

“MINUTES APPROVED”

Present: Chairman Peter S. Cunningham, Clerk Dann Chamberlin, Member Thomas P. McCuin, Jr. and Administrative Officer Jean E. Kitchen.

The meeting was called to order at 7:05PM.

MUNICIPAL SPACE NEEDS-ARCHITECTS FOR FIRE STATION PRELIMINARY DESIGN

Postponed until a future date.

Before turning to other agenda business, Mr. Cunningham referred to an announcement which he received regarding an event to take place at the Conference Center at Fort Devens at 2:30pm on Thursday, January 17 to kick off the Historical Museum Dedication. He, as well as Ed Kopec, encouraged Groton people to attend, stating that a bus would provide transportation free of charge.

Mr. Cunningham then suggested moving to the end of the agenda.

OTHER BUSINESS

1. Executive Session Minutes - 1-2-02

Following review by the Selectmen, Mr. McCuin mentioned one correction, which he will put in writing. Mr. Chamberlin moved to accept the executive session minutes of January 2, 2002 as amended. The motion was seconded and voted unanimously.

2. Executive Session Minutes - 1-2-02 (second session)

Mr. McCuin moved to accept the executive session minutes of January 2, 2002, second session, as presented. The motion was seconded and voted unanimously.

3. Executive Session Minutes - 1-7-02

Mr. McCuin had one question which he will discuss with Ms. Kitchen. Mr. Chamberlin moved to accept the executive session minutes of January 7, 2002, as amended. The motion was seconded and voted unanimously.

4. Regular Session Minutes - 1-7-02

Mr. Chamberlin noted that he attended a Mass Municipal Meeting recently and talked to a representative of Covanta who confirmed Mr. McCuin's theory that they wanted to negotiate the contract so far in advance in order to improve their bond rating.

Mr. Chamberlin moved approval of the regular session minutes of January 7, 2002. The motion was seconded and voted unanimously.

5. Applied Geographics, Inc.

Ms. Kitchen supplied some background information referring to the fact that Town Meeting had appropriated \$50,000 to come up with a Needs Assessment and Implementation Plan for GIS. The GIS Committee met numerous times and decided to request bids as well as doing some preliminary interviewing of employees. Several candidates were interviewed and Applied

Geographics, Inc. was the company of choice. The Committee developed a contract with AGI and voted unanimously to recommend that the BOS execute said contract.

AGI will have a package ready to present at the next Town Meeting in order to have a more complete understanding of the Town's needs before buying software for the Plan. They have already met with the Board of Health and other town departments.

Ms. Kitchen mentioned that the mapping job done by Cardographics was two years old. There were some problems with the maps, due in part to the software and also to the parcel numbering. She is not sure where we stand as far as corrections go. There were about 200 parcels, which needed manual correcting. The maps are available for the use of AGI.

The contract was in the amount of \$14,900. Mr. Chamberlin moved to award the contract for the GIS Needs Assessment and Implementation Plan to Applied Geographics, Inc. The motion was seconded by Mr. McCuin and voted unanimously.

Mr. Cunningham expressed the Boards appreciation to the GIS Committee for their time and effort.

CANNER - RE: WEST GROTON PARK

Mr. Canner began by reviewing the funds available for the purchase, including a \$25,000 grant for which he had applied, plus a matching grant, which he hopes will come through. With money appropriated by the town, he states that the total is about \$29,000. He asked what he should do next - should he be looking for an architect? He also indicated that his primary concern now is the dredging of the pond. Ms. Kitchen advised him that the town doesn't own the property yet and needs the \$4,000 check which he, Mr. Canner, had agreed to give. After the purchase is complete the dredging must still wait for better weather. The Department of the Army and Division of Fish and Wildlife will not allow it to take place in the winter. There was considerable discussion between the members of the BOS and Mr. Canner, with both sides indicating their frustration that the dredging has been delayed so long.

Mr. Cunningham said that the linkage between capping the landfill and dredging the pond could be problematic because the town has no choice but to cap and if the DEP issues a deadline then it will have to meet that deadline whether the dredging material is ready for the purpose or not. Mr. Canner showed great concern that the dredging might be delayed beyond July. Mr. Cunningham

tried to assure him that Mr. Cataldo of Littleton Environmental was aiming for that date. Mr. Canner suggested that June might be a possible date to start. The BOS showed interest in that possibility.

Mr. Cunningham, in addressing Mr. Canner, stated that tonight's meeting was to talk about the parcel of the parking lot, which Mr. Canner has been working to acquire from Groton Landholdings. Mr. Cunningham reminded him that he agreed, as indicated in the minutes of the March 13th meeting, to pay the difference between what was appropriated by the town and the price. Mr. Chamberlin added that it was not contingent on the pond dredging.

