

**BOARD OF SELECTMEN  
MINUTES  
JUNE 26, 2006  
“APPROVED”**

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

*The meeting was called to order at 6:40 p.m.*

**Christine Collins, Treasurer/Collector RE: Appointment of Assistant to the Treasurer – Kathy Morin**

Ms. Collins stated that she was recommending Ms. Morin for the position of Assistant to the Treasurer at a Grade 6 Step 5 and a starting date of July 5, 2006. Ms. Kitchen stated that Ms. Morin should be given years of credit for experience with the town. The members congratulated Ms. Morin.

*Mr. Dillon moved to appoint Kathy Morin to fill the position of Assistant to the Treasurer at a Grade 6 Step 5. Seconded by Mr. Saball. Unanimous vote.*

**Water Commissioners RE: Adverting Water Department Business Manager Vacancy and Job Description**

Water Commissioners Larry Swezey, Mike Brady, Gary Hoglund and Water Superintendent Tom Orcutt were present for this portion of the meeting.

Mr. Hoglund stated that the Commissioners had voted in favor of accepting the final version of the job description. Mr. Hoglund stated that the job description needs to be re-graded and they were meeting with the Personnel Board on Wednesday. Mr. Hoglund stated that the position had been advertised.

Mr. Dillon stated that the position is within the union and the Personnel Board may feel that it falls under the Board of Selectmen.

Mr. Dillon stated that there appeared to be a significant reduction in the job duties.

Mr. Hoglund stated that the Commissioners had taken the opportunity to revise the job description and more accurately reflect the actual duties. Mr. Swezey stated that the biggest change is the new business manager will report to the Superintendent instead of the Board of Commissioners. The Commissioners want to present the business through one individual.

Mr. Saball stated that the job description seems to be in flux, because it is being advertised. Mr. Hoglund stated that they were under a tight timeline and the job was advertised with the basic description. Mr. Saball stated that he understood that time was of the essence, but would like the Commissioners to have their ducks in a row, prior to advertising. Ms. Kitchen noted that the Commissioners could let the applicants know that the compensation is in flux.

Mr. Orcutt stated that the job description may be rewritten, but the duties and responsibilities have not been reduced. Mr. Dillon stated that if he were rating the job, based upon the job description, there has been a reduction in the responsibilities.

Mr. Dillon moved to allow the Water Commissioners to advertise the position of Business Manager. Seconded by Mr. Keoseian. 3 in favor, 1 opposed (Saball).

Mr. Dillon moved to allow the Water Commissioners to go to the Personnel Board to amend the Business Manager's job description. Seconded by Mr. Saball. Unanimous vote.

**Discussion RE: Professional Form of Government - Kate Fitzpatrick, Town Manager – Needham and Bernie Lynch, Town Manager – Chelmsford**

Ms. Kate Fitzpatrick and Mr. Bernie Lynch were present for this portion of the meeting.

Mr. Lynch reviewed the history of the Town of Chelmsford's change of government:

- Town manager position was established in 1989 and moved to a representative form of government
- Day to day running of the town is left to the Town Manager
- Board of Selectmen opened up for more policy and global communication.
- A Home-Rule Charter Commission was formed with nine (9) elected members
- Charter was presented to the voters for approval at Town Meeting.
- Finance Committee plays a major role, but Town Manager's budget is the budget presented at town meeting.
- Department head positions are appointed by the Town manager, with Board of Selectmen veto power.
- Department heads do appointments with approval of Town manager.
- Town manager approves the creation or filling of a position.

Ms. Fitzpatrick reviewed the history of the Town of Needham's change of government:

- Went to representative form of government in the 1930's and accepted the charter in the 1970's.
- In 1990's changed from Executive Secretary to Town Manager.
- In 2003, Board of Selectmen formed a Study Committee
- Town Manager makes all appointments except Committees, which was retained by the Board of Selectmen.
- Board of Selectmen has veto authority.
- The Finance Committee is very strong and the by-laws the Finance Committee's budget is the official budget.

Mr. Cunningham asked both Mr. Lynch and Ms. Fitzpatrick to explain their relationship with their Schools.

