

**BOARD OF SELECTMEN
JULY 19, 2004
REGULAR SESSION MINUTES
"APPROVED"**

Present: George F. Dillon, Jr., Chair; Peter S. Cunningham, Vice Chair; John L. Saball, Clerk; Virginia C. Wood, Member; Robert W. Nordblom, Member; Maria Casey, Administrative Assistant and Kathleen Newell, Office Assistant

The meeting was called to order at 7:03 p.m.

Stephen Collette - 15 Years of Service Pin Presentation

Mr. Stephen Collette was present for this portion of the meeting.

Mr. Dillon presented Mr. Collette of the Water Department with a pin for his 15 years of service. The Board congratulated and thanked Mr. Collette for his service and dedication to the Town.

Building Inspector Mike Tusino RE: Goals & Objectives

Mr. Mike Tusino was present for this portion of the meeting.

Mr. Tusino reviewed his department's FY04 Goals & Objectives (enclosed herein) and then reviewed FY05 Goals & Objectives (enclosed herein). Mr. Tusino stated the software packages were very costly for a town the size of Groton and were not adjustable or manageable for the department's specific needs. Mr. Tusino stated he was working with Mr. Steve Webber to create software, which tracks permits. Mr. Tusino stated he would be able to satisfy his requirements for continuing education also the Assistant Building Inspector was working towards his certification. Mr. Tusino stated by using the Assistant Building Inspector as the Clerk of the Works for the Lost Lake Fire Station project the Town had saved a substantial amount of money. Mr. Saball asked the stage of Mr. Herget's certification. Mr. Tusino stated Mr. Herget had passed two tests in a series of four however the tests are only administered every six months. Ms. Casey interjected Mr. Herget had eighteen months from the time of appointment to get his certification.

Mr. Tusino stated he would like to create a pictorial diary of each project and hopefully be able to tie it into the system. Mr. Tusino also stated he would like to create an alternate plan for office space, stating with the quantity of paperwork generated by the increase in building permits and the need to keep plans for the life of the buildings, his department is adding three (3) file cabinets a year.

Mr. Cunningham stated taking pictures was an interesting idea and asked how it would help. Mr. Tusino stated it is a record of being at the site and provides a record of the property; also Groton has a by-law restricting similar houses in subdivisions, which pictures would help assure against duplication.

Mr. Saball asked Mr. Tusino what the status of the Occupancy Permit for the Lost Lake Fire Station was. Mr. Tusino stated he was awaiting closeout paperwork from the contractor. Ms. Wood asked if there were any chance of issuing a Temporary Occupancy Permit. Mr. Tusino stated there would be a meeting the following day, he was hesitant to issue a Temporary permit due to the potential of not having the work finished.

Ms. Wood moved to accept the Goals & Objectives as outlined in the memo dated June 29, 2004. Seconded by Mr. Nordblom. Unanimous vote.

Water Department - State Revolving Fund Project Status Update

Water Superintendent Thomas Orcutt, Water Commissioner Chris Kelley, Treasurer/Collector Christine Collins and Town Accountant Valerie Jenkins were present for this portion of the meeting.

Mr. Orcutt reviewed the Water Department's planned upgrades of the water lines along Powderhouse Road. Mr. Orcutt stated the Town Website would provide updated information regarding construction. Mr. Dillon asked if the project were on schedule. Mr. Orcutt responded the project was slightly behind schedule due to a delay in getting a contract signed.

Ms. Collins reviewed the payments and payment schedule stating after two (2) years an audit will be conducted. Mr. Cunningham stated the interest rate was good. Ms. Collins stated once it is bonded the rate will be 2.5 on 20-year bonds.

Mr. Dillon asked if the Main Street construction would impede the planned 350th Celebration events. Mr. Orcutt stated it would not. Mr. Dillon asked the estimated length of time until the project would be completed. Mr. Orcutt stated approximately 2 to 2½ years until completion.

