

**BOARD OF SELECTMEN  
MINUTES  
MAY 8, 2006  
“APPROVED”**

**Present:** George F. Dillon, Jr., Chair; Robert W. Nordblom, Clerk; Peter S. Cunningham, Member; Mihran Keoseian, Member; Jean E. Kitchen, Administrative Assistant; and Kathleen Newell, Office Assistant

Absent: John L. Saball, Vice Chair

*The meeting was called to order at 7:00 p.m.*

**Harlan Fitch’s Veteran’s Flag Dedication**

Ms. Hilda O’Hara and Ms. Zelda Moore were present for the dedication of their late brother Mr. Harlan Fitch’s Veteran’s Flag to the Town of Groton. Also in attendance were Ms. Onorina Maloney, Ms. Christine Collins and Ms. Valerie Jenkins.

Mr. Dillon reviewed the various committees and boards that Mr. Fitch had served upon and stated that the flag would be displayed in the upstairs conference room on the north wall.

Mr. Dillon thanked the Misses O’Hara and Moore for their generosity in giving Mr. Fitch’s Flag to the Town.

**Employee Recognition – Don May, Highway Department – 20 Years; Sharon Coss, Library – 10 Years**

Mr. Dillon thanked Mr. May and Ms. Coss who were not in attendance for their respective years of service to the Town of Groton.

**Discussion RE: Squannacook Hall**

Mr. Rick Hughson was present for this portion of the meeting.

Ms. Kitchen stated that the Boy Scouts are still interested in using Squannacook Hall because there is a scheduling conflict with using the Senior Center on Friday nights. The Boy Scouts use the building for storage and monthly meetings which are not held in the summer months or in December. Ms. Kitchen stated that the Scout troop would like to know if the option to continue using the building is possible so that they may plan accordingly.

Ms. Kitchen stated that it had been recommended that the heat not be turned off in the building.

Mr. Dillon stated that he had viewed the building with John Estabrook. Mr. Dillon noted that there are areas needing repair, and he would be in favor of keeping the building open minimally. Mr. Cunningham agreed and stated that he had been approached by Mr. Bert Tompkins regarding the possibility of the Groton Center for the Arts using the building. Mr. Keoseian also agreed with keeping the building open on a limited basis. Mr. Keoseian asked when Mr. Estabrook was going to bring back a report to the Board from the seminar he had attended. Mr. Keoseian also asked if Mr. Estabrook had recommended any repairs to be done to the building to keep it open on a minimal basis.

Ms. Kitchen stated that an air quality check would need to be performed on the building.

Mr. Dillon stated that Mr. Estabrook would need to prioritize the list of what needs to be done to the building. Ms. Kitchen stated that the Building Committee could be asked to work with Mr. Estabrook and prioritize the maintenance. The Board concurred that the building should be kept open minimally and the Boy Scouts may continue to use the building for its regular meetings.

**Town Accountant Valerie Jenkins RE: FY05 Audit and 3 Year Contract for Audit**

Ms. Valerie Jenkins and Ms. Christine Collins were present for this portion of the meeting.

Ms. Jenkins reviewed the manager’s letter from the auditing firm (enclosed herein) with the following suggestions:

- Central Purchasing and continued training
- Purchases over \$5,000 would require three (3) verbal bids
  - A policy could be drafted for the Administrative Officer signature on purchases exceeding \$5,000.
- Post employment benefits are a major point
  - An option would be an unbreakable fund for retirement benefits.
  - Another proactive option would be to dedicate a stabilization fund to fund a portion of retirement benefits liability. However there is no instrument to protect the money.

Ms. Jenkins suggested putting money in a stabilization fund. Mr. Dillon noted that at \$400,000 that would be 30% of the new monies and new growth in FY07. Ms. Kitchen stated that should be something to add to the financial policy. Mr. Dillon asked if it would affect the bottom line. Mr. Keoseian stated that they are real dollars. Ms. Collins stated that the State was forcing Towns to show it and it should be allocated.

Ms. Jenkins reviewed the Audit agreement for the next three fiscal years. Mr. Dillon asked for Ms. Jenkins' recommendation. Ms. Jenkins recommending accepting the offer and in another three (3) years and after that time she would like to shop around.

Mr. Cunningham stated that he was not suggesting a change, but he would like to see more feed back on a competing firms and a baseline standard of municipal audits. Ms. Jenkins stated that she would provide the information for the next meeting.

