

**BOARD OF SELECTMEN
DECEMBER 6, 2004
REGULAR SESSION MINUTES
“UNAPPROVED”**

The meeting began at 7:00 P.M.

Present: George F. Dillon, Jr., Chair; Peter S. Cunningham, Vice Chair; **Virginia C. Wood, Member; Robert W. Nordblom, Member; Administrative Officer Jean E. Kitchen and Administrative Assistant Maria Casey.

Absent: John L. Saball, Clerk.

Great Pond Advisory Committee RE: Benthic Barriers

Dr. Bill Eger was present for this portion of the meeting. In summary, Dr. Eger stated that the Committee would like to be installing the benthic barriers in 2005 as early as possible as the weather conditions permit rather than waiting until mid-August. The Order of Conditions requires the Committee to wait. The Board of Selectmen (BOS) was in consensus to support sending the letter to the Conservation Commission to amend the Notice of Intent (NOI) in order to install benthic barrier as early as possible rather than waiting until mid-August as the NOI states.

Insurance Advisory Committee (IAC) Make-up Change

Ms. Casey informed the BOS that the IAC met on November 15th and recommends a change in the committee make-up. The Committee currently has Jack Balonis representing the retirees that are Medicare eligible but he was also quasi-representing the “early retirees” who needed a voice. Based on the fact that the Administrative Officer and Town Accountant were acting as co-facilitators, that freed up a voting position. The IAC recommended Ann Walsh to represent the Medicare-eligible retirees and Jack Balonis represent the early retirees.

Ms. Wood requested that we hold the appointment until proper notification can be sent to all Medicare retirees seeking interest.

Mr. Cunningham concurred but also recommended that the BOS follow through with the other business associated with the IAC.

Mr. Cunningham moved to change the committee makeup for the Insurance Advisory Committee as follows: One Representative from the Police Union; One Representative from the Highway – Water Union; One Representative from the Dispatch Union; One Representative as Member-At-Large; Two Representatives from the By Law Employees One Representative from the Early Retirees; One Representative from the Retirees For a total of 8 members with the Administrative Officer and Town Accountant as Co-Facilitators. Seconded by Ms. Wood. Unanimous vote.

Mr. Cunningham moved to appoint Paul Connell as representative of the Police Union and Dave Roy as representative of the Highway-Water Union to the Insurance Advisory Committee for the one-year term to expire June 30, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom); 1 Abstention (Wood).

Harmonious Development, 3 Forge Village Road a/k/a 785 Boston Road

Mr. Charles Mihok of Maugel Architects Inc. was in attendance representing Samantha Realty. The Plan, “3 Forge Village Road dated December, 2004 by Maugel Architects, Inc.,” is enclosed herein. The project in question is near the Four Corners Intersection. He stated that this is a historic building front which is not being renovated at this time. It has surrounding residences bordered on the North and South. The structure is two stories, 7,000 square feet which will be combined retail with offices on the second floor; there’s a standard arch roof; the building is clapboard.

Mr. Dillon noted for the record that this project received Site Plan Approval from the Planning Board on July 1, 2004, but that building permits have not been approved yet.

Mr. Cunningham added for clarification that there are four office condos (four separated areas), two on each floor.

Mr. Mihok agreed and added that the front right-hand corner of the building will be Dunkin Donuts.

Ms. Wood noted that amount of surface area and parking is somewhat distressing in context to the historical building and also stated that she’s concerned with the impervious surface area coverage.

Ms. Kitchen noted that per the previous meeting, the BOS needs to get involved with any Harmonious Development considerations earlier in this process.

Ms. Wood stated that she’s having a hard time with the building due to the historical aspect and that the pavement area will be

overpowering.

Mr. Cunningham inquired if the architect considered elements that would break up the scale of the project from an architectural aspect? There is a lot of glass and no munnions (wood that divides the glass into panes).

Mr. Mihok stated that the windows are traditional double hungs.

Ms. Wood added further that the doors are not historic boards more in keeping with the front building on a façade level and is concerned about the height of the building.

Ms. Wood inquired as to the Landscape Plan (not included). Mr. Mihok stated that there will be extensive screening as noted on the Site Plan Review Approval.

Ms. Wood asked if they could have another week so that she could touch base with Dan Barton (who's on the HDC, as well as an employee of Mauge Architects) whom she trusts his expertise.

The BOS was in consensus and tabled this agenda item for further review and consideration next week.

Mr. Nordblom disclosed that his company, Nordblom Company, does business with Mauge Architects in order to avoid a conflict of interest.

Council On Aging RE: Additional Hours for Outreach Position and Clerk Reception Position

Martha Campbell (MC), Debbie Spratt and Frank Belitsky were in attendance for this portion of the meeting.

