

TOWN OF GROTON  
WORK SESSION  
March 15, 2016

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

Christina called the meeting to order at 5:10pm.

***Committee List***

Christina explained that she wanted to go through the committee list to see if anyone wants to make any changes. There were no changes to Committee assignments or to the Chair.

***Announcements for Select Board Meeting***

- We received a Memo from the Supervisors that Tony Albert is the new moderator. This will be announced at the Select Board Meeting.
- Also the Select Board will announce that the Public Works Director has been chosen. The Select Board will meet with Glen next week and will go over the expectations creating a Spring to do list. Bob thinks we should only put three items of priority on the list and then add to it as the first three are completed.

***Health Officer***

We will need to meet with him to discuss the position again. He will still get the \$1,250.00 stipend for the year. Sara will contact William Aronson to see if he can come in 5pm on 4/12/16 with the plan to have him start the position on May 1, 2016.

***Upcoming meetings***

3/22/16 4:00pm (4-Department Heads Meeting, 5-Police Chief, 6-Highway)  
3/29/16 6:00pm (Library) – John Rescigno will not be in attendance this night.  
4/12/16 5:00pm (5-Health Officer, 6-presentation on Punch Brook)  
4/19/16 5:00pm (5-Building Committee, 6-Treasurer)  
4/26/16 Sara off and Christina may not be here as well so there may not be any meetings - TBD  
5/3/16 6:00pm Roger Thompson - cisterns and dry hydrants  
5/17/16 4:00pm - Department Head Meeting  
5/21/16 9:00am – Town Pound Clean up at property across from Transfer Station  
5/24/16 5:00pm- Hobart Park clean up and Joint Loss Committee inspection of park

***Treasurer***

Christina would like to have a meeting with the Treasurer to go over the reports that she creates to give the Select Board a better understanding. Sara will see if she can meet on 4/19/16 at 6pm.

***Inventory Public Hearing***

The Select Board will schedule the public hearing on April 5, 2016 at 7:00pm as required by the RSA on the inventory penalties. It will remind property owners that they are due by April 15, 2016, but also allows them to ask any questions or discuss their ability to be taxed.

### ***Town Meeting Concerns***

We need to clarify the evaluation policy. John will create one based on the MRI Study. Christina thinks that once we have the evaluation policy written, that we should consider having Primex come in and train Select Board and Supervisors on how to fill them out and go over with employees. Sara will see what Primex charges. We would need to have the class in April or May so we can have evaluations in June. Christina said going forward we should do the evaluations in January or February so the increases can be reflected in the budget. The increases would be effective 4/1/16. The following employees are due or overdue for evaluations for 2016:

- EJ- needs a review this year but no increase
- Kyle- EJ should give one this year
- Glen- we should have one in September, which would be approximately 6 months, but no increase since he just got one.
- Bubba, Ron and Kevin - reviews this year but no increases

Christina also thinks we need to address why we moved the people that we did. We changed the Deputy Town Clerk to a class 3, due to her knowledge having to be the same as the Town Clerk.

#### Other things from meeting

- Sara will follow up with Gary about the light switch in the hallway that was sizzling.
- Sara will follow up with Gary about the Transfer Station.
- Sara will follow up with Hebron Fire Department regarding their contract for services for 2016.
- Christina will follow up with Road Committee to see how they feel about closing the road for the 2016 project. Christina will also get the specs updated at that meeting.
- Christina mentioned that we should bring up that the Groton Road projects are completed in the summer. The Select Board will meet with Glen on this and also tell him to spend as much of the Warrant Article money as possible as it was under spent last year by almost \$4,000.
- Christina mentioned that we need to get the grinding of materials done so we can work on Province Road.
- We will have to schedule the landscaping of the signs and monument and possibly get more quotes.
- York Rake- Christina mentioned the quote was only good for 2/1/16 so Glen needs to contact them asap to see if the price is still good.
- Fence at Transfer Station- Sara will call them and schedule this to be done. Christina also mentioned that we need to make sure a camera is facing towards the fence where we receive the most damage.
- The storage unit at Transfer Station will need to be purchased. The Transfer Station will have to look at where they want to put it and see if it needs to be leveled, etc. Glen said he could get containers cheaper but we may need to paint it. The Select Board decided to just move forward with the one to order. John and Bob will go pick out a spot.
- Police Cruiser- Christina doesn't think that the Town will go for a new car. Sara thought that Dave Madden said we could get the second car to last until 2018.

