

**BOARD OF SELECTMEN  
JANUARY 27, 2003  
REGULAR SESSION MINUTES  
"APPROVED"**

The meeting was called to order at 7:00 P.M.

Present: Dann Chamberlin, Chairman; Thomas D. Hartnett, Clerk; Peter S. Cunningham, Member; Administrative Officer Jean E. Kitchen and Maria Casey, Administrative Secretary.

**Administrative Secretary to the Police Chief – Brenda Hazard-Taylor**

*Mr. Cunningham moved to approve the hiring of Brenda Hazard-Taylor as Administrative Secretary to the Police Chief effective January 27, 2003, at Grade 7, Step 1. Seconded by Mr. Hartnett. Unanimous vote.*

**Dispatcher – Joseph M. Woods**

*Mr. Cunningham moved to appoint Joseph M. Woods as Communications Officer effective February 1, 2003, for the term to expire June 30, 2003. Seconded by Mr. Hartnett. Unanimous vote.*

**Public Safety Database Coordinator – Lawrence W. Swezey**

*Mr. Cunningham moved to appoint Lawrence W. Swezey as Database Coordinator effective immediately for the term to expire June 30, 2003. Seconded by Mr. Hartnett. Unanimous vote.*

**Budget Review Appointments**

The Board of Selectmen (BOS) met with the following departments -- Fire Chief, Building Maintenance, Treasurer/Tax Collector, Police Chief, Building Inspector, Town Accountant, EMS, GIS, Conservation Commission, Council On Aging, Recreation Commission and Administrative Officer to review FY04 budgets. The BOS had previously outlined that budgets were to be level funded and presented with proposed 10% cut in expenses should that need arise. The BOS appreciated the efforts by almost all departments in recognizing the need to level fund given this fiscal "crunch."

**Alternate Electrical Inspector – John Dee**

*Mr. Cunningham moved to appoint Mr. John Dee as Alternate Electrical Inspector for vacation coverage. Seconded by Mr. Hartnett. Unanimous vote.*

**40B – Affordable Housing – Lowell Road**

The BOS met with Attorney Ray Lyons representing HCR Construction Company and reviewed a proposed Comprehensive Permit to develop an affordable housing complex on Lowell Road that would contain 44 units of which 11 would be affordable. The BOS made the following recommendations to be sent to Mass Housing:

- We would prefer two handicap units rather than just one as is in the proposal.
- We would like to see a preference for Groton residents and Town and school employees.
- As there are 3 similar comprehensive permits currently under consideration in town for a total of 136 units, we would like to have these projects coordinated so that there is some phasing in, rather than have all three projects developed and available at the same time. There is also the possibility of another comprehensive permit being submitted shortly which would increase the unit total noted above.

**EARTH REMOVAL – GDRSD – MAIN STREET – ROSS ASSOCIATES**

*Mr. Cunningham moved to approve a Certificate of Exemption to the Earth Removal By-Law, Chapter 134, Section 10, to Groton Dunstable Regional School District for the removal of approximately 2,000 cubic yards of material located on Main Street, shown on Assessors' Map/Parcels 110/42 & 43 to include the following conditions:*

1. Applicant shall notify the Earth Removal Inspector prior to commencement of activity.
2. Operating hours on site and material hours taken off site subject to the approval of the Police Chief.
3. Applicant must ensure traffic flow is not impeded during operation.
4. Slope of stockpiles not to exceed 2:1.
5. Excavated areas are to be stabilized at the end of each day.
6. Appropriate dust control measures to be undertaken.
7. The roadway must be cleaned at the end of the workday. *Seconded by Mr. Hartnett. Unanimous vote.*

**Greenway Committee Appointment – Alan Shorb**

*Mr. Cunningham moved to appoint Alan Shorb to the Greenway Committee for the term to expire June 30, 2005. Seconded by Mr. Hartnett. Unanimous vote.*

**Extension of P & S, 217 West Main Street**

*Mr. Cunningham moved to extend the Purchase and Sale Agreement date to June 1, 2003. Seconded by Mr. Hartnett. Unanimous vote.*

**Approve Regular Session Minutes of 12/30/02, 1/13/03, 1/16/03**

*Mr. Cunningham moved to approve the regular session minutes of December 30, 2002. Seconded by Mr. Hartnett. Unanimous vote.*

*Mr. Cunningham moved to approve the regular session minutes of January 13, 2003. Seconded by Mr. Hartnett. Unanimous vote.*

*Mr. Hartnett moved to approve the regular session minutes of January 16, 2003. Seconded by Mr. Cunningham. Unanimous vote.*

The Executive Session Minutes of 12/30/02 were tabled until the meeting of February 3, 2003.

*Mr. Cunningham moved to adjourn the meeting at 10:30 p.m. Seconded by Mr. Hartnett. Unanimous vote.*

Approved: \_\_\_\_\_  
Thomas D. Hartnett, Clerk

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*Respectfully submitted,*  
Maria Casey,  
Administrative Secretary

Date Approved: February 3, 2003