Ms. Kitchen mentioned the time and expense which has been incurred thus far and it was agreed that the town needed to move on the purchase. Mr. Chamberlin offered the assurance of the Board that everything possible will be done to complete the dredging as soon as possible.

Mr. Canner requested the Board to write a letter to the Division of Fish and Wildlife asking them to reconsider the winter dredging ban. He then suggested that Mr. McCuin might present the case to Bob Hargraves, requesting his intervention. Mr. McCuin said he would do that.

Mr. Cunningham asked if the town could now move ahead with the purchase with Mr. Canner's assistance. Mr. Canner agreed. He mentioned talking to Mr. Cataldo about scheduling the work and was asked by Mr. Cunningham to leave any such discussion up to the Board of Selectmen.

RECREATION COMMISSION - BUDGET OVERVIEW

Liza Judge and Becky Barth were in attendance for the Recreation Commission. Ms. Judge explained the large increase in their budget by providing background information about the sizeable increase in participation and programming; the increased quarterly mailings; the need for Administrative help and the reasoning behind the request for a van. Mr. Chamberlin stated that he could not support a budget 3 times greater than the current fiscal year, given the constraints on the town due to Prop. 2-1/2 and legislative budget cuts. Ms. Kitchen said that revenues should be included when they go before the Fincom.

Several suggestions were given by the Board for reducing the budget requests. Mr. McCuin suggested that a percentage of program fees should go toward printing costs. Mr. Cunningham recommended asking for part-time instead of full time Administrative help. In order to reduce the administrative load Mr. McCuin suggested increased use of the Website; registration and payment of fees done on line. Regarding a vehicle, he suggested checking with the Defense Reutilization and Marketing Office.

In attendance for the Conservation Commission were Alix Chase, Kathleen O'Connor, Peter Morrison, Evan Owen, Kris Corwin and Beth Montgomery. There was input from most, if not all, of the members present. The largest budget increase is for the signing of parcels of conservation land, as well as maintenance. They indicated that they have applied for grants, but are not sure if they will receive anything. They have checked a large number of resources, such as Technical Schools for the most economical means of obtaining signs. Mr. Chamberlin offered to put them in touch with a person in New Hampshire who would probably do the work at a reasonable price. The Board is supportive of signing to make the public more aware of conservation land. The Commission was complimented by the Board for keeping the budget increases so moderate.

COUNCIL ON AGING - BUDGET OVERVIEW

In attendance for the Council On Aging were Meredith Bowes, Kenn Thompson, and George Brouillette. In regard to the increase in Contracted Services for computers, Ms. Kitchen stated that computers used by staff, and probably even those in the Computer Lab should be serviced by the Computer Committee rather than an outside contractor. In regard to Pest Control and the expansion of the Director's Office Ms. Bowes was advised that John, the Town's Maintenance Supervisor would be responsible for such matters. It was also suggested to Ms. Bowes that the Library might have excess partitions, and there might be a Counter top available, such as she would like for the Receptionist work station.

OTHER BUSINESS - ADMINISTRATIVE OFFICER REPORT

The Selectmen were reminded by Ms. Kitchen of a meeting with GELD and a meeting at school with the Financial Forecasting Group both of which needed to be attended by one or more Selectmen.

Mr. Cunningham has a letter indicating that the Mass Highway Dept. has completed a survey of the Groton/Pepperell line. He wants to obtain a copy of the report. Mass Highway advises the use of a professional to come in and make the correction. Ms. Kitchen stated that there is already money available for this. She also stated that Legislation done ten years ago was incorrect, so we have to make another amendment.

Mr. Cunningham next referred to a letter from the Personnel Board advising the Selectmen regarding the factors they will use for COLA recommendations, ie: consumer price index and Social Security COLA. Ms. Kitchen will put this on a future agenda with the COLA being for next year.

Mr. Cunningham and Mr. Chamberlin attended a recent MMA conference at which they talked to a vendor of Street Lighting Fixtures. It was agreed that it is premature to consider fixtures at this time.

The meeting concluded on a lighter note when Ms. Kitchen referred to a flyer regarding a conference entitled "Resolving Conflicts with Canadian Geese".

ADJOURNMENT

At 8:45 PM Mr. Chamberlin moved to adjourn. The motion was seconded and voted unanimously.

Approved _____

Respectfully Submitted,

Dann Chamberlin, Clerk

Eileen Navien
Recording Secretary