

TOWN OF GROTON
WORK SESSION
May 17, 2016

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

Christina called the meeting to order at 4:07pm, Bob 2nd, so voted.

Department Head Meeting

In Attendance: Glen, EJ, Ruth, John, Bob, Christina and Sara

Evaluations

Christina explained John developed the yearly evaluation policy, which has been reviewed with the Select Board. The Department Heads reviewed the policy. It was explained that all departments will follow this procedure and all departments for all Town Office positions, including the Transfer Station and Highway will use this form, with the exception of the Police Department. This will provide for some consistency with evaluations and budget. **John motioned to adopt the yearly evaluation policy, Bob 2nd, so voted.**

Sara will put this on the website with the wage study information. This will also be filed with the policies.

The evaluation form was reviewed and the following changes were agreed to:

- 1 will be unsatisfactory, 2 will be fair, 3 will be satisfactory, 4 will be above average and 5 will be exceptional.
- Add a description key at the beginning that explains what each category means.
- Add an average field to each section along with a comments box at the end of each section.
- Add an overall average to the end of the form.
- There are a few sections that we have to note supervisor only next to and it was agreed to move all these supervisor only lines to the top of each section.
- Under productivity it was decided to add reliability with time and attendance and under leadership add safety.
- Add a signature line for the Select Board.

As far as the policy goes, the part that states "employees receiving a "1" on their evaluation shall be given and action plan..." needs to change the 1 to 1-2.

Sara will make the changes to both the policy and the evaluation form and have these ready for the next department head meeting.

Christina explained that Primex offers a training which is free and the next one is in August. We are looking into if they can come here.

John gave advice that it pays to jot notes throughout the year. If someone has a 2 or a 1 this shouldn't be a surprise, you should have already had some coaching with them.

Updates:

- The Building committee has been meeting. We are looking to build across from Transfer Station and will house the Highway Department, Animal Control and the Police Department. This will be a long process. Glen will be digging test pits in the next few days.
- The Road Committee went through the specifications for the North Groton Road project. Nothing changed from last years but we do have some dates to determine and if the road will be closed. Christina thinks we should send them to other construction companies. It was decided to send the invitation to bid to Latulippe, DA White, GMI, Morrison, RD Paving, Continental. Glen mentioned that he needs the wording that we want so he can get the signs.
- The Select Board will be meeting with Roger on Dry hydrants and cisterns and then Hazard Mitigation plan with Dave Leone.
- The Joint Loss Management will be meeting and also doing clean-up of Everett Hobart Memorial Park next Tuesday at 5pm. Sara will look and see how many people we have on joint loss and how many we can have.
- The Select Board will only be meeting every other week. May 31st there is no meeting and then it will be every other week after that.
- July 19th at 4pm will be the next department head meeting. Sara will update the list.

Department Heads concerns/comments:

- Glen had talked about no idling signs at the park. The Select Board thinks it would be better to make signs that stated for Everett Hobart Parking only. The truck drivers are parking there and the noise. We will draft a letter stating that we have received complaints that trucks have come before 7 and are loud and waking up the residents. Sara will have this ready for next week's meeting.
- EJ brought up sick time and direct deposits. We will talk about this and try to have this information for the next department head meeting. As far as the direct deposit Sara will reach back out to the bank to make sure there are no changes since the last time she updated the Board.
- Ruth brought back the three record books today. She will give an update at the Select Board meeting.
- Glen recommended the day that we do the NGR construction project we should also do the site visits of the roads he wants to fix such as sculptured Rocks, etc.

Town Pound clean-up

Sara and Bob will not be there. Glen will bring rakes and chains. Christina will contact John Faucher about cutting the trees down. John thinks we should let everyone that is helping with the clean-up have first dibs at the wood from the trees that are cut down.

Meeting with Glen Hansen

In Attendance: Glen Hansen, John, Bob, Christina and Sara

Overtime

Christina explained that as much as possible we need to have him avoid going over the 40 hours. He can give the jobs to the other guys. If he goes over the 40 hours he will get paid time and a half. This also goes for the employees. We will not be doing the comp time.

Vacation time

It was explained that he will have vacation time. Sara will figure out what he should have right now and will have him accrue weekly what EJ and Sara are working.

Holidays

Christina explained that Glen will get the holidays that the town offices get. On a holiday, since his hours fluctuate, we will pay him 8 hours.

NHRS

Glen will receive NHRS. Sara will reach out to NHRS to see what we can do about this.

