

BOARD OF SELECTMEN
JUNE 21, 2004
REGULAR SESSION MINUTES
“APPROVED”

Present: George F. Dillon, Jr., Chair; John L. Saball, Clerk; Virginia C. Wood, Member; Robert W. Nordblom, Member; Administrative Officer Jean E. Kitchen and Kathleen Newell, Office Assistant

Absent: Peter S. Cunningham, Vice Chair

The meeting was called to order at 7:02 p.m.

Administrative Secretary, Maria Casey RE: Gibbet Hill Grill Restaurant, 61B Lowell Road and Gibbet Hill Grill Function Hall, 61A Lowell Road

Ms. Maria Casey, Administrative Secretary and Mr. Josh Webber were present for this portion of the meeting.

Mr. Saball moved to open the hearing at 7:03 p.m. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Ms. Wood removed herself from the hearing to avoid appearance of conflict of interest at 7:03 p.m.

Mr. Dillon read the legal notice published June 4th, 2004. (Checklist enclosed herein.)

Ms. Casey stated the package was now complete and for the Board to disregard the contingency made upon receipt of a floor plan. Ms. Casey reviewed the requirements regarding proximity to churches and schools, stating there was a letter for the Board to sign stating the project would not be detrimental to the First Parish Church of Groton or Lawrence Academy.

Mr. Saball moved to close the hearing at 7:10 p.m. Seconded by Mr. Nordblom. 3 infavor, 1 abstention(Wood), 1 absent (Cunningham).

Mr. Saball moved to approve a new license, an Annual, Restaurant, All Alcohol (to be drunk on premises), to Gibbet Hill Grill, LLC, doing business as Gibbet Hill Grill Restaurant located at 61B Lowell Road. Seconded by Mr. Nordblom. 3 in favor, 1 abstention (Wood), 1 absent (Cunningham).

Mr. Saball moved to open the hearing at 7:11 p.m. Seconded by Mr. Nordblom. 3 infavor, 1 abstention(Wood), 1 absent (Cunningham).

Mr. Saball moved to close the hearing at 7:15 p.m. Seconded by Mr. Nordblom. 3 in favor, 1 abstention(Wood), 1 absent (Cunningham).

Mr. Saball moved to approve a new license, an Annual, Restaurant, All Alcohol (to be drunk on premises), to Gibbet Hill Grill, LLC, doing business as Gibbet Hill Grill Function Hall located at 61A Lowell Road. Seconded by Mr. Nordblom. 3 in favor, 1 abstention (Wood), 1 absent (Cunningham).

Chapter 61A Right of First Refusal - 32 Jenkins Road

Attorney Robert Collins was present for this portion of the meeting.

Mr. Dillon stated the Board had received responses from the Planning Board, Board of Assessors, Conservation Commission, Water Department, and the Groton Trails Committee all recommending the Town not exercise its right under Chapter 61A. Attorney Collins stated he had met with the Conservation Commission and addressed its concerns.

Ms. Wood moved to that the Town not exercise its right under Chapter 61A to purchase property know as 32 Jenkins Road, shown on Groton Assessors Map 217, Parcel 84 & 85, owned by Donald and GertrudeMacMillan. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Landfill Capping Committee RE: Bid Award

Mr. Jamie Greacen and Dr. Susan Horowitz were present for this portion of the meeting.

Mr. Greacen stated the Landfill Capping Committee was supporting the Board of Health in soliciting bids for monitoring of the landfill. Mr. Greacen stated nine bids had been received which had been narrowed to three bidders and the Board of Health was looking for a one-year contract with a three-year option. Mr. Greacen stated the bid had been awarded to Levine Fricke for a one-year contract contingent upon negotiation of the contract. Mr. Dillon asked how long the monitoring would go on for. Mr. Greacen stated essentially forever; the monitoring must show no changes in the landfill and then the DEP may be petitioned to reduce the frequency of monitoring. Mr. Saball asked if it would be sensible to look at a longer term, which would be less expensive. Mr. Greacen stated the Committee recommended Levine Fricke because it was less expensive on the one-year bid. Dr. Horowitz stated the Town Accountant had requested a one-year contract to ensure satisfaction with service. Dr. Horowitz thanked the Landfill Capping Committee for its hard work, and although the Committee had disbanded, its members had still offered to help with the monitoring.

Ms. Wood moved to award the contract for Landfill monitoring to Levine Fricke in an amount not to exceed \$13,000 and authorize Jamie Greacen as signatory on the contract. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Library RE: Filling of Vacancy Library Assistant II

Ms. Owen Shuman was present for this portion of the meeting.

Ms. Shuman stated the vacancy was in the Children's Room and was a Grade 4, \$13.79/hour at thirty-seven hours per week. Ms. Shuman stated \$3,000 could be saved a year at a lower Step pay rate. Ms. Wood stated the Children's Room was always busy and provided excellent service.

