be done. Mr. Haddad stated that he along with Mr. Petropoulos and Ms. Eliot will meet with National Grid Representatives and report back to the Board.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad reported that he and his Finance Team have been working on a plan to reorganize the Financial Officers. Mr. Haddad enclosed a proposal and asked the Board for comments. [Document 1: Memo from TM to Reorganize Finance Department 6/4/12] Mr. Haddad stated that the reason for the reorganization now was the vacancy of two positions. Mr. Haddad stated that the Payroll system has been done manually and in this day and age it has become archaic. There is a vendor named ADP that has a time and attendance system that the town could utilize. . [Document 2: Payroll RFP] An RFP was sent out and the Town is awaiting proposals. The cost of the system will be \$29k per year. The new reorganizing will reduce hours. Mr. Haddad explained the restructure and how the Town would pay for the new system without adding costs to FY13 operating budget. Mr. Haddad noted that he has met with the affected unions and they have signed off on the reorganization. Once the Board approves the reorganization Mr. Haddad would post the 2 vacant positions.

Mr. Schulman asked if there was any way for the IT to take over the work. Mr. Haddad replied that Jason Bulger, IT Director has been involved with the process. Mr. Schulman asked if the new system would impact how Escrow was calculated. Ms. Smith, Treasurer stated that she would look into that. Mr. Petropoulos thought it was important to get any impact to Escrow out to the public. Mr. Haddad stated that the new system would make the Town more efficient. Ms. Smith added that freeing up on areas allows for more focus on other areas. Mr. Degen has used ADP and recommended them highly. Mr. Degen added that it would help to forecast budgets.

Mr. Cunningham moved to authorize the Town Manager to reorganize the Finance Department, as proposed. Ms. Eliot seconded the motion. Motion unanimously carried.

## **WETLAND BY-LAW REVIEW COMMITTEE-REVIEW & APPROVE CHARGE**

[Document 3: Wetland Charge] Mr. Cunningham stated that a look at the local bylaw was customary and recognized the driving force was the rejection by the Conservation Commission to GELD. Mr. Cunningham thought clarity to the phrase “public good” needed to be discussed. Mr. Cunningham suggested looking at specific issues. Mr. Haddad stated that Ms. Collette and Ms. Ganem would be advisory staff members on the committee. Mr. Petropoulos thought that having a local builder on the committee would be of great value. Mr. Cunningham wanted to find a person that has worked little with the Commission. Mr. Petropoulos suggested having the committee is 7 members. Mr. Eason was concerned that a member on the committee may be someone that has an application to the Commission. Mr. Haddad stated that if that was the case they would have filed their application under the old bylaw, creating no conflict. Ms. Collette suggested having a home owner on the committee. Mr. Degen agreed that a homeowner should be on the committee. Mr. Haddad asked the board to adopt the charge and at the next meeting appoint members.

*Mr. Cunningham moved to approve the Wetland By-law Review Committee Charge with 7 members. Ms. Eliot seconded the motion. Motion unanimously carried.*

