BOARD OF SELECTMEN
JANUARY 10, 2005
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; Administrative Officer Jean E. Kitchen and Kathleen Newell, Office Assistant

The meeting was called to order at 7:01 P.M.

GIS Committee RE: Street Index Map
GIS Committee members Michelle Collette, Paula Martin; Mr. Harlan Fitch and Ms. Kate Lommen were present for this portion of the meeting.

Ms. Collette state the Committee would like to leave the street map posted in the Conference room for comment by the public as well as ask the Board of Selectmen to vote in thirty days to adopt it as the Town’s official street map.

Ms. Lommen of Applied Geographics presented a power point presentation on the GIS program accessible to Town employees and also a version available to the public via the internet. Ms. Lommen demonstrated the layers of maps, functions and applications available from the GIS.

Ms. Collette stated there would be copies of the street names for review and comment by the public to determine the accurate and correct name. After reviewing the department and public input a revised map will be submitted for the Board’s approval.

Public Hearing RE: Proposed Change of Fire Department Rates and Fees
Fire Chief Joe Bosselait and others (see attached attendance sheet) were present for this portion of the meeting.

Mr. Cunningham moved to open the hearing at 7:35 p.m. Seconded by Mr. Saball. Unanimous vote.

[X] 2. Read Legal Notice
Published January 7, 2005, Groton Herald

[X] 3. Query audience for support either written or in person.

[X] 4. Query audience for objection either written or in person.

Mr. Jack Risden stated he was opposed to the Open Air Burning fee as some people may not be able to afford the fee. Mr. Dillon stated there are between 650 to 800 permits issued and there is an increase in the need for personnel to assist the dispatchers on the weekends. Chief Bosselait stated there is a need for the additional personnel even if there is no burning allowed as the public calls to find if burning is allowed on a given day and if burning is allowed the information needs to be logged. Mr. Saball asked if there were other issues associated without a cost. Chief Bosselait stated that currently the permits can be issued at the public safety complex, days, nights and weekends. However there is a logistical issue if a fee needs to be collected. No monies can be collected at the public safety complex, therefore a permit would need to be picked up at the Fire Department during business hours or mailed. Mr. Cunningham asked if the phone calls could be handled by someone other than firefighters. Chief Bosselait stated he did not know what the Chief of Police’s requirements for access to the communications center. Ms. Wood asked for clarification why fees could not be collected. Chief Bosselait stated the Chief of Police had some issues with the collection of money.

Mr. Cunningham stated that open air burning was something which has been historically done and although he understood the fees he felt it was germane to the residents to be able to burn their brush piles in the spring. Mr. Saball agreed with Mr. Cunningham stating it was premature.

Mr. Manugian suggested the registering and phone calls were of a clerical nature and could be handled via the website.

Mr. Fitch stated he was generally opposed to the increase in fees and requested that the season be extended. Chief Bosselait stated that the Open Air Burning season was regulations by the State.

Mr. Cunningham stated it was an emotional issue on burning and stated Medicare and private carriers adjust the rates so it made
sense to increase the fees.

Mr. Cunningham moved to approve the fee increases, with the exception of the Open Air Burning Permit fee, as follows:

<table>
<thead>
<tr>
<th>Permit and Inspection Fees</th>
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<tbody>
<tr>
<td>Current Fee</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>Open Air Burn Permit</td>
</tr>
<tr>
<td>Residential Smoke Detector</td>
</tr>
<tr>
<td>Propane Storage</td>
</tr>
<tr>
<td>Oil Burner Installation</td>
</tr>
<tr>
<td>Tank/Cargo Tank Truck</td>
</tr>
<tr>
<td>Above Ground Tank Removal</td>
</tr>
<tr>
<td>Above Ground Tank Installation</td>
</tr>
<tr>
<td>All Other Permits</td>
</tr>
<tr>
<td>Re-inspection</td>
</tr>
<tr>
<td>UST Removal</td>
</tr>
<tr>
<td>Blasting **</td>
</tr>
<tr>
<td>Sprinkler System**</td>
</tr>
<tr>
<td>Commercial Fire Alarm**</td>
</tr>
</tbody>
</table>

Mr. Cunningham moved to approve the fee increases, with the exception of the Open Air Burning Permit fee, as follows:

<table>
<thead>
<tr>
<th>Ambulance Rates</th>
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<tbody>
<tr>
<td>Current Rate</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>BLS Base Rate</td>
</tr>
<tr>
<td>ALS Base Rate</td>
</tr>
<tr>
<td>Airways</td>
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<tr>
<td>IV</td>
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<tr>
<td>Defibrillation</td>
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</tbody>
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Seconded by Mr. Saball. Roll Call Vote: Dillon – no; Cunningham – yes; Saball – yes; Nordblom, yes; Wood – no.

[ X ] 5. Hearing Closed at 8:01 P.M.

Mr. Cunningham moved to close the hearing at 8:01. Seconded by Mr. Saball. Unanimous vote.

- Library Trustee and Owen Shuman RE: Young Adult Librarian Position

Ms. Owen Shuman, Library Trustees and Dr. Judy Robinson were present for this portion of the meeting.

Mr. Dillon stated the Board would be would not be voting to approve or disapprove the position requested but to forward the description to the Personnel Board. Mr. Dillon stated there have been many requests for funding of positions and many of those were being rated by the Personnel Board and would be considered when the budgeting process begins.

