

TOWN OF GROTON  
WORK SESSION  
March 22, 2016

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

Christina called the meeting to order at 5:05pm.

***Meeting with Police Chief Thompson***

*Increase cost for Police reports from \$10 to \$25*

EJ explained that the accident reports are at \$25.00 and the process for the Police reports is the same, so he feels it should be the same price. After further discussion, the Board agreed to change the pricing of the police report to \$20.00. Christina mentioned that we should put together a fee list to be added to the website. **Christina motioned to increase the cost of Police reports from \$10.00 to \$20.00, John 2<sup>nd</sup>, so voted.**

*Establish meal stipends for training*

EJ explained that when employees are sent for week long trainings he feels that there should be a meal stipend. EJ said it varies between Police Departments. John mentioned that his stipend was always based on food per day. Christina explained that it would be too confusing to separate by meal and agrees it should be done by day. EJ explained this will still come out of the training budget. It was agreed that \$40.00 a day would be acceptable which would include the tip up to 20% but wouldn't cover alcohol. John offered to draft up a policy on this and EJ will get a couple policies that we can look at and then when finalized we will adopt the policy.

*Review Special Operations Unit (SOU) Policy and discuss call-out notification procedures*

EJ stated the current written policy is directed for EJ when he reported to Joe Pivrotto for call-outs with the SOU. He wanted to know how to handle the process if it is at 2:30am. If it is after business hours, the Board agreed for EJ to send an email to all Select Board members, but if during the week to leave a message at the Select Board Office. This section of the policy will be re-written to reflect the changes as discussed and then adopted.

*Use of the old Town Library for training*

EJ explained that he feels that since the old library is not being used for anything it might be a viable location for the SOU training. Christina mentioned that it most likely going to be torn down but we would have to run this by the Library Trustees.

The Fire Department told the Town that the building was too close to the road for a live fire training, but it could be used for other trainings. Christina said that the SOU would have to provide a waiver of liability. EJ believes that they do but he will check into this. Christina said that anything that is done to the outside (windows, doors, etc) would have to wait until next year or wait until right before demolition or the Board might consider it if the SOU was willing to board up the windows and doors after the training. EJ will talk to the SOU and then to the Library Trustees.

#### *Increase of the Special Detail Rate*

EJ explained that the special detail rate is currently at \$45.00 an hour and is paid for a minimum of two hours. Christina thinks EJ should pull an old invoice to see what we were truly charging and if it has a breakdown. The Select Board agreed to keep the \$45.00/hr for now as it appears it was just changed in June of 2015. EJ is to gather more information for the Board's consideration.

#### *Animal Control Officer*

A question was raised with regard to the category the Animal Control Officer is currently listed in under the Wage Study. EJ said he has to look at how the grades are set up. Animal Control is a grade 1, which is the same as the Custodian but he should be in a different grade. EJ said there is a liability on him that is far more than a custodian. The Select Board was thinking that he should be in a grade 3. He currently makes \$15.00 an hour so this pay would be accurate. EJ wants to look into the grades before we move him. EJ will also read through the job description.

#### *Facebook page*

The Police Department page needs to have a link for the Facebook page. EJ has been trying to keep this up to date.

#### *Website*

Sara will update all pages on website to reflect any personnel changes.

#### ***Meeting with Glen and Kevin***

Christina explained to Kevin that we met with him before and are following up with final determinations from that meeting. As far as the hours, we cannot guarantee and set hours. We believe he could get it every week in the summer but the winter is hard. She also mentioned that the Board agreed to increase his pay by \$1.00/hr to \$13.50/hr but again couldn't guarantee the hours.

Kevin said that the Board didn't give him a chance to explain himself. He said he was basing his request for hours on Walmart as he will get 20 hours there and benefits. So if it is not better than that then he will stay at Walmart. Glen clarified that he would like to keep Kevin on Thursdays and/or Fridays before his retirement is final and he will get the \$13.50. Then when he retires we will have him as a back-up. Christina did tell Kevin that he has been reliable and the Board would want him to stay.

#### ***Meeting with Glen***

Christina explained that this is going to be a brainstorming session to plan/prepare for Glen's first year as an appointed Road Agent as well as to set some expectations. Each item was marked with priority and time frame (if applicable).

#### *Upcoming projects:*

- Brush cutting-1; done by May 1
- Asphalt pile- can't start until road posting is lifted-2; done by May 15
- Gravel road maintenance- 3; done by May 31
- Ditching North Groton Road- July
- North Groton Road- July

- Crack filling- **April**
- Sculptured Rocks Road project-**July**
- Fletcher Road- **to be determined**
- Atwell-Orange bridge- **off and on all year**
- River Road embankment- **off and on all year**
- Province Road Project- **August**

*Brainstorming:*

- Vehicle maintenance cards- Glen will jot down what needs to be on the cards and we can create them-**2**
- Better organization skills/time management-**3**
- Receipt bin- **1**
- New white board
- Define/help workers
- Department meeting
- Daily drivers report- can be ordered through Kellers

*Highway Department Meeting*

The Highway Department will meet on Tuesday 4/12/16 at 4:00pm. Sara will inform the Highway Assistants.

**Having no other business to conduct, Christina motioned to adjourn at 7:02pm**

Respectfully Submitted,

Sara Smith  
Administrative Assistant