

**BOARD OF SELECTMEN
MINUTES DECEMBER 10, 2007
APPROVED**

Present: George Dillon, Jr., Chairman; Joshua A. Degen, Vice Chairman; Stuart Schulman, Clerk; Mihran Keoseian

Absent: Peter Cunningham

Also Present: Jeff Ritter, Interim Administrative Officer; April Iannacone, Office Assistant

Mr. Dillon called the regular meeting of the Board to Order at 7:00 p.m. and reviewed the agenda for the public.

Michelle Collette was present along with Scott Wilson, Tim Hess and Doris Chonjnowski. On Friday December 7th Groton was given a 2007 Smart Growth, Smart Engineering Award for Station Ave. The Town was 1 of 5 communities to receive this award. This is an honor for the community and she would like to present the award to the Board of Selectmen (BOS). Mr. Dillon gave thanks to all who participated in this on behalf of the BOS & the Town of Groton. Mr. Dillon then read the letter from the Governor and the Lieutenant Governor.

Donald Palma, Chief of Police, RE: Police Matron Appointment

Chief Don Palma informed the Board that he had forwarded a memo to them requesting to appoint the Administrative Assistant to the Chief, Kathy Newell, as Police Matron. If the station has to book a female prisoner they need to have a Police Matron available. He believes it makes sense to have Kathy appointed as she is there and available during the week. Kathy has taken the courses available by the State.

Mr. Degen moved to appoint Kathy Newell as Police Matron for a one year term, term to expire June 30, 2008. Mr. Schulman seconded. Unanimous vote.

Temporary Town Clerk Interview, Karen Tuomi

Mr. Dillon stated that the BOS has 2 candidates here to interview this evening. There were a total of 6 applicants, 4 who were town residents and 2 who were from out of town. Interviews were conducted last Thursday by himself, Elizabeth, Jeff, Stuart and Christine Collins. The first candidate to be interviewed is Karen Tuomi. Each of the Selectmen then asked Karen 2 questions so that they could become more familiar with her interest in the position, as well as her qualifications. Karen has been employed by the Town and the School District for many years and has run many different programs in town. She had worked as Assistant Town Clerk approximately 11 years ago and feels that this is the right time to try and make the switch to Town Clerk. She would plan to run for the position permanently in May during the Elections. Karen gave thanks to the Selectmen for taking the time to talk with her. The Selectmen then thanked Karen for her interest in the position.

Temporary Town Clerk Interview, Michael Bouchard

The next candidate to be interviewed was Mike Bouchard. The Selectmen each asked Mike 2 questions to become more familiar with him, his interest in the position and his qualifications. Michael does not have any direct Town Employment experience other than helping as an Election Worker. He believed that he could bring a lot to the table and the job, due to his previous career as a private business project manager and his current self employment. He would plan to run for the position permanently in May, provided he does well from now until then. Mike then thanked the Selectmen for the opportunity. He also stated that he has exercised leadership in the past, he has a can do attitude and likes to succeed. The Selectmen then thanked Mike for his interest in the position.

Mr. Dillon then stated that the BOS would vote by paper ballot. After the vote they would each have the option to indicate for whom they voted and why. Mr. Keoseian thanked the screening committee for bringing the Selectmen 2 highly qualified people.

Mr. Ritter then stated that the result of the vote was 3 for Mike and 1 for Karen. Mr. Keoseian stated that he had voted for Mike due to his background in systems and procedures. He hopes that his business background will help him look at any efficiency that may be gained in the department. Mr. Schulman stated that this was a difficult choice, but he voted for Karen because he thought that her experience in actually being in the office might help. Mr. Degen voted for Mike. Karen has done a good job with all of her positions, but he is concerned about her working 65 hours per

week because it is really easy to burn out. He liked that Mike is taking the positive side of things and is used to getting creative with services. Mr. Dillon also voted for Mike for many of the reasons already stated. He stated that availability was also a key factor. Mike demonstrated good people skills, had a good outlook to the needs analysis, and his primary objective was to not loose any services.

Mr. Degen moved to appoint Michael Bouchard to the position of Temporary Town Clerk for a term to expire upon the election of a new Town Clerk in May 2008, and to authorize the Personnel Manager to determine the start date and salary, within a range of \$50,000 - \$55,000 annual salary based on a 52 week per year work schedule. Mr. Schulman seconded. Unanimous vote.

Groton Country Club Authority, Lease Renewal

Dave Hopper informed the Board that the Chair of the Country Club, Dave Riposa, could not be here this evening. The Committee has been pretty active and is meeting once a week to clean up loose ends. They have had one request from Stuart to increase the insurance coverage which they have agreed to do. There have been discussions about rates since fees have not gone up in 3 years. They have decided to eliminate the barters that have been taking place, and to increase fees by 10%. In the contract they are responsible for routine maintenance. Their focus is to generate more revenue and cut back expenses.