Mr. Lynch stated that in terms of budgeting, he gives the School a number in January, which is from a formula they developed; the School maintains the same growth in their budget; and any additional Chapter 70 monies go back to the schools.

Ms. Fitzpatrick stated that there was an informal mechanism in which Needham allocates any new revenue and any increase in Chapter 70 money goes into the general fund and a by-law requires the Town Manager to include the School's number in the budget.

Mr. Keoseian asked what kind of road map they would recommend for the Town of Groton to follow.

Mr. Lynch stated that it was important to identify the weaknesses you are trying to correct and the strengths you are trying to increase. Mr. Lynch stated that a special act was a lot faster, but the home rule charter brings more people into the process.

Mr. Cunningham stated that he felt that there was a need and that people have felt that there needs to be a more professional oversight, but he doesn't think that the townspeople are ready to give up on Open Town Meeting.

Mr. Saball noted the change which Chelmsford had made in 1989 and asked if it had been to a strong Town Manager. Mr. Lynch affirmed that that it was the same position as he currently held. Mr. Saball asked how the budgeting process was conducted. Mr. Lynch stated that the Board of Selectmen, School Committee and Finance Committee have joint meetings which they are still fine-tuning. Mr. Lynch stated that was a by-law mandating a 5-year forecast be issued at Town Meeting. Mr. Lynch stated that budget manuals go out in September and the Operating budget needs to be returned in November and Capital budget returned in December. Simultaneously the Finance Committee is meeting with department heads.

Mr. Lynch stated that it makes sense to have a single point person watching over the budget and there is more consistency and coordination between the departments.

Mr. Webber asked Ms. Fitzpatrick who had written the charter for Needham. Ms. Fitzpatrick stated that she had, and suggested, if the Town could afford the expense, hiring someone to write the charter of business. Mr. Cunningham stated that would be an important decision.

Mr. Keoseian asked what key points should be addressed in crafting the language. Mr. Lynch stated that Chelmsford's and Ashland's charter were almost word for word, and you could pick and choose to craft the language from the charters of other town's.

Mr. Dillon stated that there seemed to be some confusion or tying in of a change to the representative form of Town Meeting from the public and he wanted to assure them that they are completely separate.

Mr. Brooks Lyman asked how members are appointed to committees i.e. where do the volunteers come from. Mr. Lynch stated that they have not eliminated any committees and that in some towns the Board of Selectmen still appoint and in others the Town managers do the appointing. Mr. Lynch appoints members in Chelmsford and vacancies are advertised on the website and cable. Mr. Lynch stated that they value and realize the importance of volunteers.

Mr. Webber asked how enterprise fund departments were handled. Ms. Fitzpatrick stated that they were treated with the same process, but treated differently on the warrant. Mr. Lynch stated that the Sewer Department was under the Department of Public Works.

Mr. Jay Prager noted that the role of the Finance Committee was very different between towns. Mr. Lynch stated that he did not think it was a big difference; the Finance Committee is an arm of the Town Meeting and its participation in the budget is very important. The Capital budget is a bit different; there is a Capital Planning Committee and there is one article with all capital items which have been prioritized.

The Board thanked Mr. Lynch and Ms. Fitzpatrick for coming and sharing how their towns had changed their forms of governance.

**Finance Committee RE: Gillis Proposal**

Members of the Finance Committee were present for this portion of the meeting.

Mr. Webber stated that there was a consensus of the Finance Committee that the proposal looks like it has enough potential that it should not be ignored and it was unfortunate that the proposal came to light after Annual Town Meeting.

Mr. Cunningham stated that much of the proposal should have happened before and it may have reshaped the proposal that went before the ATM, but it would be difficult to revisit. Mr. Cunningham further stated that there may be opportunity for some town use of the property consistent with CPC use; i.e. housing and recreation which would fall under the CPA and there may be some financial benefit to the town. Also the proposal complicates some of the contractual agreements with TPL and varies significantly from the vote taken at Town Meeting.

