

Town of Groton
Select Board Work Session Minutes
October 11, 2016

In attendance: John Rescigno, Kyle Andrews and Sara Smith (Administrative Assistant - AA)

Absent: Christina Goodwin

Kyle called the meeting to order at 4:12pm.

Department Head Meeting

In Attendance: John Rescigno, Kyle Andrews, Joe Koslow, Glen Hansen, EJ Thompson, Ruth Millett and Sara Smith (Administrative Assistant)

Absent: Roger Thompson and Christina Goodwin,

Sara explained that the meeting will be started with going over the concerns from last meeting and supply an update. Then we will go over any new questions or concerns.

Concerns from last meeting

- *Last meeting:* 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.
Update: A letter was sent to Maxam. The signs haven't been ordered yet, but Glen talked to Jeff and they are putting a message on the lading that states no idling and not before 7am.
- *Last 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.
Update: There is a sick policy in place now: full time employee will receive 5 sick/personal time. John read the policy to all department heads. The direct deposit is still under review.

Questions or concerns from Department Heads

- Glen stated that he has received complaints about the sand pit on Beaver Pond Road. Sara explained that Mary Pinkham-Smith has been looking into it. Sara will follow up to see where this stands.
- Glen mentioned that he talked to the owner of 37 Stage Coach Road and talked to him about the concerns that he saw. Sara also stated that she reached out to DES to see where their investigation stands. This is off the Old Route 25.
- Ruth mentioned that Richard brought in the funds from the Transfer Station in July and last week. There was over \$2000.00 and it took them over an hour to do this. Sara looked for a policy and couldn't find anything except in the job description that stated weekly. This should be done weekly when he comes in on Wednesday. John stated to Joe that he needs to tell Richard to bring the money every Wednesday.
- Next Department Head meeting is 12/13/16 at 4:00pm.

593 North Groton Road Letter

Sara drafted a letter to 593 North Groton Road regarding the debris on their property. John and Kyle reviewed the letter. **John motioned to sign the letter to 593 North Groton Road, Kyle 2nd, so voted.**

Meeting with Ken Knowlton

It was explained that we wanted to talk to Ken about a few properties.

Glen Hansen

John mentioned that the junkyard dog stated that this property was in compliance but the fence still wasn't completed so the Town thought this would make him out of compliance.

The Junkyard dog explained that he had cleaned up his property so that is why he was in compliance. The Town will send him a letter about the fence.

Coutu

Last time he visited he noticed one stock car and a truck that was not road worthy. He had building material which was stacked. There were not any parts. There were some snowmobiles. He said that he did not feel he was in violation.

Kyle asked what about the campers. Ken stated that he can have him. Kyle asked what if they are falling in. Ken said this would be different.

John mentioned that we are meeting to make sure that we are following the same guidelines for all properties and the last time we visited it was definitely a junkyard. We are afraid that there is more that we cannot see but he has the property posted so we couldn't go on the property.

Ken said you will need to be careful because you would need to get an administrative warrant which will make the person very upset. Kyle said that it looked like he was doing work so it could be out of site now.

Ken asked if we want him to go up before the snow falls and check the property. The Select Board would like this to be done.

Town Owned property- Map 2 Lot 123

Sara explained that we have a property that we have some interested parties in purchasing. We will need to look into if we need to put this on the warrant to have the Town approve the sale like we did for Dodge Road.

We will talk to Christina and see if she remembers.

Glen

Glen should be going through Sara with all communications. He shouldn't be reaching out to the Board himself unless Sara is not here.

Budget Meetings

Highway Budget

Highway Administration

Wages

Stayed the same

Assistants

Glen proposed an increase of \$2,000.00 making it \$27,000.00 to allow for raises.