Mr. Dillon stated that he believed that the change from the Groton Country Club and Recreation Authority to the Groton Country Club Authority had not actually occurred yet. Mr. Hopper replied that the request was sent to Representative Hargraves office in March of this year and he thinks it might possibly be tied up somewhere in the state legislature.

Mr. Degen stated that he was concerned that the fee for in town residents was so close to the fee for out of town residents. He believed that they should raise out of town residents more than the 10% to generate as much income as possible. Mr. Hopper replied that the difference was acceptable as it is. He stated that about $\frac{1}{2}$ of the members of the club do not live in Groton, and if they raise the fees too much they might loose a good percentage of those members. Mr. Hopper then stated that the caterers are out of their lease and the Country Club has entered into an agreement with someone who will manage the function hall on a commission basis. She will work on a 6 month trial basis from December to May, then if all goes well they will then set up a contract in June for a longer term and possibly set up a salary. They believe that they will generate more money doing things this way rather than how they have been.

Mr. Schulman stated that the Country Club Authority has been working really hard, they have been under a lot of pressure and he appreciated their efforts.

Mr. Dillon stated that for the bond payments they had one due this fiscal year 08, then 2 more in FY09 and FY10 and then they will be completed. Last time this was visited on legislation was in 05 and would be due to vote again in the next town meeting. He stated that he is glad to see that this is moving forward. He then congratulated the board for all of the changes that are happening.

Mr. Degen moved to approve and renew the lease between the Town of Groton and the Groton Country Club Authority for a term to expire on December 31, 2010 and pursuant to other minor language changes detailed in a Memorandum from the Groton Country Club Authority dated December 6, 2007. Mr. Schulman seconded. Unanimous vote.

OTHER BUSINESS

Board Goals, Six Month Review

Mr. Dillon stated that for goal number 1 there have been some efforts and changes that have taken place. The Town Charter passed at the fall election, has been forwarded to the State House and will be on the ballot for May 2008. He gave thanks to the Blue Ribbon Governance Committee for that. Mr. Schulman and Mr. Degen stated that these efforts have gone well, and Mr. Degen encouraged people to vote for the Town Manager. Mr. Dillon then moved to goal number 2 to encourage businesses to locate in Groton. There have been some successful efforts between accepting the Station Ave. mixed use development area, and also Chapter 43D permitting and funds. The application will be before the Executive Office of Housing and Development on Thursday, and Groton is 1 of 5 towns to receive the smart growth award. The basics are there and now they need to continue to apply them. Mr. Degen stated that they were reaching out to local businesses and developers in order to stimulate economic development. Mr. Dillon moved on to goal number 3 regarding Station Ave. and the mixed use plan for the center of Groton. He stated that Station Ave. and Chapter 43D for Expedited Permitting were approved at the Fall Town Meeting. The application for

43D funding will result in an award of roughly \$100,000 for the Town to work with on this goal. Mr. Ritter stated that goal number 4, the Affordable Housing Plan was on track. The Special Town Meeting approved \$25,000 to hire a consultant. An RFP has gone out requesting responses by Dec. 27th. Mr. Dillon also noted that there would be a meeting on Dec. 17th regarding Jenkins Road, and there is the possibility of 40 to 47.5% affordable housing there, as well as the approved CPA application for Nashua Road. Mr. Degen stated that these efforts were a positive step in the right direction to avoid the growing concern of past 40B developments. Mr. Dillon stated that goal number 5 would be left for future consideration and review with a Town Manager. Mr. Ritter stated that goal number 6 regarding the possibility of 2 sites to be used for future use in the wastewater project would be updated later. Mr. Dillon stated that goal number 7 would also be put on hold to review with a town manager. He also stated that work on goal number 8 regarding the fire hydrant fees is continuing, but that this is not the best timing for this goal.

Information Technology (I/T) Committee Appointment

Mr. Dillon stated that the Board had received an email from Jim Selders requesting for Mr. Webber to be appointed to the I/T Committee. He then stated that Steve has done a lot of work and is a very qualified person for the job.

Mr. Degen moved to appoint Steve Webber to the Information Technology Committee for a term to expire on June 30, 2008. Mr. Schulman seconded. Unanimous vote.

Declare Fire Truck as Surplus Property, Sell to Townsend

Fire Chief Joe Bosselait was present with Greg Barnes, Townsend Town Administrator, and Townsend Fire Chief, ???. Chief Joe informed the Board that an agreement was sent to Jeff and Greg. They both agreed to the terms and he was there to see if this can be settled so that Townsend can take the truck. Mr. Dillon stated that he recognized that they should be working with their neighbors and that mutual aid is important. He then noted that their concerns were not with helping out, they just wanted to eliminate any liability to the Town of Groton that might occur. After some further discussion over the agreement, there were a few changes that the Board requested. The Selectmen agreed to the arrangement once the changes had been made.

