

Town of Groton
Select Board Work Session Minutes
January 12, 2016

In attendance: Robert Ferriere, John Rescigno, and Sara Smith (Administrative Assistant - AA)

Absent: Christina Goodwin

John called the meeting to order at 4:10pm.

Christina called Sara to let her know she wouldn't be attending. She explained that we should still go over the budget and the areas we must do are Administrative Assistant's pay, Town Clerk pay starting in March, Transfer Station pay, Custodian pay and the Road Agent position. The warrant articles can be discussed and wording or order can be changed but they cannot be approved until next week. The Select Board went over the highlighted areas on the budget that needed follow up but wanted to do the Administrative Assistants salary at the end. Below are the areas that need further discussion.

Election/Registration/Vital Stats

Town Clerk/Tax Collector Salary

It was agreed that since it will be a new Town Clerk/Tax Collector in March that they should start with the beginning pay as recommended from the MRI Wage Study which is \$17.53/hr which would give a salary of \$28,048.00/year.

Deputy Wages

It was agreed upon that after Ann completes being the Interim Town Clerk, that Ann should get an increase to bring her to the mid pay recommendation from the MRI Wage Study which is \$13.40/hr. The \$9,000.00 that was budgeted for the Deputy will be enough.

Financial Administration

Assessing

After looking into the assessing it was realized that we were over budget in 2015 because a larger bill didn't come in until the beginning of the year for 2014 so it was decided to leave it where it is.

Personnel Administration

NH Retirement System

Due to the increases in pay, this will go up. It was figured that it would go up to \$19,843.00.

Life & Disability

Due to the information received, this is estimated to be about \$1,600.00.

Health Insurance

Due to the information received from Health Trust which showed the 3% increase, this section will go up to \$55,051.00.

General Government Buildings

Town Hall Repair & Maintenance Wages

The MRI wage study showed that the custodial position needed an increase as well. Since Cassandra is fairly new to this position it was agreed to bring her to the minimum of \$10.50/hr. The amount budgeted for this line was still sufficient.

Police

Police Officer Wages (PT)

Police Officer Wages (PT) was lowered to \$28,000.00.

Equipment (guns/ammo/taser etc)

With the guns changing over to 9mm it was agreed that lowering this to \$1,800.00 would be sufficient.

Fire/Ambulance

Contracted Services- Hebron

We received the contract from Hebron the week before. It was explained that this would go up to a set \$50,000.00 for the year and will no longer charge for an hourly rate. The budget was changed to reflect the \$50,000.00.

Contracted Services- Rumney

We received the contract for Rumney which showed that together for the EMS and Fire it would be around \$8,100.00. They will still be charging hourly for special situations so it was agreed to leave this at the \$13,000.00.

Lakes Region Mutual Aid

This was left at the \$11,964.00.

Highway Department

Road Agent Wages

Based on the wage study from MRI and how long Glen has been here it was agreed to bring his hourly rate up to \$20.00/hr. This changed the salary to \$33,280.00/year based on 32 hours per week.

Assistants Wages

Based on the wage study from MRI and how long Ron has been here it was agreed to bring Ron's hourly rate up to \$16.75/hr. It was also agreed since Kevin doesn't have his CDL, he is considered a laborer, and the \$12.50 he currently gets falls in the range for his job so he will remain the same. Running the numbers based on the new salary amounts and a potential new hire at a higher amount, the \$25,000.00 was still a sufficient amount.

Transfer Station

Wages

The Transfer Station Attendant's wages was one of the areas that MRI stated needs to be raised. Richard Cross is new but is only currently making \$9.00/hr. The minimum in this job field is \$11.13. It was agreed that since he is new he could remain at the lower end and \$11.15/hr was agreed upon. With his hours along with the hours Ron works for the Transfer Station the \$15,000.00/yr is still a sufficient amount.

Health Agencies and Hospitals

It was agreed that since the budget is raising in other areas due to the wage study that it would be best for the Town to not add on more donations. We had received requests from CADY, Red Cross, and the Day Away program. We will encourage them to submit another request next year and we will revisit it at that time.

Executive

Administrative Assistant Wages

This was one of the positions that MRI stated needed to be raised. The minimum for this position is \$17.53 an hour. John felt that since Sara has been here for over a year and knowing everything she does he thought the amount that was tentatively discussed last time was a good amount. This was \$40,040.00/yr which is \$19.50. Bob thought this was too much since it was over \$3.00 more than what she was getting. Sara and John explained that it was agreed that instead of doing the welfare stipend for \$1500.00 they would take that amount and divide it by the hours Sara works a year and it came out to \$0.75/hr that should also be added on. Bob said he thought that Sara agreed that welfare was a part of her job when she took the position and he didn't understand why Sara would ask for more money. Sara explained that it isn't just her that brought this up. It was explained that this had been brought up in the past and when you compare to other towns, other towns offer a stipend. John and Bob decided that they would like Christina's input so we called Christina. Christina explained her thought process behind the previous amount that was discussed. Bob thought it would be a little lower. He thought around \$18.50/hr and then the \$.75. John explained that this is \$19.25/hr so he thought we should just go with the \$19.50/hr. Bob and Christina agreed so this remained \$40,040.00.

Library

Computer

Elizabeth Jespersen had emailed Sara and requested to remove the computer from the budget since they did a few other things that has made it work better. This amount of \$1,220.00 was removed from the proposed budget.

Other things in the budget folder

There were a few other things in the budget folder that the Select Board went over to see if we should add. The first was drug testing. When the information was read over it did state that since it is not a DOT job it is not federally required to drug test. John mentioned that most people know how to manipulate those tests so he doesn't feel the Town should worry about that right now. Bob agreed.

The next thing was joining the Spectacle Pond Association. It was agreed that the Town will not be joining this year as there are not really any benefits to the Town for joining.

Road Agent Position

Due to this position changing to an appointed position in March, it was agreed that the job posting should be posted as soon as possible. Sara put together a posting with John and Bob. We wanted to make sure it included the benefits package, that it is full time, that a CDL Class B driver's license is required, along with a few other things. Sara sent the posting to Christina for her suggestions and once this is received back it will be posted in the papers, online, at the Town House, at the Transfer Station and on NHMA's website.

Budget Meetings

Sara will set up the following budget meetings on Tuesday January 19, 2016 with the following departments:

Transfer Station: 4:00pm-4:30pm

Highway Department: 4:30pm-5:00pm

Police Department: 5:00pm-5:30pm

All other department budgets were accepted as presented and required no additional meeting.

Respectfully submitted,

Sara Smith

Administrative Assistant