

**BOARD OF SELECTMEN
MAY 23, 2005
REGULAR SESSION MINUTES
“APPROVED”**

Present: George F. Dillon, Jr., Chair; Peter S. Cunningham, Vice Chair; John L. Saball, Clerk; Robert W. Nordblom, Member; Mihran Keoseian, Member Administrative Officer Jean E. Kitchen, Maria Casey, Administrative Assistant and Kathleen Newell, Office Assistant

The meeting was called to order at 7:00P.M.

The members congratulated Mr. Keoseian and welcomed him to the Board of Selectmen.

Reorganization of the Board

Mr. Cunningham moved to elect George F. Dillon, Jr. as Chairman. Seconded by Mr. Nordblom. Unanimous vote.

Mr. Nordblom moved to elect John L. Saball as Vice Chairman. Seconded by Mr. Cunningham. Unanimous vote.

Mr. Saball moved to elect Robert W. Nordblom as Clerk. Seconded by Mr. Cunningham. Unanimous vote.

Community Preservation Committee Report

Mr. Mike Roberts and Ms. Carolyn Perkins were present for this portion of the meeting.

Mr. Roberts stated that the CPC had previously submitted a draft plan to the Board and the plan was now available to the residents via the website for review and comment. Mr. Roberts stated that the CPC would be meeting on June 21, 2005 for a hearing on the plan. Mr. Roberts stated that the CPC would be meeting with various boards and committees soliciting comments on the plan. Mr. Roberts stated that the CPC was beginning the process for persons to prepare proposals to the CPC and the packets explained the criteria for evaluating the proposals. Mr. Dillon asked when the review of proposals would begin. Mr. Roberts stated that the deadline was August 1, 2005, after which the CPC would review, select and prepare warrant articles for the proposed projects. Mr. Keoseian stated that he had viewed several CPA plans and complimented the CPC on taking a confusing process and articulating it into a very well prepared and concise document. Mr. Nordblom stated that there was no specification on the forms for an operating budget. Mr. Keoseian also stated that he had noted the need for that information. Mr. Roberts stated that would be addressed in the final draft. Mr. Keoseian suggested that in the revision to the form the operating budgets and long-term upkeep and maintenance be specified on proposed projects. Mr. Roberts stated that the CPA cannot be used for maintenance however the maintenance costs for a project are taken into consideration in the CPC's selection process. Ms. Perkins stated that the CPC was also seeking the Parks Commission and Recreation Commission support for project sustainability.

Tim Dumont of Groton School RE: Application of Pesticides

Mr. Tim Dumont was present for this portion of the meeting.

Mr. Dumont stated that he had provided a request for pesticide application along with the schedule of last year's applications. Mr. Dillon asked how the applications were working on the Dutch Elm. Mr. Dumont stated that they had been treating the Dutch Elm for twenty-five years and it has prolonged the life of the trees.

Mr. Cunningham moved to authorize the Groton School to use and apply pesticide for purely aesthetic purposes on the campus. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham questioned Mr. Dumont regarding the Armstrong Common and the fencing. Mr. Dumont stated that he was unfamiliar with the Common's history, but that he had spoken with Parks Commissioner Don Black regarding the placement of the fence. Mr. Dumont suggested that the Board discuss the issue with Mr. Black. Ms. Kitchen stated that the property was a dedicated common and it would require state legislation to change the use of the property.

Joint Sewer Commission Appointment

Sewer Commissioners Jim Gmeiner and Harlan Fitch, and Mr. Thomas Hartnett were present for this portion of the meeting.

Mr. Dillon stated that there had been a resignation from the Sewer Commission which had been received too close to the

Annual Town election for anyone to appear on the ballot and the Sewer Commission had advertised the position on two separate occasions, however there had been no interested parties. Mr. Gmeiner stated that Mr. Hartnett had been kind enough to volunteer for the position of Commissioner until the next Annual Town Election. Mr. Cunningham moved to open the floor for nominations. Mr. Fitch nominated Mr. Thomas D. Hartnett to fill the vacant unexpired three-year term until the next Annual Town Election in 2006. The Board of Selectmen and Sewer Commissioners cast ballots with the following results: Gmeiner – Hartnett; Fitch – Hartnett; Dillon – Hartnett; Cunningham – Hartnett; Saball – Hartnett; Nordblom – Hartnett; Keoseian – Hartnett.

The Board members thanked Mr. Hartnett for his willingness to volunteer. Mr. Gmeiner stated that Mr. Hartnett would provide a wealth of information and assistance with the bonding and determination of betterments on the Boston Road sewer project.

Paul Palmer RE: Common Victualler License – Groton Exchange Inc. & Fuel Storage Certificate of Registration – PGI Realty, LLC

Mr. Palmer stated that he was seeking the Board's support in the licensing procedure.