Ms. Wood moved to authorize the Library to hire a replacement for the full time position of Library Assistant II in the Children's Room. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Ms. Wood stated that if Ms. Shuman would keep the position at a Step 2 or lower that would be a financial benefit to the Town.

Mr. Dillon asked Ms. Shuman about out of town user figures as had been previously discussed. Mr. Shuman stated she would provide the information soon.

Tax Collector/Treasurer - Christine Collins RE: Goals

Ms. Christine Collins and Ms. Valerie Jenkins were present for this portion of the meeting.

Ms. Collins presented a handout to the Board and reviewed the Goals outlined within. Ms. Collins stated training was ongoing on the Accountant software. Ms. Collins reviewed her Goals, which had not been accomplished. Ms. Collins stated her goal of reducing the number of tax titles had not been realized as the properties at Lost Lake had been assessed to unknown owners rather than to Mass Development Company, which had owned the properties in the 1920 and also went defunct in the 1920's. The properties need to be disclaimed and retaken.

Mr. Dillon asked Ms. Collins if the DOR had commented on the policies created by Ms. Collins, Ms. Jenkins and Ms. Kitchen. Ms. Wood stated when she had had her interview with the DOR, the policies had been favorably commented upon.

Ms. Collins stated she would like to continue working with the Insurance Advisory Committee to have a plan in place explaining voluntary benefits and determining the best way to convey to employees what benefits are available.

Mr. Dillon asked Ms. Collins if she had comments on the DOR recommendation to go to a Town Collector. Ms. Collins stated if Groton were a town, which had multiple small offices whose sole purpose were to collect money it may be beneficial, however she doesn't think any departments would be making any cuts in personnel if a Town Collector were implemented. Ms. Collins stated she would need to be shown how the change would be beneficial to the Town.

Mr. Nordblom asked Ms. Collins if she had any larger goals outside her presentation. Ms. Collins stated she has been working with Ms. Kitchen, Ms. Jenkins, and Ms. Swezey long term looking at potential revenues, the big picture and making smaller pieces.

Town Accountant - Valerie Jenkins RE: Goals

Ms. Valerie Jenkins and Ms. Christine Collins were present for this portion of the meeting.

Ms. Jenkins stated she has been in the position of Town Accountant for eighteen months and has had both short and long term goals. Ms. Jenkins stated she had hit the ground running and everyone was willing to do their part and willing to learn. Ms. Jenkins further stated she had converted a total manual system to an automated system. Ms. Jenkins stated she has been participating in joint financial meetings with Groton and Dunstable and serving on the Town Government Study Committee. Ms. Jenkins stated most of her job is to be an internal auditor. Mr. Nordblom stated the successful Finance Committee would not be possible without Ms. Jenkins. Mr. Dillon stated Ms. Jenkins has been very helpful in answering his questions. Mr. Dillon referenced the Financial Management Policies and stated we need to keep reminding people we have the policies and what they are for.

Ms. Jenkins stated she hoped the joint Groton-Dunstable meetings would continue. Ms. Jenkins stated Groton performs budget projections differently than Dunstable and both are different from the School.

Ms. Jenkins stated the Recreation Department will close the fiscal year with a deficit and she has been reviewing all trust and gift accounts. Ms. Jenkins stated the Town will be negotiating three contracts and feels her job is to be a consultant and wanted the Board of Selectmen to know she is willing to review them.

Ms. Wood suggested a short-term goal could be helping the Board of Selectmen to find qualified people to fill the Finance Committee.

Ms. Jenkins stated she had brought some interesting figures for the Board and submitted the following: there are 58 bank accounts, 1 has 29 sub-accounts; there are 24 separate funds and 80 cost centers or departments; there are 39 "593" accounts i.e. Planning Board accounts on which interest has to be accounted for; 25 trust funds and over 5000 entries are entered every month. Ms. Jenkins stated it is amazing what passes through the Town.

Conservation Commission RE: Goals

Ms. Barbara Ganem and Mr. Bruce Clements were present for this portion of the meeting.

Ms. Ganem reviewed the goals. Ms. Ganem stated the Commission is looking at using the Conservation fund for a parcel of land on the Nashua River, which consists of 33 acres and is currently farmed and would continue to be farmed. Ms. Ganem stated one goal is to improve boundary markers and the Commission has spoken with the Planning Board about permanent markers to alleviate encroachment.

Ms. Wood stated she had spoken with Ms. Ganem and asked what the Board of Selectmen can do to help the Conservation Commission complete their goals. Ms. Ganem stated she had spoken with Nashoba Valley Technical High School regarding the docks. Mr. Dillon stated the Board's agenda is open any time the Commission would like to talk about what is important or an issue, which needs an explanation. Ms. Ganem stated it has been a very busy year with Chapter 40B housing projects. Mr. Clements stated the Commission is finding people doing things on their property because they don't know they shouldn't and suggested an outreach program as a way of public education.