MC summarized that ABLE (Ability Based on Long Experience) Grant has cancelled their funding of the Administrative Assistant (AA) position which has been in place for the past six years and has been fully funded in the amount of \$42,282. The COA would like to continue this vital position with town funding.

They also request that the Outreach Coordinator be increased by 5 hours per week. Currently this position is 30 hours funded by the Town and 7 hours funded by the Formula Grant) and this is only a nine month position. With the increase in hours, this position would be 35 hours per week for the full twelve months of the year. Regarding the Outreach Coordinator position, MC stated that there is a tremendous amount more of a need and the consistency of one person with the program.

Mr. Dillon clarified that there was a typographical error and that the Clerk/Receptionist should be an Administrative Assistant and inquired if there was any opportunity for other grants?

Mr. Dillon stated that 20 hours or more would trigger a benefit package and the Town must anticipate the medical costs, which is approximately \$10,400 per year and can add up to \$10 per hour to the pay rate.

MC stated that the position would be \$6.75/hour and does not take into effect additional benefits.

The Board inquired if MC has considered the Senior Tax Work Program? MC replied that the Senior Program works out beautiful for the kitchen staff help that the Senior Center needs (she's currently working with 5 seniors) however is concerned with this position as 1) there is a confidentiality factor to consider; 2) there's computer experience necessary and 3) a different person covering does not have the rapport that is necessary in working with the seniors.

Mr. Cunningham stated that there are currently Seniors who volunteer in Town Hall and as a result may be exposed to Town confidentialities and there have not been any problems.

MC stated that if she were a senior citizen even she would not want to deal with another senior volunteer. She said there's an uncomfotability about sharing information and building trust but that is alleviated and seniors have a different perspective or approach when a person is employed and is constant.

Mr. Cunningham stated that the "front end person" should not be dealing with those senior issues. Those issues should not fall on that position.

MC stated that the person in this position has been with them for six years now and has a rapport.

Ms. Kitchen added that if the position is classified, it would have to be advertised and consideration for that position would go to the "most qualified" person.

Mr. Cunningham inquired what would the impact figure to the budget be?

MC replied an additional \$4,600.

Ms. Wood inquired if the Senior Center slows down during the summer months? MC replied no, they are in full force 12 months of the year and that the seasons change but the issues are consistent. She added also that the amount of people in Outreach is ever increasing with *Meals On Wheels* and home visiting, etc.

Mr. Dillon stated that regarding the Administrative Assistant, he recommends keeping that position under 20 hours offsetting some hours with volunteer help.

Mr. Cunningham concurred and added that he does feel this job description should be forwarded to the Personnel Board for rating.

Regarding the Outreach Coordinator, Mr. Cunningham is inclined to support this as the older population's needs are critical.

In summary, the BOS agreed that MC could add the additional hours of the Outreach Coordinator to the COA budget for consideration and would like the Administrative Assistant's hours to be less than 20 so that the Town is not in a position to provide benefits.

Mr. Frank Belitsky wanted to reply to the question of the summer months. The COA provides a cool place in the summer for seniors when there is severe heat. He also added regarding the Administrative Assistant position that confidentiality is a very sensitive one and that individual needs to be well trained to understand the confidentiality and how to handle some of the situations.

Park Commissioner Donald Black RE: Smith House

Park Commission Don Black was in attendance for this portion of the meeting. Mr. Dillon took a moment to bring the audience up to speed regarding the Smith Property and the possible opportunity there.

In summary, Don Black stated that Donald Smith requested that his old homestead be renovated, maintained and preserved, all expenses to be borne by him. Don Black spoke with Craig Young who had already solicited bids to take down the Smith House. Craig Young was willing to hold the process up if somehow there was an opportunity to preserve and maintain this house. Don Black had also spoken with Steve Prendergast of the School Building Committee and he stated that the School Committee is receptive to this request. Don Black stated that there may be some complications due to the Conservation Restriction which would require legislation. Mr. Dillon stated that there would need to be "someone" to take ownership of this project and see where it goes. Don Black stated that ownership would be transferred to some entity to be determined. He had approached the Historical Society regarding this project however the property is in a remote area out of the town center. Don Black also considered a long-term tenant who could take title.

Mr. Cunningham suggested Don Black contact the Housing Authority. Don Black continued that the house is a single structure with a simple roofline, essentially a main house with a second floor, a two bedroom home with a kitchen and living room. He continued that there needs to be some stabilization of the foundation and the old well would need to be capped. Don Black felt it could be perhaps office space or a small dwelling.

Mr. Cunningham agreed to contact the Housing Authority Director Chris Pude to see if they are interested in this house.

