

**BOARD OF SELECTMEN
OCTOBER 14, 2003
REGULAR SESSION MINUTES
"APPROVED"**

Present: Thomas D. Hartnett, Chair; George F. Dillon, Jr., Vice Chair; John L. Saball, Clerk; Peter S. Cunningham, Member; Virginia C. Wood, Member (arrived at 7:17 p.m.); Administrative Officer Jean E. Kitchen; and Kathleen Newell, Office Assistant.

The meeting was called to order at 7:00 p.m.

Road Layout – Nicole Lane

The hearing opened at 7:00 P.M.

Mr. Cunningham moved to open the hearing. Mr. Dillon seconded. 4 in favor, 1 absent (Wood).

Mr. Hartnett read Legal Notice. There were no abutters present for the hearing. Mr. Hartnett reviewed the process of road acceptance. The hearing closed at 7:18 P.M.

Mr. Cunningham move to close the hearing. Mr. Dillon seconded. 4 in favor, 1 absent (Wood)

Mr. Cunningham moved to approve the laying out of Nicole Lane as a public way, as further described and shown on an As-Built Plan and Profile dated July, 2001, entitled "Gilson Estates As-Built Plan of Nicole Lane in Groton, Mass" prepared for Gilson Estate Trust by David E. Ross Associates. Mr. Dillon seconded. 4 infavor, 1 absent (Wood).

Personnel Board Appointment – Jennifer Trzepacz

Mr. Cunningham moved to appoint Jennifer E. Trzepacz to the Personnel Board for the three-year term to expire June 30, 2006. Mr. Saball seconded. Unanimous vote.

Refinancing of "Refunding Bonds" – Treasurer Christine Collins

Ms. Christine Collins was present for this portion of the meeting. Ms. Collins stated that she had been looking at long-term debt issues and had asked the financial advisor for options regarding general obligation bonds. Ms. Collins stated that she hoped by refinancing the interest rate would be reduced from 5.75% to 4%; which would save approximately \$90,000. over the life of the bonds and \$14,000.00 this fiscal year. Ms. Collins requested that the Board of Selectmen sign an agreement for her to proceed.

Mr. Cunningham moved that under and pursuant to Chapter 44, Section 21A, of the General Laws, or pursuant to any other enabling authority, there is hereby authorized the issuance and sale of Refunding Bonds (the "Refunding Bonds") of the Town for the purpose of (i) refunding all or a portion of the outstanding balance of the (a) \$2,225,000 Municipal Purpose Loan of 1992 (Series A) Bonds dated July 1, 1992 (b) \$306,000 Water Bonds (Reservoir) dated January 4, 1993, (collectively, the "Refunded Bonds"), (ii) paying all costs of issuance of the Refunding Bonds, (iii) paying any redemption premium associated with the redemption of Refunded Bonds, and (iv) paying any or all of the interest due on the Refunded Bonds.

AND FURTHER VOTED: That the Treasurer is hereby authorized to take such action as may be necessary to prepare the Refunding Bond issue for sale and, subject to approval by the Board of Selectmen, to determine the details of the Refunding Bonds." Mr. Dillon seconded. Unanimous vote.

Financial Management Guidelines – Administrative Officer, Town Treasurer and Accountant

Ms. Christine Collins, Ms. Valerie Jenkins, and Mr. Steve Webber were present for this portion of the meeting.

Ms. Kitchen stated that she had been working the Ms. Jenkins and Ms. Collins to formulate the Financial Management Guidelines, which will be one of three policies. Mr. Dillon inquired if the Finance Committee had been approached. Ms. Jenkins stated that both the Finance Committee and Capital Planning Committee had received copies and she felt that there was currently a verbal majority of approval. Ms. Collins explained that Standard & Poor and other rating

agencies look at all debts as a whole; including the schools, water and electric light department. Mr. Cunningham stated that a meeting should be arranged with the School Treasurer to review financial plans to see how the schools are impacting the rating and the Treasurer's Focus Group would be a good place to start. Ms. Collins stated that she would like to receive more information from the schools' capital plan. Ms. Collins stated they recommended reducing the debt from 17% to 8%; which could possibly take ten years. Mr. Webber stated that there needed to be a master financial plan, which can be followed to achieve the reduction from 17% to 8%; and until that figure is reached we need to be cautious. Ms. Collins stated that future goals were to line up new debt with expiring debt; refinance for shorter terms; and there would be nothing over \$25,000. on town meeting warrant.

Mr. Cunningham moved to accept the "Overview of Financial Management Guidelines" as drafted and recommended by Administrative Officer Jean Kitchen, Town Treasurer Christine Collins, and Town Accountant Valerie Jenkins (Financial Policy Subcommittee). Mr. Dillon seconded. Unanimous vote.

Taking Position on Special Town Meeting Articles

The Board reviewed the Special Town Meeting Articles.

