

**BOARD OF SELECTMEN
DECEMBER 2, 2002
REGULAR SESSION MINUTES
“APPROVED”**

SEALER OF WEIGHTS AND MEASURES PUBLIC HEARING

Mr. Eric Aaltonen, Sealer of Weights & Measures (SWM) was present for this Proposed Fee Increase Hearing. The public hearing checklist is enclosed. Ms. Kitchen stated that since she has been with the Town (12 years) these fees have not increased. Now the state is requiring sealers be certified by the state and have added to the scope of services that need to be done by the sealer, Mr. Aaltonen requested this increase. Mr. Aaltonen informed the BOS that not only does he have to certify all of the establishments, but also that if the scales are over 100 lbs.; he has to call in either Alpha Scale or Worcester Scale and be there on site while they certify. Mr. Aaltonen is also required to complete an annual report to the Division of Standards. Currently the SWM submits his fees to the Treasurer and then the Town pays him the fees he's collected. The BOS will keep the pay structure this way for one year and will then review it.

STAGECOACH INN – License Renewal

Mr. George Pergantis was in attendance. He agreed with the amount of \$6,711.79, owed to the Water Department that was in arrears and submitted a check for the same. He does, however, disagree with the sewer figures for the current year and has a meeting with the Sewer Commission.

Mr. Cunningham moved to approve the renewal of an Innholder License for All Kinds of Alcoholic Beverages to be drunk on the premises for the Groton Stage Coach Inn & Tavern, Inc., license to expire December 31, 2003. Seconded by Mr. Hartnett. Unanimous vote.

First Parish Church

There is a groundwater problem with water going across Route 40. With the cold weather, the water is now freezing and it is becoming a public safety issue on that hilly portion.

Mr. Cunningham recommended Ms. Kitchen send a letter to the Planning Board to inquire the status of site plan review. The BOS was informed that the Planning Board has run into a stonewall with this issue. It was recommended that a letter be sent to the church.

TOWN ACCOUNTANT INTERVIEWS

Mr. Chamberlin stated that this interview process has been quite a lengthy one. With over 20 applications, the committee interviewed 8 and narrowed it down to 3, which are coming before the BOS. Ms. Kitchen stated that the committee was unanimous on its vote of the 3 finalists. These 3 finalists have had a tour of Town Hall and sat down to talk in more detail with two members of the interview committee. The BOS asked the following questions to each of the candidates and will meet with the Interview Committee this upcoming week and will make its final selection at next week's meeting.

Mr. Chamberlin's question to each interviewee was summarize why you feel you would be the ideal candidate? What are your strengths?

Mr. Hartnett's question to each interviewee was this is a small office setting; can you work in that type of environment where you have to pitch in and do many jobs?

Mr. Cunningham's question to each interviewee was what other areas of growth could you envision in that office as it relates to other key financial departments?

Valerie Jenkins

Ms. Jenkins stated that she spent a lot of years working as town volunteer in various capacities, one being Finance Committee; is currently employed at a local business as business manager and Human Resource Director. She stated that numbers are her life. She currently handles paychecks and benefits and recently changed her current employer's manual system to computerized system twice and has managed a payroll system for 15 years. Regarding her leadership qualities – Chairman of Finance Committee and Chair of the Library Trustees while the building was being built. She finds that working for the town was what attracted her to this position and wants to make the town better.

Ms. Jenkins currently has a small staff as well and feels she needs to know the job herself in order to train staff to do it; she believes in cross training; she's had to write checks by hand, manage petty cash and still does human resources manually; has some experience reviewing software but would also go to other sites to review their software, as well; has experience negotiating

contracts for health benefits each year; helps employees with their insurance; is very comfortable with the budget process.

Ms. Jenkins stated she has experience with management reporting and tracking, looking at trends, looking for alternative sources of revenue such as increase in user fees or securing grants. She would also attempt to find a way for the accounting systems to be more accessible to other departments. When asked if she could say no to those who would need it, she stated she also has experience with that.

