

TOWN OF GROTON
WORK SESSION
July 19, 2016

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

John called the meeting to order at 4:00pm, Bob 2nd, so voted.

Department Head Meeting

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

Evaluations

Sara explained that since the last meeting she made the changes to the policy and the performance evaluation. Sara asked that they each review it and make sure no changes need to be made. **John motioned to sign the yearly evaluation policy, Bob 2nd, so voted.**

John went over the dates on the evaluation policy to make sure everyone is on the same page. Everyone said that all changes were made that were discussed previously and it looks good to move forward with.

Sara will also follow up on EJ's evaluation. Sara will follow up with NHMA tomorrow about coming out to train us on Evaluation writing.

Employee Status Change Form

Everything looked good on the employee status change form. No changes need to be made.

Application for employment

Everyone said the application looked good and no changes need to be made.

Department Heads concerns/comments:

- John asked Glen to make sure that River Road cemetery is in the rotation for mowing. Glen said it is but with the moss it is hard to maintain.
- Richard asked which section of the road is closed NGR. Glen explained the 1400 feet after the last section.
- Glen did bids to rent mini excavator for the month of August since we have NGR, Sculptured Rocks Road and a lot of other roads.
- Boom mower is being delivered this week.
- Ruth has a question on Ann's classification. We changed from a 2 to a 3 but Ruth believes she should be a 4 due to the extent of the responsibilities she has in the office. EJ doesn't think the ACO should be a 1 but he wants to make sure that he has time to go step by step through the process. John states that we can go through each step with them and plug the numbers in to see how they got to that classification for these positions. Sara will set up a time with Ruth to meet with the Select Board.
- Glen asked if the Select Board has reviewed the paving quote for pavilion.

- EJ asked about direct deposit. Sara mentioned that she has been working on it and is hoping to have information for the Select Board at the next meeting.
- EJ asked about sick time. There is not an answer on this as of yet.
- EJ stated that he had a complaint that Sculptured Rocks Road had sign that both sides of the roads are posted as no parking. Glen said that there have always been signs that stated no parking and he thought the signs were there. EJ said that since 2008 there has only been one. Glen said that he will get some more signs put up. The complaint is that there was parking on both sides and wouldn't allow an emergency vehicle through.
- Sara asked EJ if he saw the email about the speed limit on Sculptured Rocks. He will respond.
- Sara told Glen about the email regarding Province Road and how it is not passable through to Dorchester and it was recommended to put a sign stating that. Glen said there used to be a sign so he will go out and check and order a new one if it is done. Sara will email and let the resident know.
- Ruth mentioned that Campton had an article on single pay option in the newspaper. It is about the credit card/e-check option for payment. It has been brought to the Town before which would be costly to resident. They are charged 2.79% for whatever the bill is and that would be paid to interware. Ruth thinks it could be used for taxes, dog regs, but not car registrations. There is no cost to interware to add credit card, no cost to town, but there is a cost to customer. Not a lot of people carry cash on them anymore so Ruth is trying to look at things to make it easier on the residents. Ruth gave a copy of the article for the Select Board to read. Sara will scan and email this to the SB. After reviewed we can meet with Ruth with any questions.
- Richard asked about signs at the Transfer Station due to excess speeds. Glen said they ordered the signs in the past but the state said no since they are in charge of this.
- Sara will follow up on the status of the letter for the yield sign request to the state to see where this stands.
- John asked about the tree in the brook. Glen said that he looked into it and they cannot take the tree out because it is in the brook and not allowed to remove items from the brook.
- Glen mentioned he met with Scott Knapp from NHEC about cutting Edgar Albert Road. The year after they will make other plans. Glen said that he cut them back a few years ago and they told him he cannot cut these but they are really bad and need to be done. The SB is meeting with Scott at 530 tonight regarding something else so we will talk to him about this as well.
- State of NH new law- appointing inspectors of election- ballot clerks; demo party wanted names and party affiliation; didn't send it right away but was told needed to. This states there has to be one republican and one democrat appointed by the party. For the Democratic Party they appointed Judy Demers which she is already a ballot clerk. We haven't heard from the Republican Party. Ruth said it states has to equal amount but we only have three so we need to decide if we need to get rid of one or add another to make it equal. Ruth will get Sara a copy of this and she will look into what we need to do.
- Glen asked EJ if he has a sign inventory. EJ said he doesn't have one and he wouldn't think that would be in the highway department. The Town of Groton does not have one but probably should. Bob said we should have a list and once we do the highway department should check them each year. John asked if they have to be reflective. Glen said we do not have to replace them all but as we replace them we have to get reflective.
- Sara will print out some more notices for Glen regarding the road closing for North Groton Road.
- Glen said the edge of the road between Hammerhead and the park is washed out. Glen will take care of this.

Applicant for Cleaning Position

The Town finally received an application for the Cleaning position job. She just moved to the Town recently. Sara wanted to know if the Select Board wanted her to set up an interview. Sara will set up an interview for August 2nd at 430pm.

