BOARD OF SELECTMEN
JULY 6, 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 7:05 p.m.

Mr. Dillon explained that Mr. Cunningham would be absent due to the death of his mother and expressed condolences to the family.

Robert "Steve" Hall - 10 Years of Service Pin Presentation
Mr. Hall was not in attendance.

Mr. Dillon stated Mr. Hall had served for 10 years on the Highway Department and thanked Mr. Hall for his service.

Stephen Prendergast RE: Prescott School Update
Mr. Stephen Prendergast was present for this portion of the meeting.

The Board reviewed a handout for a Request for Proposal for the replacement of windows and the roof. Mr. Prendergast stated the School had met with the Historic District Commission, which had rejected the proposed windows and the progress to date is limited. Mr. Prendergast stated the Committee's desire is put out an RFP. Ms. Wood asked if the recommendation had come from the HDC to hire an architect. Mr. Prendergast stated he did not know. Ms. Wood stated she was frustrated this was taking so long and an RFP would further slow down the process. Ms. Wood stated it was understood from the School Department the work would need to be done during the summer months. Mr. Dillon stated the Board had set up someone to work with the School on this project. Mr. Dillon and Ms. Wood questioned the need for a roof designer. Mr. Prendergast stated he was only the messenger. Ms. Wood asked who was approving the RFP and/or Architect. Mr. Prendergast asked who the awarding authority was, the School or the Board of Selectmen. Mr. Dillon stated by virtue of the lease the School was the awarding authority. Ms. Kitchen stated Building Maintenance Supervisor John Estabrook had spoken with Mr. Craig Young and offered his services as he has been through the HDC procedures. Mr. Prendergast stated the windows would not be replaced until next summer. Mr. Dillon stated he was under the impression the roof and some doors would be replaced this year and the windows would be done next year because of the HDC. Ms. Wood stated Mr. Estabrook needed to be updated on the process. Ms. Kitchen stated Mr. Estabrook and Mr. Young had spoken today and agreed there does not need to be an RFP for the roof. Mr. Nordblom suggested contacting a roofing specialist.

Board of Selectmen Goals - Prioritize and Timeframe
Ms. Wood suggested postponing this agenda item until Mr. Cunningham could participate. Mr. Dillon suggested at the next meeting in two weeks. Ms. Wood suggested another work session. Mr. Saball concurred. The Board scheduled a Work Session on Wednesday, July 14, 2004 at 7:00 p.m.

Finance Committee Interview - Gerry Gingras
Mr. Gerry Gingras and Mr. Steve Webber were present for this portion of the meeting.

Mr. Gingras reviewed his qualifications and expressed his interest in serving on the Finance Committee. Mr. Gingras stated he currently travels for his job but would be retiring in the near future. Mr. Nordblom asked when Mr. Gingras expected the traveling to stop, as the busy season for the Finance Committee is February, March and April. Mr. Gingras stated approximately five months. Ms. Wood asked Mr. Gingras if he had interviewed with the Finance Committee. Mr. Webber stated not formally, however the Committee knows him and recommends Mr. Gingras. Ms. Wood stated she was concerned about the time spent traveling. Mr. Nordblom stated he was not concerned with Mr. Gingras traveling, as he should be available during the peak times.

Ms. Wood moved to appoint Gerry Gingras to the Finance Committee for the two-year term to expire June 30, 2006. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).
Main Street Committee Discussion

Chief of Police Robert Mulhern, Highway Surveyor Tom Delaney and Mr. Mike Manugian, Library Trustee were present for this portion of the meeting.

Mr. Dillon read the Committee Charge and a memo from Ms. Kitchen.

Ms. Kitchen stated plans had been given to the Banks and she had heard back from one asking for more detailed plans. Mr. Delaney suggested waiting for a response from the other bank before continuing.

Mr. Dillon stated the Committee has been at this for a long time. Mr. Delaney stated the goals remain the same to improve pedestrian safety and parking. Mr. Delaney stated parking will be lost from Main Street merchants.

Mr. Delaney stated Main Street Café would lose 2 parking spaces. Ms. Kitchen asked if the bump outs would require going before the HDC. Mr. Delaney confirmed it would, and he is waiting for a plan from the Town of Marlborough for comparison.

Mr. Dillon asked if it made sense to continue with the Main Street Committee. Ms. Kitchen stated she was unsure of how active the Committee had been as no reports had been filed. Ms. Wood stated she had been on the Committee ten years ago when the Conway School created a design. Ms. Kitchen stated the idea for the park beside the Town Hall came from that plan.

Mr. Saball stated he believes the Committee still has work to do.

Chief Mulhern suggested the Board narrow the focus and committee members. Chief Mulhern stated it is a state road with 20,000 cars traveling daily along its route and there is a limited amount the State will allow the Town to change. The Chief stated he did not support traffic calming devices. Chief Mulhern suggested narrowing the Committee to himself, Highway Department, Board of Selectmen and a member from the business community. Mr. Dillon reviewed the current make up of the committee.