## **TOWN MANAGER REPORT**

2. Mr. Haddad stated that the Board was presented with a proposed Electronic Communications and Computer Usage Policy. Mr. Haddad asked for comments. [Document 4: Electronic Usage Policy] Mr. Haddad noted a minor change regarding notification and if a complaint involves the Town Manger it is appealed directly to the Board of Selectmen.  
*Mr. Degen moved to accept the Electronic Communications usage Policy dated May 2012, as amended. Mr. Cunningham seconded the motion. Motion unanimously carried.*
3. Mr. Haddad stated that the Board was presented with the Board Procedures and Practices Policies of the Board of Selectmen. Mr. Haddad noted some minor changes and would bring it back to the Board at the next meeting. [Document 5: BOS Policy & Practices]
4. Mr. Haddad commented that Patricia DuFresne will take over the Town Accountant’s duties on January 1, 2012, upon Valerie Jenkins’ retirement. In the interim, Ms. DuFresne will continue to serve as the Accountant in Training. In order to allow for a smooth transition, Mr. Haddad would like to finalize her employment agreement. Mr. Haddad proposed a three year contract from July 1, 2012 through June 30, 2015. The first six months will cover her as the AIT, and the final 2.5 years will cover her as the Town Accountant. Mr. Degen asked if vacation and sick leave were consistent with other contracts. Mr. Haddad replied it was in line with other contracts. [Document 6: P. DuFresne Contract]  
*Mr. Cunningham moved to ratify the Groton Town Accountant Contract, as amended (compensation number reversed). Ms. Eliot seconded the motion. Motion unanimously carried.*
5. Mr. Haddad explained that the enclosed report is an update from Robin Kane on her plans to move her business to the Tarbell School. [Document 7: R. Kane Update on Tarbell] Mr. Haddad explained that he was working with Ms. Kane on a purchase and sales agreement for her to purchase the building based on a Town Meeting vote that authorized the sale and/or lease of the property. In securing her financing for the project, she approached the CPC about an out-of-sequence CPA Historic Renovation Grant. The CPC informed her that it would be better if she did not own the building, but leased it instead. Ms.

Kane would like the Board to consider a long term lease to allow her to move forward with the CPC. Mr. Cunningham asked how this change would impact what needs to be done. Mr. Haddad stated that we were still on track and will work something out. Mr. Degen hoped if a lease payment was worked out it would all in line with taxes that would have been paid on the property. Mr. Degen also wanted CC money to be put into things like exterior and heating and cooling systems. Mr. Degen suggested sending all documentation to counsel for review.

*Mr. Cunningham moved to authorize the Town Manager to enter into negotiations with Country Kids Daycare on a lease agreement of Tarbell School. Ms. Eliot seconded the motion. Motion unanimously carried.*

6. Mr. Haddad noted a request for a one day liquor license to serve wine and malt beverages for the wedding of David Zygald and Mary Steele on June 9, 2012. The wedding will take place Herb Lyceum, 368 Main Street from 2pm-7pm.

*Ms. Eliot moved to approve the one day wine and malt license. Mr. Schulman seconded the motion. Motion unanimously carried.*

7. Mr. Haddad noted that the Open Space and Recreation Plan link was sent to the selectmen and Mr. Haddad requested comments.

8. Mr. Haddad updated the Board on Squannacook hall. A feasibility study was done but no report was made on parking or septic. An adjacent property is being looked at for a leeching field. Ross Associates is helping the Town on what to do regarding these issues. Five thousand dollars is needed to help the Town figure out if it is worth pursuing this septic option. Mr. Degen asked if the property owner had been notified. Mr. Haddad stated that he was notified. Mr. Haddad stated that the Town is worker with the property owner.

*Mr. Degen moved to authorize the Town Manager to utilize the services of Ross Associated not to exceed \$5k to design and explore septic of the Wheatley property and to determine the potential cost of an easement. Mr. Cunningham seconded the motion. Motion unanimously carried.*

9. Mr. Haddad reminded the Board of the Center Fire Station Building Committee's public hearing on June 6<sup>th</sup> at 7:00pm in Town Hall.

### **STAFF APPOINTMENTS**

1. Mr. Haddad asked the Board to appoint Philip Giattino as Sargission beach's Park Ranger at \$9 an hour.

*Mr. Cunningham moved to ratify the Town Manager's appointment of Philip Giattino as Park Ranger. Ms. Eliot seconded the motion. Motion unanimously carried.*

2. Mr. Haddad requested that the Board ratify Pool and Golf Center employees.

*Mr. Cunningham moved to ratify the following to the Pool staff:*

*Kelly Huber, \$9.00*

*Taylor Powers, \$9.00*

*Andre Safontchik, \$8.00*

*Erin Molinaro, \$9.00*

*Matthew Buck, \$8.25*

David Powers, \$15.00 (Ass't Swim Team Coach)  
Ms. Eliot seconded the motion. Motion unanimously carried.

