

**BOARD OF SELECTMEN
MARCH 10, 2003
REGULAR SESSION MINUTES
“APPROVED”**

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

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

***Absent:** Dann Chamberlin as he was not feeling well according to Mr. Hartnett.

Mr. Chamberlin arrived at 7:35 P.M.

Review Town Meeting Articles

The Board reviewed each article as listed in the attached draft of 3/7/2003.

*Mr. Chamberlin arrived at 7:35 P.M.

HIPAA Privacy Officer

Town Accountant Valerie Jenkins, who currently oversees town benefits, was in attendance. Her responsibilities are to establish a system for tracking protected health information (PHI), establish employee sanctions for unlawful disclosures, establish policies and procedures related to PHI, establish a system for informed consent, establish a complaint and remediation procedure, communicate privacy policies/procedures to all employees and be designated as HIPAA Privacy Officer. *Mr. Cunningham moved to designate Valerie D. Jenkins as Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer. Seconded by Mr. Hartnett. Unanimous vote.*

Town Accountant Disclosure

Ms. Jenkins stated that as Town Accountant, she certifies the warrants for available funds. She stated that her husband, Frank Jenkins, owner of Heirloom Woodwork has in the past and will be in the future providing services to the Town of Groton. She spoke to the State Ethics Commission and was advised that there is no significant ethical issue; however, they recommended she make a public disclosure and file it in the Town Clerk's office. *Mr. Cunningham moved to disclose that Town Accountant Valerie D. Jenkins' husband is the owner of Heirloom Woodwork and authorizes her to certify funds for Heirloom Woodwork's charges. Seconded by Mr. Hartnett. Unanimous vote.*

Employee Recognition

The BOS reviewed the draft employee recognition policy (attached). Ms. Kitchen recommends this policy. Mr. Cunningham stated this was appropriate. Mr. Hartnett concurred and added that for the future he would like to see employees be awarded with additional vacation, such as the school employee receive -- an extra week of vacation after 20 years of service, for example. It was noted that the Personnel Bylaw would need to be amended for this suggestion. Mr. Cunningham moved to amend the Employee Recognition Policy as per the draft of 3/10/03. Seconded by Mr. Hartnett. Unanimous vote.

Treasurer/Tax Collector Job Description

Ms. Kitchen stated that this job description is the new one that essentially combines both positions, as per the Town Meeting vote of 2002. She has received input from Interim Treasurer/Tax Collector, Christine Collins, who concurred with the job description. Ms. Kitchen also informed the BOS that the description was presented to the Personnel Board for rating and the Personnel Board rated the position as Grade 14. *Mr. Cunningham moved to approve the Treasurer/Tax Collector Job Description and rating of Grade 14, per the recommendation of the Personnel Board. Seconded by Mr. Hartnett. Unanimous vote.*

Transfer Station Bid

The BOS postponed this item as they were informed by Ms. Kitchen that according to the Supervisor Bruce Dubey, this bid is being contested.

Administrative Officer Report