One-Day Liquor License - Tina L. Kollarics - July 10, 2004

Ms. Tina Kollarics and Ms. Christine Kollarics were present for this portion of the meeting.

Ms. Wood moved to approve a One-Day All Alcohol License for Tina L. Kollarics on July 10, 2004 from 5:00 p.m. to 12:00 a.m. at 71 Shenandoah Road, Groton, Mass., contingent upon receipt of the Certificate of Insurance listing the Town of Groton as an Additional Insured as described in the letter from Maria Casey to Mr. C.W. Bucke, CPCU dated June 18, 2004. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Ms. Christine Kollarics requested a moment of the Board's time regarding the application of diquat to Lost Lake. Ms. Kollarics stated she was a botanist with the Natural Heritage and Endangered Species Program and she had done a survey of bur weed prior to the application and after the application. Ms. Kollarics stated the bur weed had disappeared and she had contacted the Environmental police and Natural Heritage. Ms. Kollarics further stated she would be presenting her program findings to the Conservation Commission.

OTHER BUSINESS:**Zoning Board of Appeals Assistant Wages**

Ms. Wood moved to increase the hourly wage for the Zoning Board of Appeals Assistant to \$20.32 per hour effective March 1, 2004. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Local Emergency Planning Committee Appointment - Cathy Lincoln

Ms. Wood moved to appoint Cathy Lincoln as the Groton School Representative to the Local Emergency Planning Committee for the one-year term to expire June 30, 2005.

Election Workers Appointments 7-1-04 to 6-30-05

Mr. Saball moved to appoint Lillian Alcott, Martha Campbell, Anthony Corsetti, Joan Cox, Carl Flowers, Valerie Jenkins, Cindy Martell, Chris Mills, and Elizabeth Zanelli as Election Worker(s) for the term to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Authorization to Sign for Council on Aging Formula Grant

Ms. Wood moved to authorize Jean Kitchen to execute Council on Aging Formula Grants on behalf of the Town of Groton. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Town Reimbursement Rate for Mileage

This agenda item was continued until the next meeting.

Annual Appointments - Special Police Officers - Ayer, Special Police Officers - Shirley, Special Police Officers - Littleton; Affordable Housing Task Force; Cable Advisory Board; Computer Committee; Conductorlab Oversight Committee; Conservation Commission; Emergency Management Agency; Finance Committee; Historical Commission; Housing Partnership; Insurance Advisory Committee; Local Emergency Planning Committee; Montachusett Joint Transportation Commission; Public Safety Database Coordinator; Recycling Committee; Veteran's Service Officer

Mr. Nordblom moved to appoint the following Special Police Officers from Ayer for the one-year term, term to expire June 30, 2005:

Officers Matthew Callahan, Austin Cote, Todd Crumpton, Brian Cunningham, Michael Edmonds, Kevin Feeley, Robert Finn, Brian Gill, Jesse Goguen, Ryan Griffin, David Hoffman, Andrew Kularski, John Macdonald, Terence McSweeney, Jolene Minardi, Christopher Moore, Lt. William Murray, Edward Nelson, Christopher Newbould, Chief Richard Rizzo, Robert Soutanian, James Wilson, and John Windhol. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to appoint the following Special Police Officers from Littleton for the one-year term, term to expire June 30, 2005:

Officers Robert Bielecki, Sgt. Lisa Bonney, Peter Breslin, John Cizek, Omar Connor, Douglas Cook, John Corbett, Pablo Fernandez, Erin Fowler, James Frohock, Jack Hebert, Sgt. John Janakos, Chief John M. Kelly, Lt. Matthew King, David Lanteigne, Sgt. David Leslie, John Murphy, Katie O'Leary, Jeffrey Patterson, Matthew Pinard, Deborah Richardson, Sgt. Robert Romilly, Robert Sabourin, Michael Sallase, and Jason Truscello. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Mr. Saball moved to appoint the following Special Police Officers from Shirley for the one-year term, term to expire June 30, 2005:

Officers Steven Clark, James Gerakines, Gregory Gushlaw, Craig LaPrade, Lt. J. Gregory Massak, Everett Moody, Jr., Sgt. Kevin Nickerson, Patrick Perry, Timothy Schaeffer, Chief Paul G. Thibodeau, Corp. Peter Violette. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Mr. Dillon moved to appoint James M. Patierno, Peter S. Cunningham, Alicia S. Hersey, Craig S. Auman, Martha A. Campbell and Virginia C. Wood to the Affordable Housing Task Force for the one-year terms to expire June 30, 2005. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Mr. Saball moved to appoint Gabriel A. Nucci, Kathy Harrington, Russell H. Harris, and Dorothy N. Davis to the