Ms. Eliot moved to ratify the appointment of the following Camp Staff:  
Barbara Cheeks, \$15.00 (Ass't Camp Director)  
Mr. Cunningham seconded the motion. Motion unanimously carried.

Ms. Eliot moved to ratify the following ProShop staff:  
John Brady, \$8.50  
Mr. Cunningham seconded the motion. Motion unanimously carried.

### **ANNUAL APPOINTMENTS**

Ms. Eliot moved to ratify the appointment of the following:

#### **Communications Officer, 1 year term**

April Moulton, Supervisor  
Warren Gibson  
Sarah Power  
Darlene Touchette  
Paul Martell, relief dispatcher  
Justin Zink, relief dispatcher  
Mike MacGregor, relief dispatcher  
Edward Bushnoe (Part Time)  
Jonathan Shattuck (Part Time)

#### **Groton Police Auxiliary, 1 year term**

Mark Miller

Mr. Cunningham seconded the motion. Motion unanimously carried.

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Ms. Eliot moved to ratify the appointment of the following:

#### **Local Licensing Agent, 1 year term**

Donald Palma  
James Cullen

#### **NIMS Coordinator, 1 year term**

Donald Palma

#### **Police Matron, 1 year term**

April Moulton  
Kathy Newell  
Sarah Power  
Darlene Touchette

#### **Police Officer, 1 year term**

Lt. James Cullen  
Sgt. Derrick Gemos  
Sgt. Edward Sheridan, Sr.  
Sgt. Jason Goodwin

Sgt. Paul R. Connell  
Det. Corey Waite  
Nicholas Beltz  
Robert Breault  
Peter Breslin  
Gordon Candow  
Kevin Henehan  
Rachel Mead  
Dale Rose  
Michael Lynn  
Omar Connor

**Public Safety Database Coordinator, 1 year term**  
April Moulton

**Reserve Patrolman, 1 year term**

George Aggott  
Bethany Evans  
Rachel Robinson  
Stephen McAndrew  
Gregory Steward  
Ryan Coyle  
Patrick Timmons  
Victor Sawyer  
Edward Bushnoe

**Special Police Officers, 1 year term**

Groton- Jack Balonis  
Jack Saball  
George Rider  
Kathy Newell

**Special Police Officers, 1 year term**

Dunstable, *See attached letter*  
Pepperell, *See attached letter*  
Shirley, *See attached letter*

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Agricultural Committee, 3 year term**

Sean O'Neill III

**Animal Control Officer, 1 year term**

R. Thomas Delaney, Jr.

**Animal Inspector, 1 year term**

George Moore

**Archives Committee, 1 year term**

Norma Garvin

Michael Bouchard

George Wheatley

4 Vacancies

**Board of Survey, 1 year term**

Evan C. Owen

Milton Kinney

Joseph Bosselait

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Building Committee, 1 year term**

Halsey Platt

Michael Bouchard

Jeremy Januskiewicz

Sue Daley

Val Prest

1 vacancy

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Building Committee, 1 year term**

Steve Webber, *effective June 7th*

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Cable Advisory Committee, 1 year term**

Dorothy Davis

David Melpignano

Janet Vartanian Sheffield

Neil Collicchio

Jane Bouvier

**Commission on Accessibility, 1 year term EXPAND COMMITTEE**

Robert Fleischer  
Emil Reschsteiner  
Mark Shack  
Alan Taylor  
Scott Harker  
Anna Vega, new appointee

**Community Emergency Response Coordinators, 1 year term**

Donald Palma  
William Shute  
Robert T. Delaney, Jr.  
Joseph Bosselait

**Conductorlab Oversight Committee, 1 year term**

Arthur Blackman  
Michelle Collette  
Robert Hanninen  
Susan Horowitz  
Mark Deugar

