

TOWN OF GROTON  
SELECT BOARD MEETING  
December 15, 2015

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

**Audience Members Present**

Christina called the meeting to order at 7:00pm.

**MINUTE APPROVAL**

**John motioned to approve the minutes of December 8, 2015 as written, Bob 2<sup>nd</sup>, so voted.**

**OLD BUSINESS:**

*Memo from Sara*

Last week Sara provided a Memo stating that she had time that needed to be used or carried over. The Select Board approved Sara to carry over 40 hours so she had 24 that she had to use by the end of the year. They had asked Sara to look at the schedule and submit time off to use the 24 hours. Sara had requested the following time off:

- Friday, December 18, 2015 closed for the day (use 4 hours here since I am only open 1/2 day)
- Tuesday, December 22, 2015 work 8-12 and close 12-4 (use 4 hours here)
- Monday, December 28, 2015 closed for the day (use 8 hours here)
- Tuesday, December 29, 2015 work 8-12 and close 12-4 (use 4 hours here)
- Wednesday, December 30, 2015 work 8-12 and close 12-4 (use 4 hours here)

This means that the offices will only be open the following hours over the next two Holiday weeks:

- Tuesday, December 22, 2015 open 8-12
- Wednesday, December 23, 2015 open 8-12
- Tuesday, December 29, 2015 open 8-12
- Wednesday, December 30, 2015 open 8-12

**Christina motioned to approve the time off for Sara, John 2<sup>nd</sup>, so voted.**

*Relief Valve on Furnace*

Christina explained that Dead River came out and replaced the relief valve that was leaking so the furnace is all set.

*Abatement Request- inventory penalty Map UTL-001*

Sara explained that this was approved last week but it had the incorrect amount on it. It was approved for \$10.00, but the inventory penalty was actually \$50.00 so we need to sign the updated form with the corrected amount. **Christina motioned to sign the updated abatement request for Map UTL-001, Bob 2<sup>nd</sup>, so voted.**

## **NEW BUSINESS:**

### *Junkyard Report- Map 5 Lot 106*

Ken Knowlton submitted his report for Map 5 Lot 106. He was happy to report that this property has been cleared of all violations and is in complete compliance. The Select Board agreed to close this property so we do not need to keep it on the list.

### *Abatement Application- Map 5 Lot 122-MH*

The \$500.00 Veterans Credit was somehow removed from the Avitar System so the most current tax bill did not reflect this. She is still the spouse and has not re-married so she still qualifies for this credit. **Bob motioned to sign the abatement application for Map 5 Lot 122-MH, Christina 2<sup>nd</sup>, so voted.**

### *Twin Rivers Office Machines Copier Service Agreement 2016*

Twin Rivers Office Machines sent in the yearly Copier Service Agreement for 2016. Sara reviewed last years and compared it to this years and the cost and conditions are the same. **John motioned to sign the Twin Rivers Office Machines Copier Services Agreement for 2016, Bob 2<sup>nd</sup>, so voted.**

## **SELECT BOARD ITEMS:**

### *Bathroom*

Christina explained that the bathroom was backing up and coming out the drain in the bathroom. A few people helped dig up the cover outside and determined that it needed to be pumped. Rowell's came out last night and took care of it and also had All Brite Cleaning and Restoration come out to clean the floors and the carpet. John explained that there was still an issue with the end of the line, possibly clogging and the recommendation to avoid the clogs in the future, were to change to single ply toilet paper and to no longer use antibacterial soap.

### *Food Donations*

Christina explained that we are going to continue to collect food until the end of the week. We have received a lot of food and some money donations. Elizabeth Jespersen did some shopping today and picked up four hams and we are hoping to deliver four baskets to families in Groton.

### *Elizabeth Jespersen*

Christina thanked Elizabeth for decorating the Town Hall for also working hard to clean up the basement.

### *MS-60A*

Christina explained that the MS-60A has to be completed by the end of the year. It states that we plan to have the completion date of July 1, 2016 by the Locally Elected Auditor, but it may be sooner. **Christina motioned to sign the MS-60A, John 2<sup>nd</sup>, so voted.**

### *Health Trust*

We received the quote from Health Trust for the increases to Health insurance and received a sign off to be enrolled in for 2016. **Christina motioned to sign the contract with HealthTrust for 2016, John 2<sup>nd</sup>, so voted.**

### *Encumbering List*

Sara and Christina had created a list in the last few weeks of possible encumbrances. After reviewing the list, it was determined that the Board needs to encumber \$3,500.00 for the M.E. Latulippe Crusher Rental and \$300.00 for Paul Cole to complete the Egress. **Christina motioned to encumber \$3500.00 for the M.E. Latulippe Crusher Rental and \$300.00 for Paul Cole to complete the Egress, John 2<sup>nd</sup>, so voted.**

Sara will contact Dave Switaj by phone since she has emailed him and ask for the bill or we will have to encumber the funds for this bill.

### *Police Chief*

Christina explained that Joe Pivrotto will be retiring at the end of the year so the new Police Chief will be starting January 1, 2016. Christina announced that EJ Thompson will be the new Police Chief and on January 5, 2016 there will be a pinning ceremony here during the Select Board Meeting. The Select Board congratulated EJ again!

### **QUESTIONS AND COMMENTS:**

#### *Transfer Station*

Elizabeth Jespersen asked Joe Koslow why the Transfer Station does not collect the ink cartridges. Elizabeth asked if the Select Board is okay with the Transfer Station collecting these instead of the Select Board's Office. The Select Board is okay with this. Elizabeth will provide a tote to put these in. Sara will update the website.

#### *Library Checking account*

Elizabeth needs to be added to the bank account for the Library Trustees. The bank stated that the Select Board needs to write a letter to the bank stating that Elizabeth needs to be added and the others such as Marilyn Lieto, Paula Stata and Pamela Yinger need to be removed. **Christina motioned to submit a copy of these minutes to the Library Trustees and give Elizabeth full admin authority as an elected Library Trustee over the Library Trustee Fund, John 2<sup>nd</sup>, so voted.**

#### *Key to the building*

Elizabeth would like to have a key to the building so she can come if someone isn't here. This means she will also need a code. Sara will look into if we have an extra key and add her to the list.

#### *James Cross Property*

Slim stated that the Select Board talked about the Cross property last week to see if it was hazardous. He went to look at it and there is still shingles and the roof of the old building on the ground. There is also a 55 gallon drum in the water further upstream. Right behind that is the highest beaver dam. He also said that the line was pulled and motorcycles are going through now.

#### *Missing Books*

Elizabeth Jespersen reported that there are over 100 books missing from the Library. The books have not been signed out and it appears they have just walked out.

**Having no other business to conduct, Christina motioned to go into non-public session pursuant to RSA 91A:3 II (a) and (b) at 7:52pm, Bob 2nd, so voted.**

**Christina motioned to return to public session at 8:35pm, Bob 2<sup>nd</sup>, so voted.**

**Christina motioned to adjourn at 8:35pm, Bob 2<sup>nd</sup>, so voted.**

Respectfully Submitted,

Sara Smith  
Administrative Assistant