

Town of Groton  
Select Board Work Session Minutes  
November 1, 2016

**In attendance: Christina Goodwin, Kyle Andrews and Sara Smith (Administrative Assistant - AA)**

**Absent: John Rescigno**

Christina called the meeting to order at 4:45pm.

***Budget Meetings***

**Zoning Board**

Legal

Stayed the same

Seminars

Proposed an increase of \$400.00 making it \$600.00. Otto explained that the reason for this increase is that with Nancy and Mark leaving they will have to educate more people to get them up to speed.

Postage

Stayed the same

Mileage

Stayed the same

Advertising

Stayed the same

Supplies

Stayed the same

Other questions/concerns

A new chairman and a new secretary will be appointed at the next meeting. There is one open position along with an alternate.

Sara will post these openings on the website and we will announce it at the next meeting.

**Police**

Police Chief Wages

The Chief proposed an increase of \$2,750.00 making it \$57,750.00 to show a 5% increase for raises. EJ explained that 5% is the most he would get.

Full Time Police Officer

One of the budgets had a proposal for a full time budget of \$39,280.00 which would be if we do decide to have a full time officer. This is the full salary which does not include the grant. The grant offset is

\$125,000.00 for three years which would be about \$41,666 a year. Kyle asked how much we have to come up with. This would be estimated about \$20,000.00 a year. Kyle asked if the full time officer was to leave would we be penalized at all. We would be able to hire a new full time officer but we are not sure of the time frame. The grant is for a full time position only, not a part time.

Sara will reach out to NHMA to see if we have to have a public hearing to accept the grant. There is a statute that states anything over \$10,000.00.

#### Part Time Police Officer

There were two proposals. One if there is a full time position then part time would be \$1000.00 for fill in. The second proposal was if there is no full time and part time only.

#### Telephone/Communications

The Chief proposed a decrease of \$400.00 making it \$2,000.00 due to removing the dispatch line.

#### Dues & Subscriptions

The Chief proposed an increase of \$200.00 making it \$700.00 due to dues going up.

#### Other Equipment Repairs/Maintenance

Stayed the same

#### Office Supplies

Stayed the same

#### NH Special Ops

Stayed the same

#### Dispatch Service

Stayed the same

#### Prosecutor- Plymouth Law Center

The Chief proposed an increase of \$2,550.00 making it \$9,350.00. Christina asked why there was such an increase. EJ explained that it is because there was an increase of cases. Kyle asked how many cases in 2016. EJ explained that there was around 6 or 7 cases that went to them this year. There is a possibility of this going down again next year.

#### Vehicle Maintenance

The Chief proposed an increase of \$200.00 making it \$2,000.00. This is because of the Impala. EJ explained that since we got the car they have put \$6400.00 into it. This year was half of that bill, around \$3200.00. Kyle mentioned there is going to come a time when we are going to have to get rid of this vehicle. Kyle mentioned before we spend any more money on this car we need to have a conversation if we should pay mileage, look another car or keep this. We will need to revisit this before the budget season is over.

It was agreed that if the department wants to go for a full time employee then we should not go for a new car. We would have to weigh our options out before it is brought to the Town. If we are going to keep the car then it would be better to put the money into it this year.

#### Cruiser Equipment

The Chief proposed a decrease of \$100.00 making it \$600.00

#### Uniforms

The Chief proposed a decrease of \$1,500.00 making it \$3,000.00. Kyle mentioned that we need to look at the uniforms and if he needs more then we should take it out of this years.

Sara will look at the line for the vests and see how this was paid for. The vests were \$1700.00.

#### Books/Periodicals

The Chief proposed a decrease of \$150.00 making it \$150.00

#### Equipment (Guns, Ammo, Taser, etc)

The Chief proposed a decrease of \$300.00 making it \$1,500.00.

#### Mileage

Stayed the same

#### Postage

Stayed the same

#### Gasoline

The Chief proposed a decrease of \$1,500.00 making it \$4,000.00.

#### Advertising

Stayed the same

#### Training

The Chief proposed a decrease of \$3,000.00 to make it \$5,000.00. Christina asked why it went up last year. EJ explained that the Chief did this because of the extra trainings that EJ took this year. This potentially has room to go down some more.

#### Animal Control

Stayed the same. Christina mentioned that she feels that this should be eliminated or reduced if there is a full time officer.

#### Special Detail

Stayed the same. Kyle asked what this line is for. EJ explained this is for domestic issues, marathon, etc that would take an officer off the road for a certain amount of time then we would get a detail officer.

#### SOU Stipend

Stayed the same. This is not being taken right now since EJ is salary. This was decided to keep it here in case we have an officer in the future that attends this training. We could potentially make this \$1.00 so that the line stays open but since we know we are not using it right now.

#### Few things to think about

Christina reminded EJ to think of warrant article submissions.

## Town Clerk/ Tax Collector

### TC Salary

Ruth proposed an increase of \$1,000.00 making it \$27,400.00 to reflect a \$0.45/hr increase.

### Deputy Wage

Ruth proposed an increase of \$1,000.00 making it \$10,000.0 to give Ann an increase to \$16.02/hr based on 12 hours per week.

### Town Clerk/Tax Collector Dues

Stayed the same

### Town Clerk Expenses

Stayed the same

### Tax Collector Expenses

Stayed the same. Ruth mentioned there is a tax kiosk that is \$95.00 flat one-time fee to set it. There is no annual fee or maintenance fee. Christina mentioned that Bristol does have this and it is worth it. Avitar sent an agreement that would need to be signed.