<u>Article</u>	<u>BOS Support</u>	<u>Presenter</u>
Article 1	Unanimous Support	Mr. Dillon
Article 2	Unanimous Support	Mr. Cunningham
Article 3	Unanimous Support	Mr. Dillon
Article 4	Unanimous Support	Mr. Dillon and Ms. Wood
Article 5	Four Support, 1 Opposes	Mr. Hartnett
Article 6	Unanimous Support	Mr. Dillon
Article 7	Unanimous Support	Mr. Hartnett
Article 8	Unanimous Support	Mr. Hartnett
Article 9	Unanimous Support	Mr. Cunningham
Article 10	Unanimous Support	Mr. Cunningham
Article 11	Unanimous Support	Mr. Saball
Article 12	Unanimous Support	Mr. Saball
Article 13	Support \$75,000 for Contingency Fund	Mr. Saball
Article 14	At Special Town Meeting	Ms. Wood
Article 15	Unanimous Support	Ms. Wood
Article 16	Four Support, One abstention	Ms. Wood
Article 17	At Special Town Meeting	Ms. Wood
Article 18	Unanimous Support	Mr. Saball
Article 19	Unanimous Support	Mr. Dillon
Article 20	Unanimous Support to indefinitely postpone.	Mr. Cunningham

Common Victualler Application – RiverCourt Residences

Mr. Cunningham moved to approve the Common Victualler License for RiverCourt Residences at 8 Main Street, West Groton, license to expire December 31, 2003. Mr. Saball seconded. Unanimous vote.

Early Retirement Incentive

Mr. Cunningham moved accept Section 116 of Chapter 46 of the Acts of 2003 (ERI) limited to the Police Department Maintenance Division and Groton Electric Light Department and further limited to two people. Mr. Dillon seconded. Unanimous vote.

Review Regular Session Minutes of September 29, 2003

Mr. Cunningham moved to approve the Regular Session Minutes of September 29, 2003. Mr. Dillon seconded. Unanimous vote.

Review Executive Session Minutes of September 29, 2003 – Session 1

Mr. Cunningham moved to approve and not release the Executive Session Minutes of September 29, 2003 – Session 1. Mr. Dillon seconded. Unanimous vote.

Review Executive Session Minutes of September 29, 2003 – Session 2

Mr. Cunningham moved to Approve and Not Release the Executive Session Minutes of September 29, 2003- Session 2.

Mr. Dillon seconded. Unanimous vote.

Administrative Officer Report

Ms. Kitchen stated she had received a final version of the fire study protection report and asked the Board if they like the committee to go over the highlights of the report. The Board concurred. Ms. Kitchen stated she would like to schedule with the DA's office and Ethics Commission to present a refresher course on Open Meeting and Conflict of Interest Law to the various departments and asked if the Board would like to schedule the meeting during one of the workshop nights for all departments and employees in January. The Board concurred. Ms. Kitchen requested that the Board members review the Board of Selectmen Policies drafted in May and forward any comments to her, so they may be placed on the Agenda for November 10 for adoption.

Selectmen Liaison Updates

Hiring Freeze/Reclassifications

Mr. Hartnett stated that he had two requests to review, the ZBA Administrative Assistant and Sewer Department Office Assistant reclassification; he had met previously with the Chairman of the Zoning Board of Appeals, and had recommended that the Administrative Assistant position, which currently is a non-benefit, contractor position not under town personnel by-laws, become a graded position under the personnel board guidelines. Mr. Hartnett stated that Mr. Schulman had agreed, but he had not yet spoken again with Mr. Hartnett. Mr. Hartnett stated that Sewer Department wanted the position of Sewer Office Assistant reclassified and he had initially recommended going before the personnel board, however he had reviewed the BOS position on Hiring/Reclassification Freeze and concurred with the Board consensus that the process should be done only during the regular business of the Personnel Board.

Mr. Saball stated that he had reviewed requests from the Chief of Police, who was requesting to fill a vacant position, hiring part-time officers and a stand-by dispatcher.

Ms. Wood moved to approve to fill the vacant position within the Police Department and the hiring of part-time officers and a stand-by dispatcher. Mr. Cunningham seconded. Unanimous vote.

Mr. Saball stated that he had reviewed a request by John Walsh; EMS Director for reclassification of position of the full-time EMT as that employee is currently is supervising the full-time Firefighter/EMS position for the EMS portion of the job. Ms. Kitchen reviewed the EMS Director's job description, and the Board concurred that the Personnel Board should review the Director's job description.

Ms. Wood moved to not review the position of the full-time EMT at this time. Mr. Dillon seconded. Unanimous vote.

Mr. Cunningham moved to adjourn at 9.46 p.m. Ms. Wood seconded. Unanimous vote.

Approved: _____
John L. Saball, Clerk

Respectfully submitted,
Kathleen Newell, Office Assistant

Date Approved: October 27, 2003