**Treasurer/Collector Christine Collins RE: Office Vacancy**

Ms. Christine Collins was present for this portion of the meeting.

Ms. Collins stated that Ms. Barbara Gale would be retiring in June. Ms. Collins stated that she would like the recommendation of the Board as to any procedural processes she may need to follow. Ms. Collins stated that she would like to advertise the position starting the following day for 10 days and she would like to make some changes in the job description which she would forward to the Personnel Board for review.

*Mr. Cunningham moved to allow the Treasurer/Collector to advertise for the position of Assistant Treasurer/Collector. Seconded by Mr. Nordblom. 4 in favor, 1 absent (Saball).*

**OTHER BUSINESS**

**TPL Steering Committee Charge**

Ms. Kitchen described the charges of the Committee stating that most had been completed. Mr. Dillon asked that the incomplete items be listed and Ms. Kitchen work on the draft to include new items and it would be discussed at the following meeting.

**One-Day All -Liquor License – Linda Deasy on behalf of Lawrence Academy, Powerhouse Road, May 12, 2006 from 6:30 p.m. – 9:30 p.m.**

*Mr. Nordblom moved to approve a One-Day Liquor License for All Alcohol for Linda Deasy on behalf of Lawrence Academy on Friday, May 12, 2006 from 6:30 p.m. to 9:30 p.m. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

**One-Day Beer and Wine License – Linda Deasy on behalf of Lawrence Academy, Powerhouse Road, May 13, 2006 from 4:00 p.m. – 9:00 p.m.**

*Mr. Nordblom moved to approve a One-Day Liquor License for All Alcohol for Linda Deasy on behalf of Lawrence Academy on Saturday, May 13, 2006 from 4:00 p.m. to 9:00 p.m. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

**Appointment – Sign Committee**

*Mr. Nordblom moved to appoint Carol Quinn to the Sign Committee to fill the open vacancy for the one-year term, term to expire June 30, 2007. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom to appoint John Brunett to the Sign Committee to fill the open vacancy for the one-year term, term to expire June 30, 2007. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

**MINUTES**

*Mr. Nordblom moved to approve the Regular Session Minutes of January 9, 2006. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom moved to approve the Regular Session Minutes of January 17, 2006. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom moved to approve the Regular Session Minutes of April 10, 2006. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom moved to approve the Regular Session Minutes of April 18, 2006, as amended. Seconded by Mr. Cunningham. 4 in favor, 1 abstention (Nordblom), 1 absent (Saball).*

*Mr. Nordblom moved to approve the Regular Session Minutes of April 24, 2006. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom moved to approve the Special Session Minutes of March 31, 2006. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

*Mr. Nordblom moved to approve the Special Session Minutes of April 14, 2006, as amended. Seconded by Mr. Cunningham. 4 in favor, 1 absent (Saball).*

**ADMINISTRATIVE OFFICER REPORT**

Ms. Kitchen reviewed the following:

- Groton Dunstable Education Fund had requested placing a raffle table at the Groton Garden Club's annual event held at the Town Hall.

- Draft letter to DEP regarding drainage basins and storm water. The changes will be emailed.

### **SELECTMEN LIAISON REPORT**

Mr. Nordblom stated that he had attended a Planning Board meeting RE: commercial developer's guidelines and signs integrated into buildings.

Mr. Dillon read a letter from Scott Wiggins of Lawrence Academy regarding of the acceptance of a \$25,000 annual donation.

Mr. Dillon read a resignation letter from Father Alfano as Public Safety Chaplain. Mr. Cunningham suggested that the Board recognize his service and pursue a replacement.

Mr. Dillon stated that Mr. Saball had attended the Tree City USA event and presented a proclamation. Mr. Dillon thanked all who have participated for the past 10 years.

*Mr. Nordblom moved to enter into Executive Session at 8:45 p.m., in accordance with MGL Chapter 39, Section 23B, for the purpose of discussing strategy with respect to contract negotiations for Personal Contracts for the Police Chief, Fire Chief, Administrative Officer and Town Accountant will not reconvene in Open Session. Seconded by Mr. Cunningham. Roll Call vote: Dillon – yes; Nordblom – yes; Cunningham – yes; Keoseian – yes.*

Approved: \_\_\_\_\_  
George F. Dillon, Jr., Chair

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respectfully *submitted*,  
Kathleen Newell  
Office Assistant

Enclosure: Audit Report dated April 28, 2006

Date Approved: May 22, 2006