Mr. Saball stated he was in agreement there is still a need for the Committee, but is unsure whether the make up needs to be changed.

Ms. Wood stated the first priority is to find parking within the Town, citing part of the pedestrian problem is a lack of parking. Ms. Wood stated she was unsure if a large committee is necessary, but Mr. Delaney wants to do the bump outs which require approval from HDC. Ms. Wood stated she was reluctant to dismiss the idea of needing a Committee on Main Street.

Chief Mulhern suggested splitting the Committee, letting Mr. Delaney and the Chief determine the parking on Main Street and safety at the crosswalks. Ms. Wood stated one can't work without the other. Chief Mulhern stated he and Mr. Delaney could work along with it, as there would need to be safety changes made and the other part of the Committee could continue on other issues. Mr. Saball stated at the beginning Lawrence Academy stated their interest the project and asked if this should be considered as part of the downtown part of Main Street. Chief Mulhern responded that was a good point and there had been proposed signs for entering Groton Business District but were put on hold because of the Main Street Committee.

Mr. Nordblom stated the focus should be on public safety first, with a committee of five (5) members to review the problem and get its input. Ms. Wood the problem is parking is held up by public safety.

Mr. Dillon asked Mr. Manugian if he had any input. Mr. Manugian stated the Library shared the same concerns in parking and public safety. Mr. Manugian stated crossing guards impeded traffic more than helping the situation and he would like to see police officers directing traffic.

Mr. Dillon asked if there was a consensus in continuing the Committee. Ms. Wood suggested continuing the discussion at the Board's work session.

Ms. Kitchen stated whatever the Board decided would not negate what the Chief and Mr. Delaney were doing. Ms. Kitchen stated the whatever the Board decided was a good point and there had been proposed signs for entering Groton Business District but were put on hold because of the Main Street Committee.
Kitchen further stated if no response is received from the other bank a more detailed concept plan can be created. Mr. Dillon suggested getting the banks together to discuss parking.

**Earth Removal Exemption - Joe Flaherty, Verdant Arch**
Mr. Flaherty was present for this portion of the meeting.

Mr. Saball moved to approve an Extension of the Certificate of Exemption to the Earth Removal By-Law, Chapter 134, Section 10, for Verdant Arch, as voted by the Board of Selectmen on August 26, 2002 for the removal of approximately 2,500 cubic yards of gravel, shown on Assessors Map/Parcel 135/10, 135/3 and 135/A conditions reflected in Certificate of Exemption dated August 26, 2002. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

**OTHER BUSINESS:**

**Appointment - Fence Viewer/Field Driver - Bruce Clements**
Ms. Wood moved to appoint Bruce Clements as the Fence Viewer/Field Driver for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. 4 in favor, 1 absent (Cunningham).

**Community Preservation Act Ballot Discussion**
Ms. Kitchen stated there was a copy of the Ballot question and a summary in the Board's packet, however some concern had been expressed regarding the amount of detail in the summary. Ms. Kitchen stated the Board would need to vote on putting the question on the Ballot and the wording of the summary. Ms. Kitchen stated the deadline is in September and she will work on the summary and put it on a future agenda date.

**Reappointments - Zoning Board of Appeals; Housing Partnership; Cable Advisory Committee; Greenway Committee; Police Matrons; Town Forest Committee; Web Site Committee; Conservation Commission**
Mr. Nordblom moved to reappoint Shaun F. Sullivan as Associate to the Zoning Board of Appeals for the one-year term to expire June 30, 2005. Seconded by Ms. Wood. 4 in favor, 1 absent (Cunningham).

Ms. Wood moved to reappoint Theresa M. Ragot to the Housing Partnership 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 John P. Ellenberger to the Cable Advisory Committee 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 Pamela T. Gill to the Greenway 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 Sarah E. Mickle and Eileen M. Beaton as Police Matrons 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 Harlan P. Fitch to the Town Forest Committee 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 David W. Hill to the Web Site Committee 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 Peter A. Morrison to the Conservation Commission for the three-year term to expire June 30, 2007. Seconded by Ms. Wood. Unanimous vote.

**MINUTES**
Mr. Saball moved to approve the Regular Session Minutes of June 21, 2004 as amended. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Cunningham).

**ADMINISTRATIVE OFFICER REPORT**
Ms. Kitchen stated she would like to clarify the Liaisons, asking if Mr. Saball were going to help on Public Works. Mr. Saball responded he would. Mr. Dillon stated he and Mr. Nordblom were working on Fiscal Management with the Town Accountant.
Ms. Kitchen stated the report from Woodward & Curran was in the office for review.
Ms. Kitchen stated the MRPC Executive Order 418 plan was in the office.

Mr. Nordblom moved to adjourn at 8:26 p.m. Seconded by Mr. Dillon. 4 in favor, 1 absent (Cunningham).

Approved: ______________________________
John L. Saball, Clerk

Respectfully submitted,
Kathleen Newell, Office Assistant

Date Approved: July 19, 2004