Ms. Shuman submitted handouts to the Board and proceeded to review the statistics of the Library’s use by young adults. Mr. Nordblom asked if the Library had the space to absorb the increase in use. Ms. Shuman stated the Library also had use of Sibley Hall. Dr. Robinson stated that G’Day has met with the Library and supports the proposal.

Mr. Cunningham stated it was important to provide for the community and he was in support of this project, however the difficulty was in reconciling the budget. Mr. Saball stated Ms. Shuman had provided excellent background information and the position needed to go to the Personnel Board for rating. Mr. Nordblom stated it sounded like a wonderful program to have in town, but he did not know how it would be funded and suggested that the Library may need to get creative in funding sources.

Mr. Cunningham moved to approve a Young Adult Library position to be forwarded to the Personnel Board for rating and inclusion on the Wage and Class Schedule pending FY06 budget outcome. Seconded by Mr. Saball. 4 in favor, 1 absent (Wood).

Recreation Commission Appointment

Recreation Commissioners Peter DiFranco and Medora King; Mr. Jonathan Foster and Mr. Daniel Whitcomb were present for
this portion of the meeting

Mr. Dillon explained there was one opening on the Recreation Commission and two applicants. Each applicant had been supported by one of the Commissioners and both Commissioners were in favor of increasing the number of Commissioner. Ms. King stated she was supporting Mr. Whitcomb because he had differing thoughts than she and Mr. DiFranco, which she felt would round out the Commission. Mr. Whitcomb offered his resume for the Board’s review, stating he was from Littleton and had enjoyed recreation as a child.

Mr. DiFranco stated he was supporting Mr. Foster due to his involvement in Pop Warner. Mr. Foster stated he had grown up with Recreation and had volunteered as a teen. Mr. Foster stated he felt there are a lot of activities which give back to the community and the recreation department doesn’t mirror the sense of community.

Ms. Wood asked each applicant where they saw the Recreation Department in five (5) years.

Mr. Foster stated the Commissioners were set on the right course, but he felt the building could be better utilized and there could be a wider variety of programs including adult activities.

Mr. Whitcomb stated he had not known there was a Recreation department in the Town until he had seen it on the website, therefore he suggested advertisement and offering a broad range of programs. Mr. Whitcomb further stated he felt that Recreation was under utilized.

Mr. Webber asked if the applicants saw any value in merging the Parks and Recreation departments. Mr. Foster stated he had never heard of separate departments and ideally would like to see the combination passed at town meeting. Mr. Whitcomb stated he did not know if there were pros and cons to separate departments, but considered that if the departments were combined time may be saved and the budgets would be combined.

Mr. DiFranco stated one of the goals is combining the departments and resources. Ms. Wood asked that Mr. DiFranco bring in someone from Parks to coordinate the proposal.

The Board cast verbal votes for the applicants. Dillon – Foster; Cunningham – Foster; Saball – Whitcomb; Wood – Whitcomb; Nordblom – Foster.

Ms. Wood moved to appoint Jonathan Foster as Recreation Commissioner for the unexpired vacant three-year term to expire June 30, 2007. Seconded by Mr. Cunningham. Unanimous vote.

Other Business:
Review Adopt Equal Employment Opportunity/Affirmative Action Policy
Ms. Kitchen asked that the Affirmative Action agenda item be tabled until the following week as a new legal opinion had been received from Kopelman & Paige regarding servicepersons.

Mill Street Truck Exclusion
The members reviewed the letter in their packets and concurred to send the letter.

Review Groton Country Club Request
Ms. Kitchen explained that State law requires the Board to license in the name of the person presiding over the function, but currently the license is in the name of the manager who is not present at the functions. Ms. Kitchen stated the Country Club is requesting that the Board charge them a $500 license fee. Mr. Dillon stated it would be viewed as a Country Club license. Mr. Saball stated there is already a license for the snack bar and the Country Club is requesting the rate be extended to the Caterer. Ms. Kitchen stated the Country Club does not oversee the operation and the license should be held by the organization overseeing the distribution of liquor. The Board reached a consensus that it would be a club license.

Review Budgets for Town Counsel; Selectmen; Town Report
The Board reviewed the Town Counsel, Selectmen, and Town Report budgets.
Mr. Dillon requested the Washington, D.C. conference line item be removed from the various workshops. Ms. Wood requested the hotel expense for the MMA conference be removed. Ms. Kitchen stated that expense had been utilized. Ms. Wood asked that it be removed.

Ms. Kitchen stated she had added $5,000 to the Town Counsel budget because of upcoming contract negotiations and 40B litigation.

Mr. Dillon asked if the Conservation Commission could be asked to contribute to the Norris demolition. Ms. Kitchen stated there could be a warrant article and there may be funds in the Building Departments budget.
Ms. Kitchen stated the rest of the budgets would be available next week.

Minutes
Mr. Cunningham moved to approve the Regular Session Minutes of November 15, 2004. Seconded by Ms. Wood. 4 in favor, 1 abstention (Cunningham).

Mr. Cunningham moved to approve and release the Executive Session Minutes of January 3, 2005. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to adjourn the meeting at 9:25 p.m. Seconded by Mr. Saball. Unanimous vote.

Approved: _____________________________  respectfully submitted,
John L. Saball, Clerk                                      Kathleen Newell
                                                                    Office Assistant

Enclosure (1): Attendance Sheet Public Hearing

Date Approved: February 7, 2005