

**BOARD OF SELECTMEN
MINUTES JULY 23, 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

Mr. Schulman called the meeting to order at 7:00pm after exiting Executive Session.

TOWN MANAGER'S REPORT

1. Mr. Haddad requested that the Board appoint Savas Danos to the Great Ponds Advisory Committee. *Mr. Cunningham moved to ratify the Town Manager's appointment of Savas Danos to the Great Pond Advisory Committee, to expire June 30, 2013.*

2. Mr. Haddad stated that the Williams Barn Committee is working well and asked the Board about expanding the committee to nine (9) members. Mr. Haddad proposed changing the charge and take out the committee make-up. Mr. Cunningham stated that there is a relationship between the Conservation Commission and the Williams Barn Committee therefore a representative on the committee was appropriate. Mr. Haddad stated that also a representative from the Planning Board would be needed. The Board discussed making the committee temporarily a nine member committee and for the committee to decide who should step down to make it a seven member committee, including the two representatives.
Ms. Eliot moved to temporarily expand the Williams Barn Committee to nine (9) members until June 30, 2013 and to have a Representative from the Planning Board and a Representative from the Conservation s Commission on the committee. The Board ratified the Town Manager's appointments as follows: Leo Wyatt, Bradbury Smith, Karen Stone, Sandra Tobias, Alfred Wyatt, Dianne Bunis, Carol Courtrier, Bruce Easom Tim Svarczkopf and Joseph Twomey. Mr. Cunningham seconded the motion. Motion carried 4-yes, 1 against (Mr. Degen).

3. Mr. Haddad reported that the search to fill two vacancies at Town Hall in the Financial Departments has been completed. The first vacancy is the Assistant to the Treasurer/Payroll Coordinator position within the Treasurer/Collector's Office. Ms. Jenkins, Victoria Smith, Kathleen LeBlanc along with Mr. Haddad interviewed five individuals for this position as well. Mr. Haddad has appointed Hannah Moller of Ayer to this position. Hannah is a graduate of Groton/Dunstable Regional High School, has worked as a Clinical Office Coordinator for a busy medical office Concord.
Ms. Eliot moved to ratify the Town Manager's appointment of Hannah Moller to the position Assistant to the Treasurer/Payroll Coordinator. Mr. Cunningham seconded the motion. Motion unanimously carried.

The second vacancy is within the Assessor's office. Mr. Haddad explained that the Town recently reorganized the Financial Offices and created a new Assistant Assessor/Data Collector position. Mr. Haddad stated that he and Rena Swezey and Kathleen LeBlanc have interviewed five candidates for this position. Jonathan Greeno of Shirley has been selected. Mr. Greeno is a certified Residential Appraiser with 11 years of experience appraising property. Ms. Swezey stated that he would be a welcome addition and she planned on having him attend training on assessing commercial property.

Ms. Eliot moved to ratify the appointment of Jonathan Greeno to the position of Assistant Assessor/Data Collector. Mr. Cunningham seconded the motion. Motion unanimously carried.

4. Mr. Haddad noted that he previously brought the issue of changing the Town Hall hours by staying open until 7:00pm on Mondays and closing at 1:00pm. On Fridays. The reason for this was to provide access to Town Hall for residents who work during the day and cannot get to Town Hall. Mr. Haddad needed to discuss this and come to an agreement with the SEIU Local 888 before bringing it back to the Board for final approval. Mr. Haddad stated that he had worked out all of the issues with the Union. Mr. Haddad stated that the main issue was to handle time off on both the long and short days. This would be handled by paying the employee for time off based on regularly scheduled hours of work. For example, if you are regularly scheduled to work 11 hours on Monday and 5 hours on Friday and take vacation days, you will be charged with 11 hours of vacation for Monday and 5 hours of vacation on Friday. This would work the same for sick time, personal time and holiday pay. It is extremely fair and equitable. Mr. Haddad requested that the Board approve this change effective Monday, September 10, 2012. Mr. Haddad stated that there was no impact on the other unions because their schedules are different. Mr. Petropoulos asked if there was any feedback from the public. Mr. Haddad has not heard back from the public. Mr. Degen liked the idea and wanted to give it a six month trial.

Mr. Cunningham moved to approve the change in Town Hall hours for a six month trial period. Ms. Eliot seconded the motion. Motion unanimously carried.

5. Mr. Haddad stated that the Town is in the process of designing the new Center Fire Station. [Document 1- Memo from Water Department] Part of the process is to develop a budget for the project. Part of the project costs are permit fees and related expenses. Ordinarily, a project of this magnitude by a private individual would need various permits and approvals by various Town Boards and Departments. Both the Planning Board and Conservation Commission waive all fees for municipal projects. Mr. Haddad stated that he has customarily waived all building, electrical and plumbing fees for Municipal projects, which will be waived for this project. Mr. Haddad explained that this left fees and expenses for the Water and Sewer Departments. Mr. Cunningham and Mr. Haddad appeared before the Water Commission last month and requested that the Water Department waive all fees for this project. Mr. Haddad referred to a memo from the Water Department denying the request. Mr. Haddad requested that an article be added to the Town Meeting warrant that would direct the Water Commission to waive these fees and charges. The Board discussed past Municipal projects and if their fees were waived by the Water Department. Mr. Cunningham wanted to continue to push the issue to get the fees waived. Mr. Haddad stated that Town Counsel is checking to see if a Town meeting vote would be binding and he would continue to negotiate with the Water Department. Mr. Petropoulos stated that he would like to hear from Water Commissioners before going to Town Meeting. Mr. Haddad stated that he would also continue to look into precedents with other Town Buildings.
6. Mr. Haddad noted that at the last meeting Mr. Cunningham requested a change in the charge of the Wetland Bylaw Advisory Committee. Specifically, that the Committee also review the various regulations as well. Mr. Cunningham requested the following language be added:
“In addition, the Committee will examine the Conservation Commission Regulations for the purposes of clarification and consistency with the Bylaw. Any recommendations concerning the Regulations shall be made directly to the Conservation Commission.”