Mr. Webber stated that the Finance Committee had wanted to bring forward an opportunity. Mr. Jay Prager stated that the net benefit to the town was compelling and his personal view was that the proposal be brought to the TPL so that the fundraising could be modified. Mr. Cunningham was concerned at the impact reconfiguration would have on the components of the fundraising.

Mr. Dillon stated that it was unfortunate that this had not been brought forward prior to Town Meeting, and he thinks it is too late in the game as the whole project is made up of many pieces and it is a very tight schedule. The TPL has responded based upon its experiences and their experience has been that it can have an impact on the sale of homes, fundraising and how the state looks at the level of interest and self help grants. The necessary fundraising is not the Town's responsibility, but that of the TPL and Groton Conservation Trust and by changing the make up could affect the overall deal. Mr. Cunningham stated that there is a component of the Town to be supportive in fundraising as the TPL is committed based upon the parameters of the plan presented.

Mr. Webber stated that he would not want to see any housing on the property unless there were significant affordable units. Mr. Webber further stated that there are combinations that could be worked out, but no one seems interested in trying. Mr. Cunningham disagreed, and stated that there is a plan that has been put together and the presentation has been that it is a big conservation effort.

Mr. Keoseian stated that this has exposed two primary examples of breakdown of communication and timing. Mr. Keoseian further stated that he had not idea there would be a presentation made by the builder and questioned if anyone knew it was in the works prior to Town Meeting.

Mr. Cunningham stated that he was appreciative of the Finance Committee's perspective and its desire that it be investigated, but he was concerned that it would unravel what happened at Town Meeting.

Ms. Michelle Collette stated that she had strong feelings that the proposal coming at this time and the impact of a subdivision to the land. If the plan is brought for reconsideration it has the potential of derailing the whole project and the Town runs the risk of losing the opportunity.

Mr. Ed McNierney stated that the land is not the Town's to sell; it is under contract to the Trust for Public Land who has set an agreement between parties. TPL was quite clear that they had financial commitments and TPL has the contracts on the property and it is their decision who to sell the property to. Mr. McNierney further stated that the TPL is not the land owner, but they do have the property under contract and there are serious issues with fundraising and they have submitted applications for grants and we can't change the rules. It would be impossible to raise the money if the town is seen as backing down.

Mr. Cunningham thanked the Finance Committee's input and it was important to be concerned.

**Greenman Pedersen RE: Invoices**

Ms. Kitchen stated that she had asked that this matter be revisited.

Ms. Kitchen stated that she had asked Jeff Howie to delineate the items that were additional changes fro the original plan and she was willing to say that she authorized the items because the project was expedited.

Mr. Dillon stated that he did not doubt that the work had been done, but according to the contract the procedures were not followed and there was nothing in writing and nothing said about verbal changes.

Ms. Kitchen stated that these were field changes and the decision had to be made immediately, the project needed professional

oversight.

Mr. Cunningham stated that he would like to offer \$7,860 to address the specific cause and the remaining 640.

Mr. Keoseian stated that a number of the changes were time sensitive.

Ms. Valerie Jenkins stated that she was concerned with the precedent that may be set and she further stated that she felt this was a violation of the procurement law. Ms. Kitchen disagreed that these were a violation and further stated that the changes would not have been bid out separately.

Mr. Cunningham stated that the crux of the matter was a breakdown in communication.

Ms. Kitchen stated that she is the procurement officer. Ms. Kitchen asked Ms. Jenkins if GPI were to get the change orders signed by the BOS would that be legal. Ms. Jenkins stated that she just wanted her objection noted for the record and suggested that the Board send a letter to her stating that Ms. Kitchen has the authority to make changes.

Mr. Dillon stated that there is a protocol which should be followed in the future.

Mr. Cunningham moved to authorize the expenditure of \$7,860 for work done at the Four Corners intersection. Seconded by Mr. Dillon. 3 in favor, 1 opposed (Saball).

Mr. Cunningham directed Ms. Kitchen to draft a letter to the town accountant.

**Fire Chief Joseph Bosselait RE: SAFER Grant**

Chief Bosselait stated that they had applied for the grant the previous year and it was not approved.