Mr. Chamberlin stated in closing that he's always been impressed with Ms. Jenkins while she was on the Finance Committee. She presented factual data, was matter of fact about it with a low-key demeanor. As a member of the audience, he often relied on her dispassionate judgment.

Sara Vaz

Ms. Vaz stated that she has 17 years of management experience; has a Masters from WPI; was a systems engineer prior to that, understands operations, budgeting and forecasting, has an MBA and had 3 assistants work directly for her; did business analysis; was a hands-on manager working with people; doesn't stand on ceremony; is proactive. She felt she would be a good candidate because she has a unique mix of finance and managerial experience dealing with organizations, would work as a partnership; very interested in people relationships; Town of Groton is a smaller organization that is more focused on people versus profit.

Ms. Vaz reiterated that regarding working in a smaller environment, she doesn't stand on ceremony and is hands-on; would be comfortable researching software and understanding the needs of the town; would work collaboratively; she did not ever directly handle health insurance however she would approach it logically.

Ms. Vaz stated that in order to blend with the other critical departments, a number of relationships need to be built. She has good communications, open communication. She would sit down with department heads routinely to increase communication and build relationships based on trust and mutual respect.

Lee Thompson

Ms. Thompson has 20 years of solid accounting experience in general accounting, budgeting, auditing and human resources. She worked her way up the ladder in three organizations and was just recently a supervisor. Her company relocated out of state. She has experience with computer implementations – she formed a team of appropriate people to work effectively together. There were a lot of human sides to the process and she felt if you know the people, you could work effectively on issues. Regarding her interest in municipal government, she felt that the culture was public service versus profit driven organization. She has dealt with grants in her experience. Ms. Thompson did see a lot of parallels. You have a revenue number and built a creative budget and then get different departments to buy into it and manage the business.

Regarding a small office environment, Ms. Thompson had no problem with this. She felt it's important to run a small office. You have to know how to run it. She had a lot of experience researching software packages. She stated that you create a team with core users and have the teamwork as a team and arrive at a spec. and felt that you then need the proper training to learn the system.

Ms. Thompson stated she would be very helpful to other departments. She felt a lot of people don't understand budgets and figures. Her job was to help them and have an exchange of ideas forecasting revenue and expenses, cost containment and coming up with more efficient ways to handle expenses.

SPECIAL OFFICER APPOINTMENTS

Mr. Cunningham moved to appoint Jack Balonis as a Special Officer for the term to expire June 30, 2003. Seconded by Mr. Hartnett. Unanimous vote.

Mr. Cunningham moved to appoint Jack Saball as a Special Officer for the term to expire June 30, 2003. Seconded by Mr. Hartnett. Unanimous vote.

Mr. Cunningham moved to appoint Walter Kumpu as a Special Officer for the term to expire June 30, 2003. Seconded by Mr. Hartnett. Unanimous vote.

WEEKLY ENTERTAINMENT LICENSE RENEWALS

Mr. Cunningham moved approval of Amusement Licenses for the following establishments, all licenses to expire December 31, 2003: Groton Jade Restaurant for disc jockey, piano player, folk singer, and small band; Groton Country Club & Recreation Authority for live entertainment and disc jockey; Groton House of Pizza for 1 pinball machine, 2 video games and 1 juke box and Groton Stage Coach Inn & Tavern, Inc. for live entertainment (dinner music), small bands, and occasionally disc jockey. Seconded by Mr. Hartnett. Unanimous vote.

Other

Mr. Hartnett suggested obtaining cordless microphones for the audience in order for those residents watching at home to hear the audio sound better.

Mr. Cunningham moved to adjourn the meeting at 8:55 P.M. Seconded by Mr. Hartnett. Unanimous vote.

Approved: _____
Thomas D. Hartnett

Respectfully submitted,
Maria Casey,
Administrative Secretary

Date Approved: January 6, 2003

Enclosure – Sealer of Weights & Measures Public Hearing Checklist & Proposed Fee Increase