### Workshops/Seminars

Ruth proposed an increase of \$300.00 making it \$1,500.00 as she would like to start the certification process next year along with seasonal workshops which would have been \$575.00 this past year. Ruth explained that some of the workshops are going up. Ruth mentioned that Ann doesn't want to do the workshops. Ruth mentioned that she would like to go through the certification process but it will take some time. Kyle mentioned that Ruth should have the conversation with Ann to make sure she isn't planning on retiring so we know if we would need to increase this or not

### Telephone/Internet

Stayed the same

### Computer Maintenance/Software

Stayed the same

### Advertising

Stayed the same

### Supplies-general

Ruth proposed an increase of \$50.00 making it \$1,300.00 as a general increase in product costs.

### Postage

Stayed the same

### Election supplies/Expense (ballots, advertising, etc)

Ruth proposed a decrease of \$221.00 making it \$200.00 as there will only be one election in 2017.

### Ballot Clerks

This was a different budget meeting

### Checklist Supervisors

This was a different budget meeting

### Mileage

Ruth proposed an increase of \$100.00 to \$1,800.00. The increase is due to the State discussing making the deposits twice a week instead of once which was done in the past but doesn't have to be done every day.

### ***Gentleman from Alexandria that does Fire extinguishers***

Kyle mentioned that he talked to a gentleman that would be a lot cheaper to do our fire checks than Tri State Fire Protection charges. We would have to pull the Tri State Fire Protection file to see how much notice we would have to give them. Sara will pull this. Kyle has his card so we can get a quote from him.

### ***Checks from Last Week***

There were two checks from last week that were questioned what they were for.

The first check was for Chuck Braxton. It was explained that when Green Acre Woodlands did their lot line adjustment, there was a deadline that had to be met and in order to do so the L Chip Fee had to be paid at Grafton County that day. Green Acre Woodlands had already paid the Town for it and Sara had already mailed the check to Grafton County but they hadn't received it yet. Chuck drove there and paid for it and Grafton County mailed the check for this back. This check from last week was to reimburse Chuck for the L Chip Fee.

The other check was made out to the Conservation Commission. This is something that is done every year. It was voted in warrant article 22 in 2008 that the Conservation Commission would receive 3% LUCT. That is what this was for.

### ***MS-60W***

The MS-60W Audit waiver request needs to be signed and sent out before the next meeting. Sara typed it up and included last years to be reviewed. **Christina motioned to sign the MS-60W, Kyle 2<sup>nd</sup>, so voted.**

### ***Intent to Cut – Letter/Request for bond Map 2 Lots 115 and 115-4***

The intent to cut for Map 2 Lots 115 and 115-4 was tabled at last week's meeting. This property owes taxes and we need to send a letter requesting the bond payment in order to move forward with this. Sara had drafted this letter. **Christina motioned to sign the letter requesting bond payment for Map 2 Lots 115 and 115-4, Kyle 2<sup>nd</sup>, so voted.**

### ***Jonathan Gould building permit***

Mr. Gould had dropped off the building permit during last week's meeting. He submitted a building permit for a 24x24 garage. **Christina motioned to sign the building permit for Jonathan Gould, Map 5 Lot 100-3, Kyle 2<sup>nd</sup>, so voted.**

### ***Letter to Glen and Terry Jo Hansen***

Sara drafted a letter to Glen and Terry Jo Hansen requesting that he notify the Select Board with his plans to complete the fence. **Christina motioned to sign the letter to Glen and Terry Jo Hansen, Kyle 2<sup>nd</sup>, so voted.**

### ***Glen's to do list status***

- The Berm/swale- completed
- Culvert repair- Sara will check on this to see if this was guardrail
- Guardrail- completed
- Ditching on Province Road- completed
- Sculptured Rocks Road Culvert- completed
- Asphalt Pile- Completed but there is a new one that will go to Province Road out by the 2<sup>nd</sup> week of November
- Blanchette Road- done
- Crack filling-done

Glen wanted to touch base on last Wednesdays Road Agent Forum. Christina thinks it went well and will have the notes available for Glen and the Select Board to review. Glen felt it went well and was helpful. Christina thinks the next Select Board meeting should be that they all come here.

Glen mentioned that the paving on North Groton Road should be completed by tomorrow, November 2, 2016.

### ***Health Trust contract update***

Health Trust sent 2017 rates for Health Insurance. We have a binding contract with them that we just signed in January 2016. This is just a notice of the rate changes that the Select Board needs to signed. It was agreed to add this to the next Select Board meeting agenda.

### ***Dead River- Transfer Station Heat***

Dead River sent in a quote to replace the leak in the valve for the heater at the Transfer Station. Their quote for parts and labor is \$542.00. Sara requested a quote for a new heater. This was received and it would be \$1,760.00. It was agreed to fix the valve.

### ***Letter to Gary Roberge/Avitar***

The Select Board would rather not do this as a credit but would rather just give them back the money with no interest. Sara will contact Gary and ask about this.

### ***Richard Injury***

When Richard was injured it was a little scary to think that he could have been stuck there by himself for a while. It was agreed that Richard should give his wife the Select Board members phone numbers so that if he is not home by a certain time she can call the Select Board and they can go to the Transfer Station to make sure all is okay there.

### ***Credits/Exemptions***

Sara and Christina will be meeting Monday, November 7<sup>th</sup>, 2016 at 430pm to go over the exemptions and credits and make sure we have everything we need to for the 5 year revaluation.

### ***Planning Board***

The Planning Board has a contract for the Maps and wanted to know if the Select Board would like to look this over. Kyle has seen the contract and feels that this contract is fine for the Planning Board to approve themselves.

**With nothing further to discuss, Kyle motioned to adjourn at 7:45pm, Christina 2<sup>nd</sup>, so voted.**

Respectfully Submitted,

Sara Smith  
Administrative Assistant