Mr. Saball asked if there had been any discussions with the Finance Committee or Personnel Board regarding the continuing funding of the position. It looks tempting in the beginning but there are long term financial commitments.

Mr. Cunningham asked how the position would impact the current staff. Chief Bosselait reviewed the current staffing as 3 full time and 1 per diem shift.

Ms. Kitchen asked if he could bring in an organizational chart and if the ambulance receipts could fund the position or use the ambulance to match the funds received in a grant.

Mr. Dillon asked if the grant were awarded; could that position take the place of the position he was requesting to start in January. Chief Bosselait stated that the grant was very specific and he could not reduce staff.

Ms. Kitchen asked if the matching funds were already in the budget and if he would need to go back to town meeting. Ms. Jenkins affirmed.

Ms. Kitchen asked if the Chief would still be looking for a full time deputy if the grant position were awarded. Chief Bosselait stated that he would. Ms. Kitchen reviewed that there would be a Chief and 5 full time positions.

Mr. Webber stated that he thought it would be a good idea and would help pay for the growth that we know we are going to need.

*Mr. Dillon moved to allow the Fire Chief to apply for the Staffing for Adequate Fire and Response (SAFER) Grant. Seconded by Mr. Saball. Unanimous vote.*

**Continued - Harmonious Development – Crossroads Plaza**

Present: Mr. David Thorne and Ms. Michelle Collette; see attached attendance list

Mr. Thorne reviewed the revised plan, stating the plan was presented to the Planning Board without the awnings and a change in the lighting.

Mr. Dillon stated that he had compared the plans and did not see much difference.

Ms. Collette stated that the Planning Board had closed its hearing on June 19<sup>th</sup> and will be making a decision on June 29<sup>th</sup>. Ms. Carolyn Perkins stated that the Planning Board was willing to offer what they had to offer with the removal of the awnings.

*Mr. Cunningham moved that the Plan complies with the by law under harmonious development and the Board agrees with the plan. Seconded by Mr. Dillon. Unanimous vote.*

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**Zoning Board of Appeals Alternate Appointment**

Mr. David Gandle was present for this portion of the meeting.

Mr. Cunningham stated that interest forms had been received from Mr. Gandle and Mr. Alan Hoch. Mr. Gandle reviewed his previous experience and stated that he had been in Iraq.

*Mr. Dillon moved to appoint David Gandle to the Zoning Board of Appeals as Alternate Member for the one-year term, term to expire June 30, 2007.*

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**Community Preservation Commission RE: Discussion CPA Application 14-Acres**

Mr. Rick Hughson stated that they had met with the Land Use Committee with Town Counsel and the language of the warrant article states that the Board of Selectmen will make the decision on what happens with the 14 acres. Mr. Cunningham stated that any use would need to be consistent. Discussion ensued relative to the procedure i.e. returning to town meeting.

Ms. Perkins stated that the Committee is at the Board's disposal.

**OTHER BUSINESS**

**Release of Overlay Surplus**

Ms. Rena Swezey was present for this portion of the meeting.

Ms. Swezey started that there was pending appeals on valuations from the telecommunications properties, i.e. Sprint, and Bell. Ms. Swezey stated that there had been a decision back in May against Bell Atlantic, but it is being appealed.

Ms. Swezey stated that there was a small amount from FY04 and a close look will need to be taken at FY05 pending litigation.

Mr. Keoseian asked if there was a concurrence with the Financial departments. Ms. Jenkins stated that there was not. Ms. Jenkins stated that the monies should already be accounted for in the accounts receivable. Ms. Kitchen stated that the \$86,000 which is being requested to be released should be accounted for.

Mr. Dillon asked for a reconciliation of the amount before Wednesday's meeting.

*Mr. Dillon moved to request release of the surplus from the Overlay Account from the Board of Assessors. Seconded by Mr. Saball. Unanimous vote.*

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**Crosswinds Stop Sign**

Chief Mulhern stated that he had directed Sergeant Cullen to conduct a traffic study in response to a letter from a citizen regarding the traffic hazards at Crosswinds Drive. Chief Mulhern stated that Sergeant Cullen had recommended placing a stop sign at the intersection.