Mr. Palmer reviewed the varied food services he would be providing at his store.

Mr. Cunningham moved to approve a Common Victualler License for Groton Exchange, Inc. license to expire December 31, 2005, contingent upon approval from Nashoba Associated Boards of Health. Seconded by Mr. Saball. Unanimous vote.

Ms. Casey stated that the fuel storage license renewal had inadvertently been left off the list of renewals approved by the Board previously in the month.

Mr. Cunningham moved to approve the renewal of a Certificate of Registration for Fuel Storage for PGI Realty, LLC. at 318 Main Street. Certificate of Registration to expire on April 30, 2006. Seconded by Mr. Saball. Unanimous vote.

Other Business:

Board of Selectmen Harassment Policy

Mr. Keoseian asked if the Harassment Policy was for all departments including the Schools. Ms. Kitchen stated that the School District had its own policies. Mr. Keoseian asked if there could be a procedure to copy the policies to the schools. Ms. Kitchen stated that she would provide the Superintendent's office with copies of the Board of Selectmen Policies. Ms. Casey noted that the Town Clerk, as keeper of the records, maintains a copy of the school's policy should Mr. Keoseian wish to review them. Ms. Kitchen explained that the Sexual Harassment Policy was a federal policy which was signed every year and this additional policy was to address other forms of Harassment. Mr. Keoseian noted that the policy stated that all complaints go to the Personnel Board and asked if the complaints were copied to the Board of Selectmen. Ms. Kitchen stated that the complaints were kept confidential. Mr. Keoseian asked if the Personnel Board attended specific training. Ms. Kitchen stated that the members had human resources training from their private occupations. Mr. Keoseian asked if there could be mandatory training for Department heads. Ms. Kitchen stated that the town's insurance company MIIA had workshops off-site, but MIIA does offer one free on-site training per year. Mr. Cunningham stated that these issues with their complexities underscore the need for a Personnel Manager. Mr. Dillon noted that the Personnel Board had vacancies and appealed to viewers to volunteer for public service.

Mr. Cunningham moved to adopt the Harassment Policy (05-03). Seconded by Mr. Saball. Unanimous vote.

Temporary Water Department Sign on Town Commons

Mr. Nordblom asked if there were any other method of notifying residents of the water bans, as he was not a fan of the signs. Ms. Kitchen stated that notification would be mailed in the water bills and notification via the cable message board would be made. Ms. Kitchen further stated that the signs would be moved to allow for other sign requests on the commons as only one sign is allowed to be displayed per location.

Mr. Cunningham moved to grant permission to the Water Department to erect temporary water conservation signs on Town commons for a period of time from June through September, all signage to be in accordance with the Historic Districts Commission guidelines. Seconded by Mr. Saball. 4 in favor, 1 opposed (Nordblom).

ADMINISTRATIVE OFFICER REPORT

Ms. Kitchen reviewed her Administrative Officer report as follows:

- There had been concern regarding a large maple tree in the path of the proposed side walk at the Four Corners

intersection. Tree Warden Tom Delaney made the decision to end the sidewalk prior to the tree.

- There has been more communication from Mass Highway regarding any issues which arise with the Four Corners Intersection.
- No test results had been received regarding the underground fuel storage tanks found at the Four Corners intersection. Mr. Cunningham asked who would pay for the removal. Ms. Kitchen stated she was unsure, however there is a 10% contingency with Mass Highway.
- The construction had commenced on the cell tower and payment should be received soon.
- She had attended the Gay Nineties Celebration at the Senior Center and had received a tour of the updated facilities.

SELECTMEN LIAISON REPORT

Mr. Dillon reviewed the schedule for the Memorial Day Parade on May 30, 2005.

Mr. Dillon stated that Founder's Day had been a success. Mr. Cunningham stated the festivities were excellent and that Groton has a great history to celebrate.

Mr. Dillon stated that Mr. and Mrs. Hanson had made a considerable donation to the Town to build a new playground in memory of Christina Hanson, who along with her parents were victims of the 9/11 tragedy.

Mr. Dillon had attended a meeting of the Town Forest Committee and the West Groton Water District at which a well site on Town Forest property was discussed. Mr. Dillon stated that there is a well site which would meet all drinking water requirements and the Water District has access to a \$1,500,000 loan to develop this site at 2% interest, but an agreement needs to be in place by September.

Mr. Cunningham moved to adjourn at 8:21 p.m. Seconded by Mr. Saball. Unanimous vote.

Approved: _____
Robert W. Nordblom, Clerk

respectfully *submitted*,
Kathleen Newell
Office Assistant

Date Approved: June 6, 2005