Present: George F. Dillon, Jr., Chair; Peter S. Cunningham, Vice Chair; John L. Saball, Clerk; Virginia C. Wood (arrived at 7:05 p.m.), Member; Robert W. Nordblom, Member; Administrative Officer Jean Kitchen and Kathleen Newell, Office Assistant.

The Meeting opened at 7:02 p.m.

Employee Recognition - Irmin Pierce, Police Department - 20 years
Mr. Pierce was unable to attend the meeting.
Mr. Dillon recognized Officer Pierce's 20 years of service to the Town of Groton, thanking him for his dedication.

Fire Department/Emergency Medical Services (EMS) Merger Update
Fire Chief Joseph Bosselait, EMS Director John Walsh, EMT Susan Ragusa, EMT Tony Harwood; Personnel Board members Joan Hutchinson, Pam Keith and Patty Modzelweski were present for this portion of the meeting.

Mr. Walsh stated he had received a request to discuss the merger update with the Board of Selectmen and had prepared a written report with organizational chart. Mr. Saball asked Mr. Walsh to summarize the report. Mr. Walsh stated the future structure will provide strength in the divisions and the EMT's have been asked if they would be willing to become officers. Mr. Walsh stated that he had been meeting weekly with Chief Bosselait. Mr. Walsh stated the budgets would be separate as the EMS is a money making department. Ms. Wood asked how a merger would take place with separate budgets. Mr. Walsh responded the whole department would be under the Fire Chief and the EMT's had been assured that the income from calls would stay in EMS. Ms. Wood responded the income could be handled simply through accounting procedures. Mr. Cunningham stated maybe the merger hasn't progressed because the Board of Selectmen had not given a clear picture to the two departments. Ms. Wood stated the Board needed to set a direction and the Board needs to move the merger along as the budgets are being worked on for the spring.

Mr. Saball stated he would like to hear from Chief Bosselait. Chief Bosselait stated it would be cleaner if the Board of Selectmen were to direct the combination of the budgets. Mr. Dillon stated Chief Bosselait would need to know what organization he were budgeting for. Chief Bosselait stated he could take the existing structure and combine the budgets. Chief Bosselait also stated DOR regulations would need to be looked at regarding receipts of ambulance receipts. Chief Bosselait stated that the departments have been going forward by cross-training in preparation for the merger. Ms. Wood expressed a sense of frustration that the same organizational chart is being utilized.

Mr. Saball stated the Board had requested an organizational chart and he would like Chief Bosselait to give his impression of where the merger is going and what needs to be done. Chief Bosselait stated that the organizational structure of many towns which have merged had been reviewed and it was felt that this is the organizational model that the department can work from and as the department grows the organization may change.

Mr. Dillon stated the Fire Chief would be responsible for and has to work with the organizational structure. Mr. Dillon asked Chief Bosselait if this chart is one he could work with. Chief Bosselait responded that under the current structure with the current trained people this organizational chart is the best, and as cross training continues the future organizational chart makes sense. Ms. Wood questioned the need for an interim chart, then stated that this meeting was not the best forum for this kind of discussion and suggested a work session. Mr. Cunningham stated the need to be proactive. Mr. Cunningham also stated the Personnel Board had not had any structure or positions to grade.

Mr. Saball asked Mr. Walsh what he saw as the one or two most important roadblocks when a merged department is started i.e. money, assignment of personnel. Mr. Walsh responded the two departments would stay the same the only difference would be he would report to the Fire Chief. Mr. Saball asked Mr. Walsh if comparing the jobs between Fire and EMS on the structure chart would be a problem. Mr. Walsh stated he thought the job descriptions are good and the only problem he sees is getting people rated, interviewed and on board.

Ms. Ragusa stated the personnel costs associated with the merger would be approximately $3,000. Ms. Wood stated as the merger progress she would like to see all memoranda jointly from both departments.

Chief Bosselait stated it would be beneficial if the Fire/EMS and the Board could hold a joint meeting to get a clearer definition of what the Board wants. Mr. Dillon stated costs and potential costs would be addressed at a subsequent meeting. Ms. Pam Keith stated the Personnel Board would like to be included. Mr. Dillon stated Ms. Kitchen would set up the date and contact the departments.

Earth Removal Exemption - Marois Brothers on behalf of Shaws - Sandy Pond Road (Four Corners)
Earth Removal Inspector Michelle Collette, Earth Removal Advisory Committee member Josh Degen, Mr. David Marois and Mr. Robert Lacombe were present for this portion of the meeting.