**Constables, 3 year appointment**

George Rider

**Dog Officer, 1 year term**

Susan Hogan

**Earth Removal Stormwater Advisory Committee, 3 year term**

R. Thomas Delaney, Jr.

**Earth Removal Stormwater Inspector, 1 year term**

Michelle Collette

**Election Workers, 1 year term**

Barbara Avery	Norma Garvin	Nancy Pierce
Florine Bakke	Louise Gaskins	Peg Russell
Maureen Beal	Joan Guimond	Connie Sartini
Marcia Birmingham	Ellen Hargraves	Stuart Shuman
Laurie Bonnett	Richard Hewitt	Arestothea Staub
Audrey Bryce	Violetta O'Donnell	Rena Swezey
Marvin Caldwell	April Iannacone	Janet Thompson
Carol Chalmers	Edward Kopec	Ramona Tolles
Jane Chalmers	Stephen Legge	Marilyn Trecartin
Margaret Connolly	Lorraine Leonard	Ann Walsh
Anthony Corsetti	Suzanne Saudirs	Margaret Wheatley
Irene Corsetti	Cindy Martell	Michael Woods
Joan Croteau	Mary McGrath	Geraldine Perry
Jean Cummings	Carl Flowers	
Carol Daigle	Alberta Steed	
Dorothy Davis	Lisa O'Neil	
Alberta Erickson	John Ott	

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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Mr. Cunningham moved to ratify the appointment of the following:

**Electrical Inspector, 1 year term**

Edward Doucette  
John Dee, as alternate

**Emergency Management Agency, 1 year term**

Donald Palma, Jr.	William Shute	Joseph Bosselait
Mark W. Haddad	T. Robert Delaney, Jr.	Tom Orcutt
Stephen Byrne	Pat Arel	Troy Conley
Peter Cunningham	Dan Daigneault	Ed Doucette
Heather Emslie	Carl Flowers	Norma Garvin
Sarah Hewitt	Susan Hogan	Penny Hommeyer
Susan Horowitz	Leroy Johnson	Robert Johnson
Sandra Daigneault	Stephen Legge	Cathy Lincoln
Steve Mickle	Mark Miller	George Moore
Christine Packard	Benjamin Podsiadlo	Karen Reif
Earl Russell	Connie Sartini	Bill VanSchwalkwyk
Alvin Neff	Bob Coleman	Martha Campbell
Francis Cusak	Anthony Hawgood	Holly Jarek
Elaine Johnson	Kevin Kelly	Stephen Moulton
Gordon Newell	Kathy Puff	

**Fence Viewer, 1 year term**

George Moore

**Field Driver, 1 year term**

George Moore

**Graves Registration Officer, 1 year term**

Deborah Beal Normandin

**Great Pond Advisory Committee, 1 year term**

Francoise Forbes  
Susan Horowitz  
Art Prest  
Marshall Giguere  
Alexander Woodle  
Cheney Harper  
3 vacancies

**Greenway Committee, 1 year term**

Marion Stoddard  
David Pitkin  
Fran Stanley  
Carol Coutrier  
Adam Burnett, *new appointment*

**Harbor Master, 1 year term**

Donald Palma



**Health Insurance Portability & Accountability Act Privacy, 1 year term**

Kathleen LeBlanc

**Historic Districts Commission, 3 year term**

**Patricia Hardy**

Laura R. Moore

Maureen C. Giattino

**Historical Commission, 3 year term**

Michael Roberts

Michael LaTerz

**Insurance Advisory Committee, 1 year term**

Jack Balonis

Kathleen LeBlanc

Paula Martin

April Moulton

Thomas Orcutt

Ann Walsh

Gordon Candow

David Roy

Paul Connell

Paul McBrearty

Derrick Gemos

Barbara Cronin

**Keeper of Lockup Constable, 1 year term**

Donald Palma

**Keeper of Town Clock, 1 year term**

Paul Matisse

**Local Emergency Planning Committee, , 1 year term**Get from Donny

Donald Palma, Jr.