*Mr. Dillon moved that the Board of Selectmen agree to the installation of a stop sign at Crosswinds Drive as requested. Seconded by Mr. Saball. Unanimous vote.*

**Stonebridge Update**

Mr. Cunningham asked Chief Mulhern to give an update on the parking issue at Stonebridge.

Chief Mulhern stated that the playing fields have been scheduled for more use than intended and the parking has been maxed out. Sergeant Cullen has made a recommendation to place "No Parking" signs on one side of the road near the curve.

The Board reached a consensus to ask the Highway Surveyor to review the area.

**New Appointments – Surrenden Farm Land Use Committee – Monica Hinojos, Don Billingsley; Personnel Manager Search Committee – Patti Modzelewski; Council on Aging Board – Elaine Franzen, Janet Dillon, Hester Newbury; Local Emergency Planning Committee- Lawrence W. Swezey; Special Police Officer (Ayer) – Michael Edmonds; Special Police Officer (Dunstable) – Michael Tedesco and Gregg Sanborn**

*Mr. Cunningham moved to appoint Monica Hinojos as Finance Committee Representative; Don Billingsley as Park Commission Representative and to the Surrenden Farm Land Use Committee for the one-year term, term to expire June 30, 2007. Seconded by Mr. Dillon. Unanimous vote.*

*Mr. Dillon moved to appoint Patti Modzelewski to the Personnel Manager Search Committee for the one-year term, term to expire*

June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball moved to appoint Hester Newbury to the Council on Aging Board for the vacant unexpired three-year term, term to expire June 30, 2007. Seconded by Mr. Dillon. Unanimous vote.

Mr. Keoseian moved to appoint Janet Dillon to the Council on Aging Board for the three-year term, term to expire June 30, 2009. Seconded by Mr. Saball. 3 in favor, 1 abstention (Dillon)

Mr. Cunningham moved to appoint Elaine Franzen to the Council on Aging Board for the three-year term, term to expire June 30, 2009. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Dillon moved to appoint Lawrence W. Swezey to the Local Emergency Planning Committee for the one-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball moved to appoint Lawrence W. Swezey to the North Middlesex Area Emergency Planning Committee as Alternate for the one-year term, term to expire June 30, 2007. Seconded by Mr.

Mr. Keoseian moved to appoint Michael Edmonds as Special Police Officer (Ayer) for the one-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to appoint Michael Tedesco and Gregg Sanborn as Special Police Officer (Dunstable) for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon moved to appoint John L. Saball to Montachusett Regional Planning Commission for the one-year term, term to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Saball moved to appoint George F. Dillon, Jr. to Montachusett Joint Transportation Committee for the one-year term, term to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

**Reappointments – Special Police Officer – John L. Saball and Jack Balonis; Affordable Housing Task Force; Building Committee; Cable Advisory Committee; Chief of Police; Communications Officers; Community Preservation Committee; Conductor Lab Oversight Committee; Conservation Commission; Council on Aging Board; Election Workers; Emergency Management Agency; Graves Registration Officer; Great Pond Advisory Committee; Greenway Committee; Groton Country Club and Recreation Authority; Haz-Mat Emergency Response Coordinator; Historic Districts Commission; Historical Commission; Housing Partnership; Insurance Advisory Committee; Keeper of Lockup/Constable; Local Emergency Management Planning Committee; Main Street Committee; Old Burying Ground Committee; Police Auxiliary; Police Matron; Police Officer; Recycling Committee; Reserve Patrolman; Scholarship Committee; Sign Committee; Squannassit-Petapawag ACEC Great Ponds Steering Committee; Town Accountant; Trails Committee; Veterans' Service Officer; Web Site Committee; Weed Harvester Committee; Williams Barn Committee; Special Police Officer**

Mr. Dillon moved to reappoint Carolyn A. Perkins, Craig S. Auman, Peter S. Cunningham, and Martha Campbell to the Affordable Housing Task Force for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. 3 in favor, 1 abstention (Cunningham).