Cable Committee for the one-year terms to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to appoint Steven H. Webber, Valerie D. Jenkins, Carlton H. Paul and Jean E. Kitchen to the Computer Committee for the one-year terms to expire June 30, 2005. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Mr. Nordblom moved to appoint Michelle Collette, Arthur F. Blackman, and David R. Hopper to the Conductorlab Oversight Committee for the one-year terms to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Mr. Dillon moved to appoint Bruce W. Clements to the Conservation Commission for the three-year term to expire June 30, 2007. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Mr. Saball to appoint Lawrence W. Swezey, Francis J. Cusack, Steven F. Mickle, Stephen A. Legge, Daniel J. Daigneault, Heather L. Emslie, William F. Shute and Earl D. Russell to the Emergency Management Agency for the one-year terms to expire June 30, 2005. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to appoint Michael F. Flynn to the Finance Committee for the three-year term to expire June 30, 2007. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to appoint Robert G. DeGroot to the Historic Commission for the three-year term to expire June 30, 2007. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Mr. Dillon moved to appoint Peter S. Cunningham to the Housing Partnership for the one-year term to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Mr. Saball moved to appoint Paula D. Martin, Valerie D. Jenkins, April L. Melvin, Jack E. Balonis, Kevin P. Kelly, Maria Casey and Jean E. Kitchen to the Insurance Advisory Committee for the one year term to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to appoint Jean E. Kitchen, John P. Walsh, Kathy Puff, Lawrence W. Swezey, Claudia D. Saball, William F. Shute, Joseph L. Bosselait, Robert L. Mulhern, Frank A. Mastrangelo, Leroy E. Johnson, Jr., Susan H. Horowitz, R. Thomas Delaney, Jr., Norma J. Garvin and Thomas D. Orcutt to the Local Emergency Planning Committee for the one-year terms to expire June 30, 2005. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Mr. Nordblom moved to appoint George F. Dillon, Jr. to the Montachusett Joint Transportation Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Mr. Dillon moved to appoint Lawrence W. Swezey as the Public Safety Database Coordinator for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Mr. Saball moved to appoint Michael D. Brady and Teresa G. H. David to the Recycling Committee for the one-year terms to expire June 30, 2005. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

Mr. Nordblom moved to appoint William T. Miller as Veterans' Service Officer for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Review/Approve Regular Session Minutes of June 7, 2004; Work Session Minutes of June 2, 2004, June 7, 2004 and June 9, 2004; Executive Session Minutes of June 2, 2004 and June 7, 2004

Ms. Wood moved to approve the Regular Session Minutes of June 7, 2004. Seconded by Nordblom. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to approve the Work Session Minutes of June 2, 2004. Seconded by Mr. Nordblom. 3 in favor, 1 abstention (Saball), 1 absent (Cunningham).

Mr. Saball moved to approve the Work Session Minutes of June 7, 2004. Seconded by Mr. Nordblom. 3 in favor, 1 abstention (Wood), 1 absent (Cunningham).

Ms. Wood moved to approve the Work Session Minutes of June 9, 2004. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to approve and not release the Executive Session Minutes of June 2, 2004. Seconded by Mr. Nordblom. 3 in favor, 1 abstention (Saball), 1 absent (Cunningham).

Ms. Wood moved to approve and not release the Executive Session Minutes of June 7, 2004. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

ADMINISTRATIVE OFFICER REPORT

Ms. Kitchen stated the Board would be meeting jointly on July 20, 2004 with the Finance Committee

SELECTMEN LIAISON UPDATE

Mr. Saball stated Ms. Wood had made a speech at the dedication ceremony for the Lost Lake Fire Station. Ms. Wood stated the ceremony was very well attended and the municipal building fit in very nicely with the residential neighborhood.

Mr. Saball stated he was most appreciative of all the work done.

Ms. Kitchen stated there would be a recognition ceremony for fire fighters at the Senior Center on Friday.

Mr. Dillon stated he had attended a joint school financial budget meeting and two issues were raised: budgeting and how budgeting might take place and questions on why the override didn't pass.

Ms. Kitchen stated a sub-committee had been created with Stuart Shuman, Steve Webber and Win Nordblom for better communication, three-year plan and better budgeting process.

Mr. Nordblom stated he had attended the Police Department's barbeque at the Senior Center, which had a good turnout.

Ms. Wood moved to adjourn at 9:20 p.m. Seconded by Mr. Saball. 4 in favor, 1 absent

Approved: _____
John L. Saball, Clerk

Respectfully submitted,
Kathleen Newell, Office Assistant

Enclosures (2): Alcohol Public Hearing Checklist - Gibbet Hill Grill Restaurant; Alcohol Public Hearing Checklist - Gibbet Hill Grill Function Hall

Date Approved: July 6, 2004