

TOWN OF GROTON
WORK SESSION
May 3, 2016

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

Christina called the meeting to order at 5:00pm, Bob 2nd, so voted.

Highway Department Meeting

In Attendance: Glen Hanson, Ron Madan, Robert "Bubba" Ellis, Kevin Wilbur, John, Bob, Christina and Sara

Christina explained that it was decided to have a meeting with the full department as there was a meeting a few weeks ago with Glen and a list of items to be worked on was created with deadlines.

There are a few things that are behind schedule which are the brush cutting that is getting done now and the crack filling which cannot be done when it is wet and it has been raining a lot. The crack filling will be done as soon as the brush cutting is done.

It was explained that he will have the mower August/September. Glen stated that the end of next week Mike Latulippe will be here with the crusher to do the asphalt grinding.

Glen also gave a heads up that GMI purchased Edmunds. They have purchased the asphalt side and are in the process of buying the entire construction company and gravel pits.

Christina also explained that there are a few things that are being added at the shop to help with organization. Right now there is a receipt bin and there will be maintenance cards for the vehicles.

The scheduling should be happening. Ron said the scheduling is better. He also said that he will be 74 next month so he doesn't need a lot of hours since his body is getting tired. He said working at the dump is fine. Glen said Bubba will get first dibs on work since Ron is good with the Transfer Station. Kevin will be given work on the days that he is free. Ron wants to start phasing out.

Bubba already told Glen he needed Memorial Day week and Bike week and as little Fridays as possible. Glen said Bubba's schedule will be Mon, Tues, Wed or Tues, Wed, Thurs and Kevin will be Thurs and Fridays. Kevin will be mowing on Fridays.

Bubba wanted to remind the Select Board to let him know what his hourly pay is. The Select Board will need to talk about this since the wage study was completed.

Ron asked if the radios are going to be purchased for the Dodge. Glen stated he will get pricing but didn't think we got the entire grant. Sara explained they gave the grant towards the Dodge but wouldn't give the grant towards the radios until they are purchased.

Glen wanted to go over a few things:

- Make sure to turn off all electrical in the vehicles at the end of their shift. They are claiming that some of the fires that have happened at Town garages are because of wiring that overheating due to electrical being left on.
- Make sure when you leave that all doors on the building are closed and locked. Make sure that the dead bolt catches.
- He explained that the federal DOT made it mandatory that all municipalities fill out a checklist report at the beginning and end of each shift. We can use duplicates. One copy we file and the other is kept by the driver. These need to be kept for 60 days.

John added that it is very important that we use these new procedures. It may take some getting used to but we need to make sure we do this as it will help with organization.

Glen asked if the Wex cards need to be used instead of the diesel that Dead River delivers. Christina explained that it is more for if the employees are out and about as a better option than going through the state. Dead River only charges \$1.759 per gallon which is very cheap for diesel.

Christina mentioned that if they come up with any ideas that would make things easier for the Highway Department they should share these ideas. We will be having meetings like this more often.

Road Committee

Roger and Glen agreed to keep everything the way it was last year. The only thing that Roger was pretty adamant on was that the road should not be closed due to the complaints that were received. The Select Board stated that this will be discussed but they all believe that the roads should be closed so that it gets done correctly. Also, Glen stated that we should get better signs. We need a pre-warning sign and then one at it. We should have black on orange regulation signs. They should be 48x48. These will need to say road closed with a slide in section with the dates and hours. There will be a sign near the Town House. We should add in the bid that the company should put the road posting signs.

Bubba's pay

Christina explained that Bubba should be brought up to what Ron is at. Ron is at \$16.75 so it was explained to Bubba that he would be changed to this. He agreed that this was acceptable.

Building Committee

Bubba drew up some drafts for ideas of the new garage. Sara will shrink these down and make copies for everyone for next week's meeting.

559 North Groton

The deadline will be 5/12/16. Sara will reach out to Laura to get the process.

593 North Groton Road

There was a last minute DCYF health inspection yesterday 5/2/16. DCYF is going in with EJ to do weekly inspections. The outside looks bad but we should consider not going after the property

owner for the outside yet since they are working with DCYF right now. We will get a letter ready for next week to consider.

Meeting schedule

Christina mentioned that she is struggling a little and would like to meet every other week. Bob said he was going to suggest that with the exception of budget season. John said he agrees since it is a small town but he thinks that we should make sure we follow up and finish things. Christina stated that as far as signing checks we can create a schedule and have each member of the Select Board do a month with Darlene. No meeting 5/31 and then we will meet every other week.

Bob cannot make the work session on 5/21/16.

Evaluation Policy

This will be discussed and the decision made next week. Sara will send this again to make sure everyone has it.

Town Pound

Christina, Bob, John and Sara went to look at the Town Pound. It was agreed that the trees in front of it and on the inside should be cut before the clean up on May 21, 2016. John will spray paint the trees that should be cut. Christina will contact John Faucher from TLC to see if he will be able to do this and get it done before May 21, 2016.

On May 21, the clean-up will focus on making piles with the wood that is cut, and raking around the Pound. It was also agreed that the branches in the front need to be trimmed where the sign is going to go so that it can be seen from the road.

At some point we will have to make an easier access path to the Pound. It may be better to wait until the Highway Department has been moved so the path can come from that parking lot or it can be from the main road but we don't want cars to park on the road.

Having no other business to conduct, Christina motioned to adjourn at 6:45pm, Bob 2nd, so voted.

Respectfully Submitted,

Sara Smith
Administrative Assistant