Telephone

Stayed the same

Training/CDL Testing

Stayed the same

Electricity

Stayed the same

Heating fuel

Stayed the same

Mileage

Stayed the same

Membership/Dues

Stayed the same

Supplies

Stayed the same

Vehicle Payment

This has been paid off. Kyle said that this is like life that we will always have a vehicle payment. The 6wheeler needs work and only has one more year on the warranty. He would like to get a new one which means a new payment. Sara explained it wouldn't be able to be kept here because it would then need to be encumbered which you would need a contract/quote for. Glen mentioned requesting it be put into the truck/sander capital reserve fund. Sara explained that this would need to be done in the form of a warrant article.

John recommended looking into an extended warranty for the 6wheeler. Glen mentioned it would be expensive. Kyle asked Glen to get us the trade in value for this so we know moving forward. Glen needs to do some more homework regarding this.

Highway Streets

Vehicle Cleaning & Maintenance

Stayed the same

Vehicle-Equip Maintenance and Repairs

Stayed the same

Equipment Rentals

Stayed the same

Material

Stayed the same; it was agreed that this should be increased \$1500.00 to \$6500.00.

Signs

Stayed the same

Uniforms

Stayed the same

Tools & Equipment Purchases

Stayed the same

Gas

Stayed the same

Diesel

Stayed the same- change to 17000.00 and move the extra \$1500 to materials.

Salt, Sand, Deicer

Stayed the same

Hydrants

Stayed the same

Culverts

Stayed the same

Safety

Stayed the same

Tree Maintenance

Stayed the same

Utility Charges, street lights

Stayed the same

Other questions/concerns

- New computer for Highway: Sara explained that we did get the computer from Health trust
- Kyle and John told Glen to get quotes for a mini excavator. Glen said he has looked into it and it is around \$6000.00 but he will keep looking.

Transfer Station Budget

Wages

Joe proposed an increase of \$3,000.00 making it \$18,000.00. This will accommodate paying the Highway Department for doing scrap metal and increases in pay for staff during the year.

Stipend

Stayed the same

Telephone

Joe proposed an increase of \$100.00 making it \$500.00 to allow for phone company increases.

Training & Certification

Joe proposed an increase of \$50.00 making it \$300.00 for renewals and additional classes.

Electricity

Stayed the same

Propane

Stayed the same

Supplies

Joe proposed an increase of \$75.00 making it \$375.00 because of inflation

Compactor related expenses

Stayed the same

Mileage

Stayed the same

Dues

Joe proposed an increase of \$75.00 making it \$700.00 due to the dues increasing in 2016.

Portable Toilet

Stayed the same

Transportation costs

Joe proposed an increase of \$1,000.00 making it \$25,000.00 to allow for potential fuel increases.

Recycle costs

Stayed the same

Uniforms

Stayed the same

Safety

Stayed the same

Tire disposal

Joe proposed an increase of \$325.00 making it \$500.00 due to the increase in the amount of tires.

Other, bush hog rental

Stayed the same

Landfill repairs

Stayed the same

Landfill Monitoring

Joe proposed a decrease of \$600.00 making it \$4,500.00

Dump closure/monitoring-other

Stayed the same

Other questions/concerns

- Paving Transfer Station Yard- Richard mentioned that he thought we were paving the Town House so they would want to pave there at the same time. This is not in the plans right now.
- Snow Fence- Richard mentioned that he would like to get a quote for this. The Select Board told him to reach out to them to get this quote. John said that Joe should make sure this is done while he is there. It was explained that Richard shouldn't be the one to go up when it isn't his hours. Kyle mentioned it is wages and John mentioned it is also job description.
- Internet Cost for Computer- this wasn't accounted for anywhere. Richard has been using his home email right now. These emails will be for training, certifications, etc. The materials that they used are now online. Richard said it is about 3-4 times a week that he is getting emails from the DES regarding classes, policy changes, etc. Sara got estimates. Time Warner was \$80.00 a month but Fairpoint was only \$27.99 a month which is about \$338.00 a year. Kyles other concern about internet there is that in the future it could be a cost if something goes wrong with it. This will have to be revisited next meeting.
- Electronics container pick up- will be talked about in 2nd meeting
- Propane container pick up- will be talked about in 2nd meeting

Respectfully Submitted,

Sara Smith
Administrative Assistant