

BOARD OF SELECTMEN
JUNE 16, 2008
REGULAR SESSION MINUTES

The meeting was called to order at 7:00p.m. Groton Town Hall

Present: Joshua A. Degen, Chairman; Stuart M. Schulman, Vice Chairman; Anna Eliot, Clerk; Peter S. Cunningham; George F. Dillon, Jr. Interim Administrative Officer Jeff Ritter.

- I. Announcements: Chief of Police Donald Palma briefed the Board regarding the status of the roaming and free cattle. He indicated that the two (2) black angus still in Groton could be relocated as soon as tomorrow morning. He emphasized his ongoing concern about public safety and noted last week one (1) was struck by a commuter train and killed while another was involved in an accident with a car in Littleton. The Board thanked the Chief and the Department for their hard work and coordinating efforts with other officials from the Commonwealth.

- II. Library Assistant: Personnel Manager Elizabeth Currier and Library Director Owen Schuman were present and recommended the re-hiring of a former Town of Groton library employee as a Library Assistant. As a result of a needs analysis and as a cost savings measure the number of hours for the position was reduced from eighteen (18) per week down to fifteen (15) per week. Therefore, there will be a cost savings of approximately \$2,500 per year. Ms. Schuman credited the staff for what she anticipates will be a smooth transition.

S. Schulman moved to approve the hiring of the Library Assistant at Step 3; pursuant to the SEIU Town/Town Hall/Library Collective Bargaining Agreement, Article III – Wages, Section 2. Seconded, A. Eliot. Voted 5-0.

- III. Town Manager: Personnel Manager, Elizabeth Currier presented to the Board the results of a salary survey, a draft job description, and a draft advertising plan.

G. Dillon moved to accept as a general guideline the salary range for the Town Manager position to be between \$95,000 - \$115,000 pursuant to the recommendation of the Personnel Board. Second, A. Eliot. Voted 5-0

S. Schulman moved to approve and adopt the proposed job advertisement as amended to include a reference to “newly created position of Town Manager;” and “or any combination of the applicant’s experiences;” and “commensurate with the candidates education, experience and abilities;” as prepared by the Town’s Personnel Manager and pursuant to the Town’s recently adopted Charter. Second, A. Eliot. Voted 5-0

S. Schulman moved to advertise the position in the Boston Globe, Lowell Sun, MMA publications, and other publications to be determined by the Personnel Manager with a budget in an amount not to exceed \$2,000. Second, P. Cunningham. Vote 5-0

- IV. Town Manager Screening Committee Interviews: The Board interviewed George Barringer, 50 Fox Run; Peter Braudis, 119 Tavern Road; Art Campbell 32 Fir Road; Alberta Erickson, 464 Boston Road; Tom Orcutt, 28 Elm Street; Owen Shuman, 79 Martin's Pond Road; and Michael Manugian, 55 Pepperell Road.

G. Barringer withdrew his name given the significant time commitment.

J. Degen upon the conclusion of the interviews asked Board members to put forward names for further consideration. P. Cunningham suggested Art Campbell four (4) other board members agreed. A. Eliot suggested Owen Shuman no other members of the Board agreed. S. Schulman suggested Michael Manugian three (3) Board members agreed.

S. Schulman moved to designate Michael Manugian to be one (1) of the Selectmen's designees to the Town Manager Screening Committee. Second, G. Dillon. Voted 3-2

J. Degen asked if any member of the Board would be interested in being the second designee. He indicated that he was interested as did A. Eliot.

The two (2) Board members were interviewed. G. Dillon moved to designate J. Degen to be the Board's designee to the Town Manager Screening Committee. Second, P. Cunningham. Voted 4-0-1

S. Schulman moved to designate the following to be on the Town Manager Screening Committee: Jay Prager (Finance Committee designee); Josh Degen (Selectmen designee); Michael Manugian (Selectmen designee); Michelle Collette (Moderator designee); Bob Flynn (Personnel Board designee). Seconded, P. Cunningham. Voted 4-0-1

- V. Fence Viewer/Field Driver: S. Schulman moved to appoint George Moore to the positions of Fence Viewer & Field Driver. Second A. Eliot. Voted 5-0
- VI. Other Business: It was agreed to start work on the Bylaw Review Committee.
- VII. Report of the Interim Administrative Officer: J. Ritter provided an overview of events from the previous week. Also, Groton would be hosting a regional

training event in conjunction with the Secretary of State's Office on public record retention.

- VIII. Selectmen Liaison Reports: P. Cunningham noted there was an important Rail Trail Committee meeting last week which included Townsend. It was taped for rebroadcast.

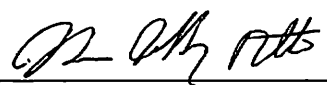
Eliot said the Planning Board was meeting this Thursday regarding design guidelines for the Station Avenue project.

G. Dillon said he met with a representative from SEIU to explain the logic behind the reduction in hours. Police union talks were postponed for tomorrow.

Adjourn: S. Schulman moved to adjourn the meeting at 9:20p.m. Second P. Cunningham. Voted 5-0

Approved: _____


Anna Eliot, Clerk


respectfully submitted,
J. Jeffrey Ritter
Interim Administrative Officer

Draft Date: *June 19, 2008*

Date Approved: *June 23, 2008*