- Public Works Capital Reserve Fund- We need to put a Building Committee together. Bubba, Otto and Slim Spafford want to be part of the Committee. John thinks we should talk to an architect/engineer before we put a Committee together. We are looking at keeping it simple. Bob said that the engineer will be able to tell us what size building can be put up in that area. Christina said we should have the meeting with the Committee first, see what they think is needed and then set up a meeting with an architect. We would have to put this out to bid. John mentioned we have to think about sand and salt pits. He will need a furnace room, bathroom, office and storage. We will set up a work session with Glen, Bubba, Otto, Roger, Slim and Select Board to get this started. We have about \$40,000.00 in the Capital Reserve Fund at this time, but we will have to do this in steps.
- We will need to do RFP's for the Assessing. Christina has to do one for Bristol so she will send a copy to Sara to use. These should be sent out and solicited in June or July. We will finish the year with Avitar.
- Sara will reach out to Mark Stetson to see if Ted Yeaton is being assessed for a Bob House because he commented at Town Meeting that he was.
- Atwell-Orange Brook: The Select Board needs a copy of the Hazard Mitigation Plan. Sara sent the copy by email to all Board members and printed a copy for John. We looked up the date this must be completed by. Page 95 states should be completed by 5/27/16 or when DOT states it needs to be replaced. We are waiting for Dave Leone to give us the quote he received on the bridge replacement. We will need to put together the steps on the completion of this.
- Perambulation- Sara will follow up with Alan Barnard about the Alexandria line. Sara will also reach out to Hebron to see if they were approved for the amount for their line during the Town Meeting and if they wanted to use Alan Barnard. Sara will also reach out to Rumney to see where it stands with them.
- Sara will put together the MS-232 for next week and will see where the petitioned warrant article needs to go.

#### *Cisterns and Dry hydrants*

We need to get the Fire Chief in to talk about the cisterns and dry hydrants. Sara will see if he can meet with us on 5/3/16 at 6pm.

#### *Town Pound*

We need to plan a clean-up day for the Town Pound and beginning steps of restoration. The Historical Society and Conservation Commission offered to help with clean up. The plan is to meet Saturday 5/21/16 at 9:00am at the property across from the Transfer Station.

#### *Priority List*

We will need to talk about the priority list at another meeting.

#### ***Debris Properties***

##### *559 North Groton Rd*

This property is still in court. They filed for extension and the attorney filed an objection. They have been in touch about the weight limits on the road but since it is a State road we directed

them to the State. The court order did state that the property must be cleaned up by April 30<sup>th</sup> or the Town will clean it up and will lien property.

*10 Brock Lane*

They have cleared four truck loads of debris from the property.

*Route 118*

No progress has been made and they have a deadline of April 30 to have this completed.

***Transfer Station***

We need to look at Transfer Station improvements and combining the Transfer Station and Highway Departments. Sara will check on legalities of combining the two departments.

***Other combining***

Sara will look at combining Groton Recreation Committee and Old Home Day committees some more.

***Town Clerk/Tax Collector Budget***

Ann said that Ruth is doing great but she had some concerns because the deputy line is already over 40% and the advertising/election line is over budget. The Select Board and Ann agreed that we would have to look at somewhere else to pull the money as we do not want to set Ruth up to being over budget. Sara will look at election/advertising line to make sure all charges are accurate.

***Job Descriptions***

Ann mentioned that there are two things that are listed on the Deputy Town Clerk/Tax Collector job description that should also be on the Town Clerk/Tax Collector job description. Ann gave Sara a copy of the changes. Sara will correct the job description and the class to reflect the changes. It was also decided that we will add revision dates in parenthesis to know when each change was made.

**Having no other business to conduct, Christina motioned to adjourn at 7:01pm**

Respectfully Submitted,

Sara Smith  
Administrative Assistant