Mr. Cunningham moved to reappoint James R. Western, Michelle Collette, Thomas D. Hartnett, and Brooks T. Lyman to the Building Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball moved to reappoint Kathy Harrington, Dorothy N. Davis, John P. Ellenberger, and Gabriel A. Nucci to the Cable Advisory Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Robert L. Mulhern as the Chief of Police for the one-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to reappoint Paul E. Martell, Warren Gibson, Sarah E. Mickle, April Moulton, Edward J. Bushnoe, Darlene Touchette and Joan MacEachern as Communications Officers for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Dillon. Unanimous vote.

Mr. Dillon moved to reappoint Daniel C. Emerson and James R. Cantrill to the Community Preservation Committee for the three-year terms, terms to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball moved to reappoint Jeffrey Pike, Stuart Schulman, Valerie Jenkins and Kevin McKenzie to the Computer Committee for the one year terms, terms to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Michelle Collette, David R. Hopper, Robert Hanninen, Arthur Blackman and Kim M Henry to the Conductor Lab Oversight Committee for the one year term, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to reappoint Marshall E. Giguere, Evan C. Owen, and Kristen Corwin to the Conservation Commission for the three-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon moved to reappoint Marie S. Melican to the Council on Aging for the three-year term, term to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball move to reappoint Marilyn T. Trecartin, Mary F. McGrath, Ramona E. Tolles, Michael F. Bouchard, Louise E. Gaskins, Carl Flower, Margaret F. Connolly, Edward J. Kopec, Michael Woods, Peg Russell, Joan E. Cox, Bonnie P. Biocchi, Martha A. Campbell, Gregory W. Maloney, Jr., Cindy Martell, Anthony Corsetti, Jane I. Chalmers, Stephen A. Legge, Lorraine A. Leonard, Jean A. Secovich and Lorene N. Holston as Election Workers. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Daniel J. Diagneault, Lawrence W. Swezey, Heather L. Emslie, Francis J. Cusack, Leroy E. Johnson, Earl D. Russell, Stephen F. Mickle, William F. Shute and Joel M. Magid to the Emergency Management Agency for the one-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to reappoint Peter DiFranco to the Finance Committee for the three-year term, term to expire June 30, 2009. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Dillon moved to reappoint Stuart Shuman to the Finance Committee for the three-year term, term to expire June 30, 2009. No second.

Mr. Saball moved to reappoint Deborah Beal Normandin as Graves Registration Officer for the one-year term, term to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Lawrence W. Swezey, Françoise D. Forbes, Bruce W. Clements, Susan H. Horowitz, Cynthia Kollarics, and William H. Eger to the Great Pond Advisory Committee for the one-year term, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to reappoint Marion Stoddart, Pamela T. Gill, and G. Jean Wright to the Greenway Committee for the one-year term, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon moved to reappoint Daniel W. Forbes to the Groton Country Club and Recreation Authority for the three-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Saball moved to reappoint Joseph Bosselait as Haz-Mat Emergency Response Coordinator for the one-year term, term to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Laura R. Moore to the Historic Districts Commission for the three-year term, term to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

Mr. Cunningham moved to reappoint Alvin B. Collins, Jr. and Melissa R. Manzi to the Historical Commission for the three-year term, term to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon moved to reappoint Peter S. Cunningham, M. Theresa Ragot, Carolyn Perkins and Michelle Collette to the Housing Partnership for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. 3 in favor, 1 abstention (Cunningham).

Mr. Saball moved to reappoint Maria Casey, Paula D. Martin, April Moulton, Kevin P. Kelly, Ann Walsh, Jack E. Balonis, and Valerie Jenkins to the Insurance Advisory Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.

Mr. Keoseian moved to reappoint Robert L. Mulhern as the Keeper of Lockup/Constable for the one-year term, term to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.