Mr. Degen moved that the Board of Selectmen declare the Fire Department's old engine 5 to be surplus and to sell it to the Town of Townsend pursuant to the attached agreement as amended this evening. Mr. Schulman seconded. Unanimous vote.

License Renewals, Entertainment

Mr. Dillon stated that there were 3 licenses being renewed at a fee of \$100.

Mr. Degen moved to approve the renewal of Entertainment Licenses for the following establishments, all licenses to expire December 31, 2008:

Groton Country Club Authority for live entertainment and disk jockey;

Groton Stage Coach Inn & Tavern for live entertainment (dinner music), small bands and occasionally disk jockey;

Groton House of Pizza for 1 pinball machine, 2 video games and 1 juke box.

Mr. Schulman seconded. Unanimous vote.

License Renewals, Common Victualler

Mr. Dillon stated that there were 25 licenses being renewed at a fee of \$25. All required Workers Compensation had been received and there were some with contingencies.

Mr. Degen moved to approve the renewal of Common Victualler Licenses for the following establishments, all licenses to expire December 31, 2008:

Pastore Restaurant, Inc., contingent upon receipt of proof of insurance

Groton House of Pizza

Filho's Cucina

F.J. Catalano, Inc. d/b/a Dunkin Donuts, 133 Main Street

Courtney's Donuts, LLC d/b/a Dunkin Donuts, 3 Forge Village Road

Courtney's Donuts, LLC d/b/a Dunkin Donuts, 318 Main Street

Santi's Drive-In d/b/a Johnson's Drive-In

Trustees of the Lawrence Academy

The Main Street Café
Donelan's Supermarket, Inc.
The Herb Lyceum
The Natural Shop
Peltonen's Dining Services, Inc., contingent upon proof of insurance
Sunset Farm Bed & Breakfast
Main House LLC
Rivercourt Residences
Groton Stage Coach Inn & Tavern, Inc., contingent upon proof of insurance
Gibbet Hill Grill LLC d/b/a Gibbet Hill Grill Restaurant, contingent upon final approval from the Building Inspector and Fire Chief
Gibbet Hill Grill LLC d/b/a Gibbet Hill Grill Function Hall, contingent upon final approval from the Building Inspector and Fire Chief
Nine West Main Properties d/b/a Clover Market
Groton Convenience, Inc. d/b/a Groton General Store, contingent on clearance of check given to the Tax Collector.
Groton Country Club Authority and Function Hall, contingent upon final approval from the Building Inspector and Fire Chief and receipt of payment for the Function Hall.
R.C. Kimball, Inc. d/b/a Oliver's Grille & Pub
Shaw's Supermarkets, Inc., contingent upon receipt of payment
PGI Realty, LLC d/b/a Groton Exchange
Mr. Schulman seconded. Unanimous vote.

REPORT OF THE INTERIM ADMINISTRATIVE OFFICER

Mr. Ritter stated that the Town has received the Conductor Lab Monitoring Report. Next week the Board will here a presentation regarding the Jenkins Road proposed Affordable Housing Development. A letter was sent to all abutters. The FY09 Budget reviews will begin next week. The Lost Lake Property Transfer is a 2 step process. Attorney Bob Collins continues to work on identifying potential parcels of land suitable for a treatment plant. The second step is to identify funding sources. He has been working with Woodard & Curren on both steps. The deadline for the Annual Town Report is January 11, 2008 and he is working on a draft for the Board to review. The Affordable Housing Consultant proposals are due December 27. The Employee Holiday Party will take place this Friday evening at 6:00 p.m. and dinner will be at 7:00. Lastly he requested that the Board continue to stop by over the next few weeks to sign the Licenses that were approved this evening.

SELECTMAN LIAISON REPORTS

Mr. Degen stated last week he, Jeff, Fran, the ZBA, Michelle, and Barbara attended a meeting with the developer for Jenkins Road to update everyone. This was why he requested an agenda item for next Monday night.

Mr. Dillon stated that last Wednesday he, Val, and Jay met at the Middle School South with the EQA Auditors for the financial evaluation portion of the audit. They spent 2 hours with the auditors and 2 representatives from Dunstable. There is decreasing funding and the same level of mandates. Last wed he and Stuart attended the retirement party for Nancy Bogar who worked for the Town for 11 + years. She did a great job and he wished her the best. This Thursday he will be going before the Executive Office of Housing and Business Development for approval of funding regarding the Chapter 43D Developments.

ADJOURN

Mr. Degen moved to adjourn at 8:55 p.m. Mr. Schulman seconded. Unanimous vote.

Approved: _____
Stuart Schulman, Clerk

respectfully submitted,
April Iannacone
Office Assistant

Date Approved: *February 19, 2007*