Mr. Degen moved to amend the charge of the Wetland Bylaw Advisory Committee. Ms. Eliot seconded the motion. Motion unanimously carried.

7. Mr. Haddad referenced a memo from the Town Clerk requesting that Dale Martin be reappointed to the Board of Registrars. [Document 2-Memo from Town Clerk] It is a three year appointment and Ms. Martin is a Republican. Mr. Degen asked why an Un-enrolled voted is not on the Board. Mr. Haddad stated that Mike Bouchard was Un-Enrolled.

Mr. Degen moved to appoint Dale Martin to the Board of Registrars to expire June 30, 2015. Ms. Eliot seconded the motion. Motion unanimously carried.

8. Mr. Haddad noted that the Goal setting meeting is scheduled for Monday, July 30 at Legion Hall.
9. Mr. Haddad requested that the Board reaffirm a previous vote on a property that is in Chapter 61.

Mr. Degen moved to not exercise their first right of refusal for a piece of real-estate for a Chapter 61A property, Map 221, parcel 14. Mr. Cunningham seconded the motion. Motion unanimously carried.

ATTORNEY ROBERT COLLINS-SCHOOL SIGNAGE ON FARMERS ROW

Mr. Collins stated that the current posted speed sign is posted at 35mph. Mr. Collins stated that school zones are 20mph and usually have signs in two locations. Mr. Collins wanted to place school signs on Farmers Row, one on Shirley Road and one on Peabody Street. Mr. Collins checked with the Police and DOT. DOT stated that since the schools are 8-12 grades a sign could be posted. Mr. Schulman asked if the blinking sign would be just during school hours. Mr. Collins stated that since the school is 24-7 it would need to be more than regular school hours. Mr. Petropoulos stated that the object for the signage is public safety. Mr. Collins added that the signs would be no cost to the town. Mr. Petropoulos asked if the desired outcome could be done without signage. Mr. Collins stated that he would go and speak to the Police Chief again and come back to the Board. Ms. Eliot was concerned with enforcement and the distance in between signs.

LIAISON ASSIGNMENTS

The Board went through the list of Liaison assignments for the coming year. [Document 3-Liaison Assignments]

Mr. Degen volunteered to be the representative on the MBTA Advisory Committee.

Mr. Cunningham moved to appoint Joshua Degen to the MBTA Advisory Committee to expire June 30, 2013.

Ms. Eliot seconded the motion. Motion carried 4-1 abstention.

OTHER BUSINESS

Discussion of Renewal of Town Manager's Contract: Mr. Schulman stated that he felt there was no need to wait and that negotiations should begin. Mr. Cunningham also supported entering discussions. Ms. Eliot agreed to begin discussions. Mr. Degen felt the Town Manager has served the Town well and saw a need to begin the negotiation of his contract. Mr. Petropoulos asked about an evaluation. Mr. Schulman and Mr. Degen reminded Mr. Petropoulos that an evaluation was conducted in March and that is the one to use. Mr. Petropoulos asked about the process and the discussion the Board will have regarding the contract. Mr. Degen explained the Executive Session process when negotiating a contract. Mr. Haddad commented that if the Board is not going to renew he needs advance notice to put his matters in order. Mr. Petropoulos expressed the need for more time to review the contract. Mr. Schulman stated that it was noted the Board had five weeks previously to do exactly that and that the negotiations could begin. Mr. Petropoulos stated that he felt the pros and cons to renew the contract needed to be discussed and worthy of that discussion. Mr. Cunningham replied that Mr. Haddad's performance was in the most current evaluation and that he has been a good manager but the terms of his contract where to be in Executive Session. Mr. Degen felt Mr. Haddad's positives outweighed his

negatives. Mr. Schulman stated that he saw another two weeks to start negotiations was fair and it was decided that the discussion would be brought back to the Board at their next regular meeting.

Discussion Proposal to Create Annual Groton's Business Recognition Award: Mr. Petropoulos distributed his proposal to recognize local businesses in town calling out the work in town of Clover Farm Market. Mr. Petropoulos wanted to recognize one owner per year. Ms. Eliot stated that it would be hard to identify which business is selected. Mr. Degen felt the Board of Trade issuing this award may be a better place for it. Mr. Cunningham suggested the Board compose a Proclamation but the BOT give out an award.

LIAISON REPORTS

Ms. Eliot updated the Board on the House Bill in regards to 3886 and the bill refers to a Conservation Restriction issue. Ms. Eliot stated the bill passed.

ADJOURNMENT

Mr. Cunningham moved to adjourn at 8:30pm. Ms. Eliot seconded the motion. Meeting adjourned

Approved: _____
John G. Petropoulos, Clerk

respectfully submitted,
Patrice Garvin
Executive Assistant to the Town Manager

Date Approved: 8-6-12