

Town of Groton  
Select Board Work Session Minutes  
November 29, 2016

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

**Absent: Kyle Andrews**

Christina called the meeting to order at 6:00pm.

***Tax Rate***

We still have not heard back from Michelle Clark regarding the tax rate. Since we are not able to have the bills out by tomorrow these bills will be due in January. This means that we cannot spend any more money since we do not have tax money coming in. Sara created a memo stating there is a freeze on unnecessary spending.

Sara will confirm the amount owed on Taxes so the Board has this information for the tax rate setting. We need to also think about how much money we can apply to lower our tax rate. We may have to have an emergency meeting to set the rate once we get the go ahead from the DRA. It is anticipated that we are probably going to have to apply \$100,000-\$200,000.

***Update on DRA- Re-valuation***

Sara informed the board that Phil from the DRA was in the office on Monday. The Town passed everything except for the current use. Some of the older files were still missing some things. He did inform Sara that a lot of Towns do not pass current use.

***Budget Meetings***

We need to go through our budget worksheets and see who we need to meet with again by December 6, 2016. Sara will print out the updated budget worksheets and budget spreadsheet for this meeting. Christina has to still get some minutes to Sara so she can update them.

***December Meeting schedule***

The following meetings were scheduled for December:

- December 6<sup>th</sup> there will be a work session from 5:00pm-7:00pm
- December 13<sup>th</sup> there will be a work session from 4:00pm-7:00pm with the Building Committee meeting at 4:00pm. There will also be a Select Board Meeting at 7:00pm.
- December 20<sup>th</sup> there will be a work session from 5:00pm-7:00pm. There will also be a Select Board Meeting at 7:00pm. However, if there is no business the Select Board may cancel the Select Board Meeting.
- December 27<sup>th</sup> there will not be any meetings

Note: The Department Head Meeting that was scheduled for December 13<sup>th</sup> has been cancelled. It will be rescheduled for January.

***Building Committee meeting***

The next meeting was scheduled for 12/5 and we were going to have the contractors come to a meeting on the 5<sup>th</sup>. This will not be enough time at this point. It was decided to postpone this meeting until December 13<sup>th</sup> at 4:00pm and cancel the 5<sup>th</sup>. Glen was supposed to reach out to two of the contractors. Sara will touch base with Glen. Christina will reach out to the other one.

***Sara's Memo***

Sara submitted a memo to leave early at 2pm on Monday, December 19<sup>th</sup> and to have Friday, December 30<sup>th</sup> off. The Board approved.

Sara's memo also requested to carry over 30 hours of vacation. The Select Board approved this but it must be used by March 1, 2017.

**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