Dave Leone property

The Select Board was supposed to drive by to see if in fact he was building without a building permit and if so is it larger than 100 square feet. Sara will reach out to Avitar and ask them to visit the property to make sure there is nothing that being built. The Select Board drove out but wasn't sure what was there before. Sara will also reach back out to the concerned residents and explain this is what we are doing.

Memo From Sara

Sara turned in a memo requesting time off for appointment on Friday. **John motioned to approve the time off request dated 7/22/16 for Sara, Bob 2nd, so voted.** Sara will have Christina come in to sign this.

Paving for Pavilion

John and Bob reviewed the quote from Glen. They are okay with this. Sara will let Glen know.

Meeting with NHEC Arborist Scott Knapp on Herbicides

Scott Knapp wanted to talk to the Select Board about the letter. The letter stated warrant article in 1972 and reaffirmed in 2009 and Scott wanted to see what the warrant articles stated. Sara was able to first find Article 23 from the 2009 Warrant Article which states: *To see if the Town will vote to rescind the 1972 warrant article prohibiting the spraying of the power lines.* Sara also pulled the warrant article from 1972 and gave him a copy of both warrant articles. It is very vague and only states *no spraying of power lines.*

John asked about the tree cutting. Scott explained they will come out next year. John said that we lose power all of the time due to this so we shouldn't have to wait. Scott said there is a program in place and they are on a 5 year cycle which means from 118 to Edgar Albert Road will be cut next year. The rest would be done in 2018. Scott explained that all towns are having this concern and there is nothing they can do. John said that he is a customer that represents the Town of 593 people and next year is unacceptable. John said if power is their job and concern why Groton cannot be taken care of.

He said that we are asking to cut more but don't want to spray. There are state laws for proper treatment near water ways, wells, etc. They ask to follow best management processes,

Scott stated that he just wanted an opportunity to talk to the Town about this. He wanted the town to know what they use is only 4% and the rest is mineral water. The stuff you get at Home Depot is 20% or more. Bob asked how many other Towns. He stated only one but they decline treating of Town property but not on private property in the Town. He is asking that the private property owners have the right to make the decision. Right now they are at 8% refusals and proposed 400 miles. He said the letter mentioned national grid which does use a higher herbicide treatments.

Dave Leone said he always thought the warrant article was written more for power lines being national grid not NHEC. Scott Knapp said that is why he is here because the letter states power lines.

Dave also asked if there are any wells on the property. Scott said the contractor does check each property for public wells, private wells, any water way. Dave wanted to let him know that there are a lot

of dug wells that are not recorded with the state and he wanted to know if they are aware of that. He stated that they are.

John asked how set up; so they send letter and no response they have authorization. The law states this.

John asked if the plan be sent to us along with the chemical that is being used along with the spraying process so we can review this a little more and move forward from there. John asked if this is Scott Knapp's plan or NHEC plan. He stated his plan. John asked what happens to the plan if he is not in that position anymore. He said that he likes what he does and is not going anywhere. However, if he isn't with the company, he cannot guarantee that it will happen but he is a man of his word. He did reiterate that we need to use all resources such as spraying. Scott stated that he will send the information to Sara at the beginning of next week as he is busy this week.

Meeting with Transfer Station

In Attendance: Joe Koslow, Richard Cross, John, Bob and Sara

Tires

Richard stated that he has tires from 559 North Groton Road. There are 16 at \$3.00 each. Richard will get this information to Sara so she can add it to the folder on 559 North Groton Road expenses.

Transfer Station Flyer on electronics

We went through each section of the electronics and made the following changes:

- Change cell phones to no charge
- Change under Televisions to say 13"-51" and then the next category add 52" or bigger
- Change the price of the 17" computer monitor to \$7.00
- Change the price of digital picture frames to \$2.00
- Put Printers and copiers under Electronic Office Equipment and change this to \$10.00.
- Put the word "only" after keyboards
- Add CPU's after hard drives
- Add Stereo equipment and Blue Ray to VCR/DVD/CD
- Add a section for Power Tools and make one names hand powered for \$2.00 and the other battery powered for \$5.00.

Sara will make these changes and will make 150 copies of the flyer once the changes are made and give them to Richard. Richard will fold them.

Electricity

Richard presented the idea for solar powered as it will be cheaper. We will need one panel. Sara will reach out to Gary Easson regarding a quote for this.

Contract with North Coast Services LLC

The Select Board is okay with the contract as written. **John motioned to sign the contract with the Town and North Coast Services LLC, Bob 2nd, so voted.**

Sara will have Christina come sign this and then will send it to North Coast Services, LLC for their approval. Sara will let Richard know what they say about the contract. Once we have the go live date we will announce it at the SB Meeting, online and postings.

Computer

Richard and Joe mentioned that they need to get a computer along with an email address. Richard stated Dave Switaj is coming out tomorrow so he will talk to him about a quote for new computer, printer, internet access and its own email address. Sara explained this will probably have to be a warrant article for next year.

Having no other business to conduct, John motioned to adjourn at 6:55pm, Bob 2nd, so voted.

Respectfully Submitted,

Sara Smith
Administrative Assistant