Mr. Cunningham moved that the Town shall issue bonds for financing the costs of making improvements to the water system, including costs incidental and related thereto (the "Project"), in the aggregate principal amount not in excess of \$6,000,000 (the "Bonds"), authorized under and pursuant to Chapter 44, Sections 8(4) and 8(5), and Chapter 29C of the Massachusetts General Laws, as amended and supplemented, and by a vote of the Town, duly adopted, all as more particularly described herein; and the Bonds shall be dated as of their date of issuance and issued initially as registered Bonds, shall mature in annual installments and bear interest on such day(s) in each year as may be approved by the Treasurer and the Board of Selectmen in accordance with Schedule C appended to the Loan Agreement between the Town and the Massachusetts Water Pollution Abatement Trust (the "Trust") hereinafter described (the "Loan Agreement"), such approval to be evidenced by their execution of the Bonds. The Bonds are substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and forms as the signatories shall approve by their execution thereof; and that the forms, execution and delivery of the Project Regulatory Agreement between the Town and the Department of Environmental Protection of The Commonwealth of Massachusetts dated May 13, 2004 and the Loan Agreement dated as of June 7, 2004 both as executed in the name and on behalf of the Town by the Treasurer or any other appropriate official of the Town in order to evidence the sale of the Bonds, are hereby approved, ratified and confirmed in all respects, with any changes therein not inconsistent with this Vote as may be approved by the Treasurer or any other appropriate official of the Town; and that prior to the aforesaid sale of the Bonds to the Trust, in accordance with the terms of the Loan Agreement, the Town may issue its Interim Loan Note (the "Note") in anticipation of the issuance of said Bonds; that such Note shall be sold to the Trust at the price of par, plus accrued interest to its date of delivery, if any, and shall mature at such time or times and bear interest at such rate or rates as may be approved by the Treasurer and a majority of the Board in accordance with the terms of the Loan Agreement, such approval to be evidenced by their execution of such Note and such other related documents as bond counsel to the Town or officials of the Trust shall require in connection therewith; and that this Note issue shall consist of a \$4,725,552 Interim Loan Note (Water Bonds) being a portion of the \$6,000,000 Water Bonds authorized under Sections 8(4) and 8(5) of Chapter 44 of the Massachusetts General Laws, as amended and supplemented and by a vote of the Town duly adopted under Article 19 of the Warrant at the 2002 Annual Town Meeting; and that all things heretofore done and all action heretofore taken by the Town and its officers and agents in its authorization of the Project and its financing are hereby ratified, approved and confirmed; and that the Town Clerk and the signers of the Bonds are each hereby authorized to take any and all actions necessary and convenient to carry out the provisions of this Vote, including delivering the Bonds against payment therefore. Seconded by Mr. Saball. Unanimous vote.

Park Commissioners RE: Common Identification

Mr. Don Black was present for this portion of the meeting.

Mr. Black stated that at the behest of the 350th Committee he was asking to re-plaque the commons. Mr. Black stated there are a lot of commons, which had been dedicated during the 1970's but it is unclear what has happened to them and the Commissioners would like to place something more substantial such as a rock with a plaque explaining the history of why they are dedicated. Mr. Black further stated there are many areas, which have multiple names and the Commissioners, desire to put the factual name on the plaques. Mr. Black stated there would be articles in the newspaper in the following weeks asking for historical information on the commons.

Mr. Cunningham asked if there would be a concern with the Sign Committee. Ms. Wood asked if the Historic Districts Commission would be concerned. Mr. Nordblom asked how the plaques would be purchased. Mr. Black stated there was a gift fund, which would cover the costs.

Mr. Black stated the 1983 dedication of commons and squares would weigh heavily on the outcome, however former dedications and research would hopefully help determine the names. Mr. Saball asked if the commons are recorded once they have been named. Mr. Black stated that they had not been, but the Commission is endeavoring to do that.

GIS Committee RE: Applied Geographics, Inc. Contract Renewal

Ms. Michelle Collette and Mr. Steve Webber were present for this portion of the meeting.

Ms. Collette stated the Committee had met the previous week and voted unanimously to recommend the Board of Selectmen execute the contract with Allied Geographics, Inc.

Ms. Wood referenced the street centerline data and asked how parcels were being handled where the line is not where it should be. Ms. Collette stated Mass GIS would be used.

Ms. Collette requested the Board's assistance in cleaning up the spelling, punctuation and suffixes of roads. Ms. Collette stated three different street lists were used; the Town Clerk's list, Assessor's list and 911 listing. Ms. Collette stated the Committee would like to work with the Town Clerk, Assessor and Public Safety to create uniformity in the street listings.

Mr. Webber stated the two databases in town are inconsistent and he would recommend having no punctuation in street names as it can confuse the computers. Mr. Webber also suggested having a central authority that would make the decision, such as the Database Coordinator.

Mr. Saball stressed the importance of posting numbers on residences for public safety.

Mr. Cunningham moved to execute the contract with Applied Geographics, Inc. for GIS Implementation Assistance Consulting and Web Hosting Services, as dated June 29, 2004. Seconded by Mr. Saball. Unanimous vote.

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OTHER BUSINESS:

Library Surplus Computers

Ms. Casey stated the computer items would need to be declared surplus before the Library could dispose of them. Ms. Wood asked if the Library had offered the computers to the School and suggested that before the computers were deemed surplus to notify the schools and other departments. Mr. Webber stated the computers were obsolete and did not have the support necessary.

Mr. Dillon moved to declare the following as Surplus:

Eight (8) computers and assorted peripherals (monitors, keyboards, mice and a printer) from the Groton Public Library. Seconded by Mr. Nordblom. 4 in favor, 1 opposed (Wood).

Ms. Wood stated she was opposed because she thought the computers should be offered to the Schools and Town Departments first.

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One-Day Wine & Malt Liquor License for Groton Dunstable Education Foundation at Killbridges, October 8, 2004 from 6:00 p.m. to 11:00 p.m.

