

TOWN OF GROTON
WORK SESSION
April 5, 2016

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

Absent: John Rescigno

Christina called the meeting to order at 6:15pm.

Memo

Sara presented the Select Board with a Memo requesting the following time off due to attending chemo sessions with her best friend:

- Friday, April 15, 2016-Leave at 10:45am – Office open from 6:45am to 10:45am
- Friday, April 22, 2016-Leave at 10:45am – Office open from 6:45am to 10:45am
- Friday, April 29, 2016- I was already approved to be off that day but I will work 6:45am to 10:45am
- Thursday, May 5, 2016- will need the entire day off- this appointment is first thing in the morning. Sara will work the entire day on Friday, May 6, 2016.

Christina motioned to approve the time off requested by Sara, Bob 2nd, so voted.

Transfer Station Meeting request

Sara explained that the Transfer Station has requested a meeting to talk to the Select Board regarding permits. Sara will ask if Tuesday 4/19/16 at 4pm will work for them.

Volunteer Form

Sara will check with Primex to see if the volunteer form is needed or if they would be covered if something happens to them. Sara will let the Select Board know what Primex says and we will revisit this next week.

Wage Study Updates

Sara updated the job descriptions and the wage classifications for Deputy Town Clerk/Tax Collector, Town Clerk/Tax Collector, Laborer, Equipment Operator-Non-CDL, Equipment Operator- CDL, and Public Works Director. Sara explained that she added dates near the ones that were changed which references the meeting these changes were approved.

Driveway Permit

Sara will contact NHMA to see what jurisdiction the Town has on a private Road.

Existing Light at Transfer Station

Gary Easson provided a quote for updating the existing light at the Transfer Station. The Select Board agreed that LED would be better and that Gary should move forward.

New Light at Transfer Station

The Board needs to get the quote from Glen on the ditching and pole. Then we will be able to get a total cost for the project and move forward.

Wex Cards

Sara explained that we received the cards for the Highway Vehicles. These will be kept in the glove box. Sara will check into the ID numbers for drivers and will follow up with Glen to stress that these cards need to be kept in the vehicles.

Glen's projects

Sara will follow up with Glen on the receipt box, vehicle maintenance cards, etc.

Having no other business to conduct, Christina motioned to adjourn at 6:50pm, Bob 2nd, so voted.

Respectfully Submitted,

Sara Smith
Administrative Assistant