

TOWN OF GROTON
WORK SESSION
August 16, 2016

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

Christina called the meeting to order at 4:00pm.

Bobs resignation

Bob regretfully announced that he will be resigning from the Select Board effective September 1, 2016.

Power Lines

It was agreed that we need to be clear that spraying cannot take place as the previous votes/records aren't clear. We agree that there should be no spraying under the high tension power lines but we think that at Town Meeting we should make it clear that this is what it is referring to and we think we should allow the land owners the right to decide if they want spraying done of the distribution lines.

Christina asked the Town Clerk to pull the minutes from 1972. This wasn't clear as well. Sara will contact the NHEC representative and let him know that we will bring this up at the Town Meeting in March.

Meeting with Glen Hansen

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

Report on North Groton Road (NGR) Project

- They found a few boulders and have removed them.
- Glen received a call from a resident concerned with what is going on with the fill as they do not feel there is enough being distributed. They are doing the job as they are supposed to. They are digging 24 inches unless rocks, etc.
- Tentative paving date is Saturday, August 27, 2016. We will announce this tonight.
- Fletcher Road apron will be 25 feet x 30 feet in. Glen will double check and will tell him to do a change order if needed.
- Campbell - 6ft x 8ft apron - this may also need a change order.

Christina explained that we should have a Work Session with Glen on September 13th about the project next year to either bond the project and finish it or why we are not going further.

Schedules

Christina explained that he needs to do the schedules. These should be posted by Friday morning. He said he has been doing them but he needs a copy machine that is why we have not been getting them. We have received some complaints from the employees that they do not know when they are working. It was recommended to keep track of the date of time that the schedule was posted and what time it was dropped off.

Copier

Sara will look into a cheap copier for the Highway Department to use and Glen can leave the schedule in the mailbox out front.

Security Code

Glen doesn't want to come in the building with no one here. Sara will remove his code from the partition list.

Pavilion

The Pavilion was paved today.

Reclaim

Province Road is going to be next on the list to get reclaimed.

Next Meeting

We will meet on September 13, 2016 again with Glen. The time will be decided at a later date.

Excavator Rental

Glen has an excavator rental proposal that he submitted. The Select Board reviewed this and would like him to inspect it before delivery and keep track of any damage during the process. Sara will let him know that they are all set with it.

Old Home Day

Christina explained we are going to do the same prizes as last year for the parade. Glen was given a \$150.00 donation to be put towards this. We are holding the same raffles and also have been given concert tickets to raffle off as well. We also cut the check for the band and we should be getting the money from Groton Wind. Sara will collect all receipts and make sure Christina gets the copies. We will also do the guessing jars again.

Memo from Sara

Sara submitted a memo requesting the following time off:

- Friday, August 19, 2016- closed all day
- Tuesday, August 23, 2016- closed from 1130am-130pm
- Wednesday October 12-Friday, October 21- closed

The Select Board is okay with this time and is okay with her working on the 8th and using the holiday for the 10th.

Final Approval on Policies

Sara had sent the Select Board the policies for review along with the minutes where they were decided. The Select Board signed the following: Holiday Policy, Vacation Time policy and Sick/personal time Policy.

The Medical, Dental, NHRS, comp time, and Bereavement policies were discussed and adopted on November 24, 2015 but were never motioned and signed for so the Select Board did so.

Christina motioned to approve the existing medical benefits policy, Bob 2nd, so voted.

Christina motioned to approve the existing dental benefits policy and NHRS benefits policy, John 2nd, so voted.

Christina motioned to approve the existing comp time policy and bereavement policy, Bob 2nd, so voted.

The sick/personal time policy was reviewed and agreed upon at the last meeting but was never signed off on. **Christina motioned to approve the sick/personal time policy effective January 1, 2017, John 2nd, so voted.**

Payroll issues

Christina explained that Ann is not comfortable doing payroll anymore and there are two Tuesdays that Sara will not be here. Christina is willing to do them these weeks. We emailed NHMA. Sara will forward the email and we will discuss at the next meeting.

Respectfully Submitted,

Sara Smith
Administrative Assistant