Annual Renewal of Liquor Licenses

Ms. Wood recused herself from this portion of the meeting to avoid an appearance of a conflict as she is a restaurant owner.

Mr. Cunningham moved to approve the renewal of Common Victualler Licenses, to serve All Kinds of Alcoholic Beverages, for the following establishments:

Gibbet Hill Grill LLC d/b/a Gibbet Hill Grill Restaurant and Gibbet Hill Grill Function Hall, Thomas Totman, Manager; R. C. Kimball, Inc. d/b/a Oliver's Grille & Pub, Cheryl Hryniewich, Manager, licenses to expire December 31, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom). One Abstention (Wood).

Mr. Cunningham moved to approve the renewal of a Retail Package Goods Store License for the sale of Wines and Malt Beverages to Vimuben G. Patel d/b/a Groton Convenience, Inc., license to expire December 31, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom). One Abstention (Wood).

Mr. Cunningham moved to approve the renewal of Retail Package Goods Store Licenses for the sale of All Kinds of Alcoholic Beverages to Groton Market, Inc., John M. Madigan, Manager, and to Denis H. Marchand and Estelle C. Marchand d/b/a Craven's Package Store, licenses to expire December 31, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom). One Abstention (Wood).

Mr. Cunningham moved to approve the renewal of General On Premise Licenses for the sale of All Kinds of Alcoholic Beverages to the Groton Country Club & Recreation Authority, Brad Durrin, Manager, for the Snack Bar/Lounge and Function Hall, licenses to expire December 31, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom). One

Abstention (Wood).

Mr. Cunningham moved to approve the renewal of an Innholder License for All Kinds of Alcoholic Beverages to be drunk on the premises for the Groton Stage Coach Inn & Tavern, Inc., license to expire December 31, 2005. Seconded by Mr. Nordblom. 3 Ayes (Dillon, Cunningham, Nordblom). One Abstention (Wood).

Letter of Support for the Zoning Board of Appeals (ZBA)

Mr. Dillon read a letter (copy enclosed herein) that the BOS is sending to the ZBA in support of their continued dedication with all of the 40B Proposals.

Board of Selectmen Policies and Procedures

Ms. Wood moved to adopt the Policies and Procedures for the Board of Selectmen as amended and previously dated December 3, 2004. Seconded by Mr. Nordblom. Unanimous vote.

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There was no Administrative Officer Report this week.

**Ms. Wood left the meeting at 8:10 P.M.

Selectmen Liaison Reports

Mr. Dillon report that a group consisting of Planning Administrator Michelle Collette; Cons. Com. Assistant Barbara Ganem; Representative Megan Mahoney-Wickham, Representative from Hicks and him regarding the Jenkins Road Project. Various alternatives were discussed. Hicks will look at other options and then will get back to the Town. Mr. Dillon complimented the Neighborhood Rep. Megan stating that she did a great job articulating their position, and she was able to ferret out some really important issues. He felt the meeting was very productive and a good dialogue has begun.

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Mr. Dillon mentioned the possibility of changing the Administrative Officer Contract to yearly.

Ms. Kitchen stated that it is pretty uniform across the state that her counterparts have 3 year contracts because that position works for a political body, which is constantly changing. A board member may decide to get rid of you, which is not unusual. Her position is a contract by state statute. Any contracts over 3 years would require Town Meeting Vote.

Mr. Cunningham reported that he attended the Silver Award Ceremony for the Girl Scouts. It was a well-attended event and spoke well of 7 ladies that participated in community events.

Mr. Nordblom reported that the Finance Committee Meeting is Tuesday and a Growth Management Advisory Committee Meeting on Wednesday which they will be discussing the effects on the Town of the 40B proposals.

Annual Renewal of Sunday Entertainment Licenses

Mr. Nordblom moved to approve Amusement Licenses for the following establishments, all licenses to expire December 31, 2005: Groton Country Club & Recreation Authority for live entertainment and disc jockey; Groton House of Pizza for 1 pinball machine, 2 video games and 1 juke box; Groton Stage Coach Inn & Tavern, Inc. for live entertainment (dinner music), small bands, and occasionally disc jockey. Seconded by Mr. Cunningham. 3 Ayes (Dillon, Cunningham, Nordblom).

Mr. Cunningham moved to adjourn the meeting at 8:30 p.m. Seconded by Mr. Nordblom. Unanimous vote.

Approved: _____
John L. Saball, Clerk

Respectfully submitted,
Maria Casey,
Administrative Assistant

Date Approved: January 31, 2005

Attachments (2) - "3 Forge Village Road dated December, 2004 by Mauge Architects, Inc."
Letter to Stuart Schulman, Zoning Board of Appeals dated December 6, 2004