Mr. Keoseian moved to reappoint Susan H. Horowitz, Edward P. Doucette, John P. Walsh, William F. Shute, Claudia D. Saball, Kathy Puff, Robert L. Mulhern, Anthony B. Hawgood, Leroy E. Johnson, Jr., R. Thomas Delaney, Norma J. Garvin, Joseph L. Bosselait, Catherine W. Lincoln, Stephen Moulton, Stephen Byrne, Thomas D. Orcutt and Sally Erdman-Jones to the Local Emergency Planning Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. 3 in

*favor, 1 abstention (Saball).*

*Mr. Dillon moved to reappoint Jane A. Bouvier, R. Thomas Delaney, Edward J. Kopec and Robert L. Mulhern to the Main Street Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.*

*Mr. Saball moved to reappoint Deborah Beal-Normandin, Eleanor Gavazzi, Marcia Beal-Brazer and Ellen T. Hargraves to the Old Burying Ground Committee for the one-year terms, terms to expire June 30, 2007. Seconded by Mr. Keoseian. Unanimous vote.*

*Mr. Keoseian moved to reappoint Kenneth J. Pero and Mark Miller as Police Auxiliary for the one-year term, terms to expire June 30, 2007. Seconded by Mr. Saball. Unanimous vote.*

### **Declare Surplus – Recreation Department – Flag Football Equipment**

Mr. Dillon moved to declare the following Flag Football Equipment from the Recreation Department as surplus:

Inventory of Flag Football Shirts and Equipment

59 assorted shirts of varying styles from several seasons

Outdated due to Groton Recreation Dept labeling

Elementary

8 Teams (Colors)	YM	YL	AS	AM	AL	AXL
Gold				2	1	1
Kelly Green			2	2		1
Maroon						
Orange			3			
Red				1	4	
Royal Blue				1	2	
Navy Blue			1	1	2	2
Black			1		1	1
TOTALS			7	7	10	5

29 shirts

Middle School

8 Teams (Colors)	YM	YL	AS	AM	AL	AXL	AXXL
Gold		3					
Kelly Green	1	1		1			
Maroon	2			1			
Orange							
Red	2		1	1			
Royal Blue		3		2			
Navy Blue							
Black	2	1		1		2	
White				3			
Referee Shirts							3
TOTALS	7	8	1	9	0	2	3

30 shirts

EQUIPMENT	
Belts & Flag Sets	200
Cones	110
Equipment Bags	14
First Aid Kits	16
Footballs	30
Kicking Tees	20
Pinnies	100
Pumps	4

*Seconded by Mr. Saball. Unanimous vote.*



**Memorandum of Understanding – Acting Administrative Officer**

This agenda item was tabled until a meeting to be held on Wednesday, June 28, 2006.

**Advertising Intermittent Office Assistant – Board of Selectmen**

*Mr. Dillon moved to allow the advertising of the Intermittent Office Assistant for the Selectmen’s Office. Seconded by Mr. Keoseian. Unanimous vote.*

**ADMINISTRATIVE OFFICERS REPORT**

Ms. Kitchen stated that this would be her last meeting with the Board and thanked them all for their support over the years of her employment.

**SELECTMEN LIAISON REPORT**

Mr. Keoseian read an open letter in response to comments in the newspaper regarding Finance Committee appointments.

Mr. Dillon reviewed the following:

- Farewell reception for Jean Kitchen
- Retirement party for Barbara Gale
- Congratulation to Clarence Jefferson for award from Nashoba Publications
- Retirement party proclamation for Bob Lewis
- Union negotiations in a couple of weeks

Mr. Saball noted that the Fitch’s Bridge Committee was meeting with the Office of Transportation.

Mr. Saball extended condolences to the family of Mike McPartlan and Irene Williams.

Mr. Keoseian stated that the Personnel Manager Search Committee had held its first meeting and was off to a good start reviewing job postings.

*Mr. Saball moved to enter into Executive Session at 10:37 p.m. in accordance with MGL Chapter 39, Section 23B, for the purpose of discussing strategy with respect to litigation and will not reconvene in Open Session. Seconded by Mr. Keoseian. Roll Call Vote: Dillon – yes; Saball – yes; Keoseian – yes; Keoseian – yes.*

Approved: \_\_\_\_\_  
Clerk                      respectfully submitted,

\_\_\_\_\_  
Kathleen Newell  
Office Assistant

John L. Saball,

Date Approved: September 5, 2006