Christina went over the projects that Glen has on list

- Brush cutting- done for now and boom coming in August so more will be done then.
- Asphalt pile- Glen stated that he has been waiting on Mike Latulippe to get the crusher here. Sara will send an email stating that he has until the end of the month to get the grinder up here because we really need to get this project completed.
- Gravel Road Maintenance- Glen said that they are working on this but it is raking and filling. The grating maintenance is later.
- Crack filling- was April/May- Glen said that he will have this done by the end of the month. He said this should only take a couple of days.
- Fletcher Road- Glen said this is one of the road
- Atwell- TBD
- River-TBD
- Receipt bin- done
- Vehicle maintenance cards- Sara had ordered these cards and these will be used each time a vehicle is used. Glen will keep the white copies, the yellow here and the red will stay in the book. Glen will go over these with the guys. Glen said that he will start having them use them next week. Also a filing system will need to be worked out.
- Skills/Time Management/Organization: The Board and Glen are still working.
- York rake: Glen was talked to about this. He said it has to be put outside. The Select Board states that this has to be chained to something with a padlock. Glen also mentioned gating an area there to protect the equipment. Christina stated that we shouldn't be putting a lot of money into the old building considering we are building a new one. We will look into grants to help build the public works building.
- Nedeau Lane- Glen stated that we will have to walk it. There are vehicles off the road, there are antifreeze bottles, and the road maintenance that is being done isn't fixing the issues so the all the water is running. Sara will send the pictures out to the Select Board. This will also be added to the site visit.

Meeting with EJ Thompson

In Attendance: EJ Thompson, John, Bob, Christina and Sara

Detail Information

EJ attached the rates of detail with the study. Previously it was discussed and the Select Board agreed not to change the detail costs until EJ did some more research. EJ presented the Board with the research that he did which shows what other Towns charge, etc. The average is a 3 hour detail rate. EJ recommended a detail rate of \$75.00 (\$45 for officer, \$15 for admin, \$15 for cruiser). Christina asked EJ that once he makes these changes to add signature lines and the Select Board will approve this.

Outside Details

There are two details coming up for Loudon Race Track. They are from July 15-17 and September 23-25. EJ will not be needed the entire time and will be working some hours for the Town at the same time.

Christina motioned to approve EJ's detail coverage of the Loudon Race, John 2nd, so voted.

Glocks

The new glocks were received. EJ had traded 6 for 6 and then learned that we had 7 which was a 357. Hebron uses the 357's so Travis stated that he would be interested in the 357 and will run it by his Select Board. EJ said that if Hebron bought the ammo for the glocks then they could trade. The Select Board would like EJ to write up the agreement on this.

Vacation time

EJ held over a week of vacation time but then it was a rough beginning. Next year they are doing a 2 week Alaskan cruise so he would like to get permission to hold two weeks over to next year. The Select Board was okay with this.

Police Officer Position

EJ mentioned that there was someone that was interested last year but he wasn't happy with the lower hours. He reached back out to EJ last month and asked what the pay would be now that the wage study is done and he is interested. In two weeks, on June 1st, he will be doing his PT test. This is why EJ would like to meet on June 7th at 3:15pm for an interview if he passes the PT test.

EJ mentioned that Joe P was trying to push for one full time position instead of two part time and EJ supports this especially now that we are not having any luck with the part timer. Sara looked up the full time academy and it shows the next one is 08/29/16 - 12/16/16

559 North Groton Road

We will meet at the Town House next Tuesday the 24th to go to the property to inspect it and to take pictures.

593 N Groton Road

We will drive by this on our way to 559 and see if there have been improvements made.

10 Brock Lane

John thinks this needs a letter but Bob thinks it looks a lot better. Christina will drive by and see what she thinks.

Route 118

The Select Board agreed to give the Dumont's a deadline of June 15th, regardless of the status of the assistance. If the property is not cleaned up by then, the Town will be forced to levy fines and take legal action. Sara will email this information.

Porta Potty at Spectacle Pond

John asked if an agreement was made on putting a porta potty at Spectacle Pond. It was explained that it was decided not to do it this year. It would need to be chained and at least 30 feet away from the water. If this is done it will not be done until next year.

Memo From Sara

Sara turned in a memo requesting time off for grief counseling and for vacation in the summer. **Christina motioned to approve the time off request dated 5/16/16 for Sara, John 2nd, so voted.**

Having no other business to conduct, Christina motioned to adjourn at 6:59pm, Bob 2nd, so voted.

Respectfully Submitted,

Sara Smith
Administrative Assistant