

**TOWN OF GROTON
SELECT BOARD MEETING
December 27, 2011
7:00 PM**

In Attendance: Kyle Andrews, Ron Madan, Pamela Hamel (Administrative Assistant)

Absent: Miles Sinclair

Audience Members Present

Kyle called the meeting to order at 7:06pm.

Kyle motioned to approve the minutes of December 13 as written, Ron 2nd, so voted.

OLD BUSINESS

Building Permit for Dumont, Map 1 Lot 7

Ron motioned to sign the building permit for Dumont, Kyle 2nd, so voted.

NEW BUSINESS

Workers' Comp Notice of Compliance

Kyle motioned to sign the Workers' Comp Notice of Compliance, Ron 2nd, so voted.

Encumber 2011 Andover Geologic Consulting Funds

Kyle motioned to encumber \$2,500 from the 2011 budget for Andover Geologic Consulting, Ron 2nd, so voted.

Quotes For Printing The 2011 Town Report

The Board reviewed three quotes for printing the 2011 Town Report. **Kyle motioned to award the bid to Town and Country Reprographics, Ron 2nd, so voted.**

Formal Authorization for Release 2010 MS-5 records

Kyle motioned to sign the formal authorization for Mason & Rich to release Groton's 2010 MS-5 records to John Lyford , Ron 2nd, so voted. As an employee of Mason & Rich, Mr. Lyford has completed the Town's annual MS-5 report for a number of years. He will now be working on his own and continue to complete the MS-5 for Groton.

Building Permit for Temporary Shelter

After reviewing the building permit guidelines the Board determined that a permit is not required for putting up a temporary canvas shelter.

Assessing Bids

The Board opened and distributed assessing bids from the following companies:

- Marazoff Assessing Services
- Vincent Appraisal Associates, LLC
- Cross Country Appraisal Group
- Avitar Associates of New England, Inc
- Commerford, Nieder and Perkins, LLC
- Brett S. Purvis & Associates, Inc

They will review the bids, have an initial discussion during a January 5 work session, and, should they have any questions, invite Company representatives to the January 17 Select Board meeting.

Set up Work Session with Patti Bailey

The Board set up a work session with Patti Bailey for Tuesday, January 10 at 6:00pm.

Office Hours On Election Day

The Select Board office will be closed on January 10 due to the election, and there will be no Select Board meeting that evening.

Warrant Article Due Date

Warrant Articles from Department Heads and Committees are due by noon, Friday, January 13. Petitioned articles are due by Tuesday, February 7.

Town Report Cover Photos

Anyone wishing to submit a photo for the cover of this year's Town Report should do so by Tuesday, January 31.

Part-Time Police Officer Interviews

The Board will conduct interviews for the Part-time Police Officer position on Tuesday, January 3 at 6:00pm and Thursday, January 5 at 6:00pm. However, if all Board members are available by 5pm on the 5th the work session will be moved up by one hour.

Kyle motioned to adjourn at 7:42pm, Ron 2nd, so voted.

Respectfully Submitted
Pamela Hamel
Administrative Assistant