Mr. Cunningham moved to approve a One-Day Wine & Malt Liquor License for Mike Adams on behalf of Currier & Chives for Groton Dunstable Education Foundation on Friday, October 8, 2004 from 6:00 p.m. to 11:00 p.m. at Killbridge Antiques, 134 Main Street, Groton, Mass. Seconded by Ms. Wood. Unanimous vote.

Local Cultural Council Appointment - Christopher Borg

Mr. Cunningham moved to appoint Christopher Borg to the Local Cultural Council for the six-year term to expire June 30, 2010. Seconded by Mr. Nordblom. Unanimous vote.

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Change Gerry Gingras Finance Committee Appointment - Term 3 years

Mr. Cunningham moved to amend the motion for appointment of Gerry Gingras to the Finance Committee previously moved July 6, 2004, as follows: I move to appoint Gerry Gingras to the Finance Committee for the three-year term to expire June 30, 2007. Seconded by Mr. Nordblom. 4 in favor, 1 opposed (Wood).

Ms. Wood stated she was opposed because she was concerned about the amount of time Mr. Gingras spends traveling and would recommend a one-year term.

Miscellaneous Reappointments -

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

Officers Mark Chambers, David Connell, Edward Cossette, Harvey Cote, Michael Croteau, Kenneth Delaney, Julie Driscoll, William Duggan, Joseph Eracleo, Joel Gagne, Megan Guthrie, Derek Hartley, Jon-Allen Haslam, Scott Hyder, Michael Jelley, Steven Keins, Christopher Lenney, William Luppold, Jr., Gregory Marchand, Patrick McCarthy, James McCusker, Thomas McEaney, Victor Neal, Jr., Daniel O'Donnell, Jr., Ronald Paulauskas, James Peolquin, Micheal Prciballi, Donald Pick, Marc Proia, Christopher Ricard, Edward Rochon, Jr., Dennis Rogers, Joseph Roy, Michael Saunders, Walter Shea,

Joseph Shields, Stephen Timothy, Joseph Walker, David Welch, Robert Welch, Jr. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Nordblom moved to appoint Robert J. Mignard to the Building Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Nordblom moved to appoint Steven D. Morlock to the Computer Committee and Website Committee for the one-year terms to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Ms. Wood moved to appoint Deborah Beal Normandin as Graves Registration Officer and Old Burying Ground Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Ms. Wood moved to appoint Bradford Paul to the Trails Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Saball moved to appoint Shaun Sullivan to the Zoning Board of Appeals to fill an un-expired term, term to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Saball moved to appoint Karl Johnson, John MacLeod, Jr. and Peter Myette to the Sign Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Cunningham moved to appoint Robert Daley and Kenneth Pero as Police Auxiliary for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon moved to appoint Joan Hutchinson as Election Worker and to the Housing Partnership for the one-year terms to expire June 30, 2005. Seconded by Ms. Wood. Unanimous vote.

MINUTES

Mr. Saball moved to approve the Regular Session Minutes of July 6, 2004. Seconded by Mr. Nordblom. 4 in favor, 1 abstention (Cunningham).

Mr. Cunningham moved to approve the Work Session Minutes of June 30, 2004 as amended. Seconded by Mr. Saball. Unanimous vote.

Ms. Wood moved to approve and not release the Executive Session Minutes Session #1 & #2 of June 18, 2004. Seconded by Mr. Nordblom. 3 in favor, 2 abstentions (Cunningham and Saball).

Mr. Saball moved to approve and not release the Executive Session Minutes of July 6, 2004. Seconded by Ms. Wood. 4 in favor, 1 abstention (Cunningham).

ADMINISTRATIVE OFFICER REPORT

Ms. Casey reviewed the Administrative Officer's Report. Ms. Wood asked the status of the Four Corners Bid. Mr. Dillon stated the bids had been delayed until tomorrow. Ms. Casey stated Mr. Bob Lacombe would be present at the opening of the bids at Mass Highway.

Ms. Wood asked the status of the Prescott School project. Mr. Dillon stated it would be very difficult if not impossible to get the roof done this year. Mr. Cunningham stated the issue has been ongoing and the Board of Selectmen should have a discussion with the Building Committee. Ms. Casey stated the Building Committee could be invited to the next regular meeting on August 2, 2004. Ms. Wood suggested having the Building Committee contact Mr. Nordblom. Mr. Dillon asked Mr. Nordblom to contact the chair of the Building Committee the following day.

Ms. Wood referenced the West Groton Park. Mr. Dillon stated the dedication ceremony would take place on September 4, 2004. Mr. Dillon stated the Highway Department had done an impressive job on the Park; also Ms. Lorraine Black had done an excellent job in design and the overseeing of installation. Mr. Cunningham stated the park was beautiful.

Mr. Cunningham moved to adjourn at 9:11 p.m. Seconded by Ms. Wood. Unanimous vote.

Approved: _____
John L. Saball, Clerk

Respectfully submitted,
Kathleen Newell, Office Assistant

Date Approved: September 13, 2004

Attachments (2): FY04 and FY05 Goals & Objectives - Building Department