William Shute

Joseph Bosselait

Tom Delaney

Tom Orcutt

Elaine Johnson

Kevin Kelly

Susan Horowitz

George Moore

Leroy Johnson

Carl Flowers

Bob Coleman

Kathleen Mercereau

Kathy Puff

Holly Jarek

Joseph Bosselait

*Ms. Eliot seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Measurer of Wood and Bark, 1 year term**

Evan Owen

**Moth Superintendent, 1 year term**

R. Thomas Delaney, Jr.

**Old Burying Ground Committee, 1 year term**

Deborah Beal Normandin

Ellen Hargraves  
Amanda Gavazzi  
**Kenneth Lefebvre**  
Marcia Brazer

**Parking Clerk, 1 year term**

Patrice Garvin

**Prescott ReUse Committee, 1 year term**

Halsey Platt  
Ellen Hargraves  
Stanly Jackson  
Richard Lewis  
Alberta Erickson (SC)  
Russell Burke (PB)  
Anna Eliot (BOS)

**Principal Assessor, 3 Year term**

Rena Swezey

**Public Safety Chaplain, 1 year term**

Father Paul Ring

**Recycling Committee, 1 year term**

Michael Brady  
Teresa David  
Jamie King  
Robert T. Delaney, Jr.  
Lee Davy

**Road Kill Officer, 1 year term**

Steven Mickel

**Sealer of Weights and Measures, 1 year term**

Eric Aaltonen

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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*Ms. Eliot moved to ratify the appointment of the following:*

**Sign Committee, 1 year term**

Patrice Garvin  
Jason Kauppi  
Mark W. Haddad

**Surveyor of Wood/Lumber, 1 year term**

Robert T. Delaney, Jr.

**Town Diarist, 1 year term, 1 year term**

Connie Sartini

**Town Forest Committee, 3 year term**

Carter Branigan

**Trails Committee, 1 year term**

Edward Bretschneider  
Paul Funch  
David Minott  
Joachim Preiss  
Stephen Legge  
John Weiesner

**Tee Warden, 1 year term**

Robert T. Delaney, Jr.

**Veteran's Service Officer, 1 year term**

Robert Johnson

**Weed Harvester Committee, 1 year term**

**Bradley D. Harper**  
**Garrett Durling**  
**Erich Garger**  
William Strickland  
**Stephen Marraanzini**

*Mr. Cunningham seconded the motion. Motion unanimously carried.*

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Mr. Haddad stated at the next Board meeting Board of Selectmen appointments will be voted on. Mr. Haddad noted that the Conservation Commission has three members up for reappointment and that there is some interest in those seats.

**OTHER BUSINESS**

Ms. Eliot discussed a recent Planning Board topic of underground utilities. Ms. Eliot wanted a committee appointed to look into the possibility of underground wires in the center of town. Mr. Haddad stated that he would come next week with a charge for the committee.

**LIAISON REPORTS**

Mr. Degen reported that he attended the Big Book ceremony and that the book will be touring the country. Mr. Degen also noted the upcoming Farmer's Market. Mr. Petropoulos stated that he attended a recent Eagle Scout ceremony.

**MINUTES**

*Mr. Degen moved to approve the minutes for the Special Meeting of April 30, 2012. Ms. Eliot seconded the motion. Motion carried JP abstaining. [Document 8: Draft 4-30-12 minutes]*

*Mr. Cunningham moved to approve the minutes for Special Meeting of May 7, 2012. Ms. Eliot seconded the motion. Motion carried JP abstaining. [Document 9: Draft 5-7-12 minutes]*

*Ms. Eliot moved to approve the minutes for Regularly Scheduled Meeting of May 14, 2012. Mr. Degen seconded the motion. Motion carried JP & JD abstaining.. [Document 10: Draft 5-14-12 minutes]*

*Mr. Degen moved to approve and release the minutes for Executive Session of April 23, 2012. Ms. Eliot seconded the motion. Motion carried JP abstaining. [Document 11: Draft ES 4-23-12 minutes]*

**ADJOURNMENT**

*Mr. Cunningham moved to adjourn at 9:05pm. Ms. Eliot seconded the motion. Meeting adjourned*

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

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

Date Approved: 6/18