Ms. Collette explained the Earth Removal Advisory Committee had met just prior to the Board of Selectmen’s meeting and the applicant had provided the additional calculations requested by the ERAC, and the Committee had voted unanimously to recommend the Board of Selectmen grant the earth removal exemption, requesting the following conditions: the amount of removed material not to exceed 5,000 cubic yards; and the slope to be stabilized, seeded and hydro-mulched by November 1, 2004. Mr. Degen asked that the stockpile be specifically designated as “located on the Northerly side of the site” as there is another stockpile, which will be redistributed on the site after construction.

Mr. Cunningham moved to approve a Certificate of Exemption to the Earth Removal By-law, Chapter 134, Section 10, for Marois Brothers on behalf of Landowner Robert Lacombe for the removal of not more than 5,000 cubic yards of loam located from stockpiled material on the northerly side of the site at Sandy Pond Road a/k/a Boston Road (Four Corners) shown on Assessors' Maps 120/3, 133/55, to include the following conditions:

1. No operating on site before 7:00 AM or after 5 PM
2. Material to be taken off site - hours to be determined and approved by the Chief of Police.
3. The roadway must be cleared at the end of the workday.
4. No operating on weekends or holidays.
5. Applicant shall notify the Earth Removal Inspector prior to commencement of activity.
6. Slope of stockpiles not to exceed 2:1
7. Appropriate dust control measures to be undertaken.
8. Slope to be stabilized, seeded and hydro-mulched by November 1, 2004.

Seconded by Mr. Saball. Unanimous vote.

New Common Victuallers License - Sunset Farm Bed & Breakfast, 154 Farmers Row
Ms. Cindy Salmon and Mr. Bard Salmon were present for this portion of the meeting.

Mr. Cunningham moved to approve the Common Victualler License for Sunset Farm Bed & Breakfast at 154 Farmers Row, Groton, license to expire December 31, 2004, contingent upon the $25 Common Victualler Fee and proof of insurance. Seconded by Mr. Saball. Unanimous vote.

Reappointment Historical Commission - Shirley Wishart
Mr. Cunningham moved to appoint Shirley Wishart to the Historical Commission for the one-year term to expire June 30, 2005. Seconded by Mr. Saball. Unanimous vote.

Auctioneer License - Ronald Maynard - Estate Sale @ 106 Peabody Street, October 23, 2004
Mr. Cunningham moved to approve a One-Day Auctioneer License for Ronald Maynard Auctioneers for an Estate Auction on Saturday, October 23, 2004 to be held at 106 Peabody Street from 11:00 A.M. to 4:00 P.M., license to expire on October 23, 2004. Seconded by Mr. Saball. Unanimous vote.

ADMINISTRATIVE OFFICER REPORT
Ms. Kitchen stated she, Mr. Dillon and Town Accountant Valerie Jenkins had met with the Townsend ALS. Ms. Kitchen explained the contract had not been renewed however there was verbal agreement in place for coverage. Ms. Kitchen stated Townsend was looking for an increase of approximately $10,000 due to Medicare receipts being less than the operational costs. Ms. Kitchen stated a copy of the financials would be forwarded for her review, but the cost increase looked appropriate. Mr. Dillon stated Townsend ALS responds to one-third of all ambulance calls in Groton and has a good working relationship with Groton EMS.
Ms. Kitchen stated that the prisoners are painting the West Groton Highway garage.
Ms. Kitchen stated she had attended a meeting with Mass Highway regarding Route 119/Four Corners and the construction will reduce traffic to one lane at certain times.
Ms. Kitchen stated she had met with Ms. Chojnowski of Groton Electric Light Department regarding the street-lights for the intersection. GELD will assume a portion of the installation cost.

SELECTMEN LIAISON REPORT
Mr. Dillon stated the Planning Board had approved the Mill Street relocation with some stipulations, and the developer was hoping to have the project completed before winter.
Mr. Cunningham stated the Planning Board had voted to support Special Town Meeting Warrant Article 31 to rezone Main Street. Mr. Cunningham stated the Housing Partnership would be meeting with the developer from the construction project adjacent to the Town Hall to discuss a proposal for a Chapter 40B LIP project.

Mr. Cunningham moved to adjourn at 8:13 p.m. Seconded by Mr. Saball. Unanimous vote.
Approved:  _____________________________
John L. Saball, Clerk
Respectfully submitted,
Kathleen Newell
Office Assistant

Date Approved:  November 1, 2004