

TOWN OF GROTON
SELECT BOARD MEETING
November 3, 2015

In Attendance: Robert Ferriere, John Rescigno, and Sara Smith (Administrative Assistant)
Absent: Christina Goodwin

Audience Members Present

Bob called the meeting to order at 7:01pm.

MINUTE APPROVAL

John motioned to approve the minutes of October 27, 2015 as written, Bob 2nd, so voted.

NEW BUSINESS:

Contract for John Lyford- MS-5

John Lyford submitted a contract for the MS-5, financial audit, that he does every year. **John motioned to sign the Contract for the MS-5, Bob 2nd, so voted.**

MS-60W

Sara explained that since we are a small municipality under 750 people we can ask that they waive sections of the required audit form, but it has to be in before December 31, 2015. Sara mirrored last year's form and created a new one for submission. **Bob motioned to sign MS-60W audit waiver, John 2nd, so voted.**

CD-57-HC-S for 67 River Road

Now that we received the Deed back for 67 River Road we were able to complete the paperwork that needs to be sent in to Grafton County Registry of Deeds. This is the real estate transfer tax declaration of consideration for real estate. **Bob motioned to sign the CD-57-HC-S for 67 River Rd, John 2nd, so voted.**

CD-57-S for 856 & 858 North Groton Road

Now that we received the Deed back for 856 and 858 North Groton Road we were able to complete the paperwork that needs to be sent in to the Department of Revenue. This is the real estate transfer tax declaration of consideration for real estate. **John motioned to sign the CD-57-S for 856 & 858 North Groton Rd, Bob 2nd, so voted.**

Memo from Sara

Sara turned in a Memo requesting the following days off to use some comp time and vacation time that she has to use by the end of the year.

- Friday, November 27, 2015 (the day after Thanksgiving since we do not currently have it off)
- Monday, December 21, 2015
- Wednesday, December 23, 2015 work half day; close the office at 12pm

- Thursday, December 24, 2015
- Off Friday, December 25, 2015 for the Holiday.

Also, due to a Doctor's appointment she will need to leave early the following day:

- Thursday, January 7, 2016 leaving around 2:00pm

John and Bob both approved the requested time off. Sara will post.

QUESTIONS AND COMMENTS:

There were no questions or comments from the audience members.

Having no other business to conduct, John motioned to adjourn at 7:11pm, Bob 2nd, so voted.

Respectfully Submitted,

Sara Smith
Administrative Assistant