

Town of Groton
Select Board Work Session Minutes
December 6, 2016

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

Christina called the meeting to order at 5:00pm.

Request for quote MS-535

The Select Board has received a few quotes for the MS-535. Christina has one more coming. It was decided that we should reach back out and ask what the additional cost would be to have them come in quarterly for questions, to review how things are being done, etc.

Tax Rate

The Town received the preliminary tax rate so the Select Board wanted to go over options to lower it for the Town. The Board reviewed options, by applying from \$75,000.00 to \$250,000.00 from the unapplied fund balance to bring the rate down. It was agreed to apply \$225,000.00 to bring the tax rate to \$11.70. **Christina motioned to apply \$225,000.00 from the unassigned fund balance to the tax rate and to approve the submission of the final tax rate to the DRA, Kyle 2nd, so voted.**

Sara submitted the numbers to the Department of Revenue. Once we get confirmation that this was received, Sara will run the warrant and let the Select Board know when it is complete so they can come in to sign it. **Christina motioned to approve the warrant upon completion and the Select Board to come in and sign when ready, John 2nd, so voted.**

Budget

Health Officer

It was agreed to keep a stipend line open for this and pay out of this line so that in the future if we get a Health Officer than it is already in the budget. The Select Board is proposing to receive the stipend while they are acting as Health Officers.

Overall budgets

Sara provided the Select Board with up to date budgets with any changes from the meetings. The Select Board will look at these budgets and write down any questions or concerns to discuss at next week's meeting.

Sara will look at the personnel administration numbers to include another full time employee.

Christina mentioned that there are three major things we need to keep in mind and decide on for next year. They are:

1. **Bond for North Groton Road Project:** The concern here is that with the bond we are required to keep making these payments so if anything happens with the Groton Wind payment then it could affect the Town's ability to make the yearly payment. At least if we budget it each year we can make the decision not to do the project if we don't have the money.

2. New Highway Department Building: We don't need to do anything right away; we can put money into the Capital Reserve Fund each year and put more into. We can do this in steps such as one year getting a plan (get a quote on providing a plan), then the next year do septic and well, then the building, etc.
3. Atwell/Orange Brook Bridge: We should talk to someone about engineering for the bridge so we can get some quotes on this bridge. KV Partners LLC can come up with a good plan. Kyle said the Town of Alexandria replaced a bridge on Washburn Road and they did it pretty inexpensive. Sara will call the Town of Alexandria to see who they used and see about a quote.

John asked how much it would cost to just to do a skim over the road like the State did. Christina said she will bring that idea to the Road Committee.

Plow concerns

There were complaints about the roads yesterday. Sara explained that she called Glen about this and he explained he saw that it said dusting to 2 inches so he only wanted to run one truck and one person. The Select Board appreciates this but once he realized it was coming down faster than he should have called someone in sooner.

Holiday Pay

Part time employees are not eligible for Holiday Pay. It was decided to give the individual Holiday pay on Christmas because it was a scheduled day for him to work and all other part time employees do not have set schedules. That is why it was decided for him only, and this is only for this year and will not happen in the future as the Board reviewed the holiday schedule approving the dates for 2017.

EJ requested Officer Killam to receive Holiday pay. It was agreed that he should not receive it since he is a part time employee and the Police Department has a flexible schedule, therefore he can work 32 hours within the rest of the week.

Email from Ken Knowlton

Ken Knowlton had emailed to see what the next step for one of our junkyard concerns off of Nedeau Lane and Bailey Hill Road. The Board reviewed the next step which is sending a letter stating that he is in violation and informing the property owner that the normal time to correct the concerns in 30 days. The Board knows that the weather will not allow an inspection sooner, so in reality he will get until Spring to take care of any concerns. The Select Board will give him until March 31, 2017. Sara will draft this letter for next week's meeting and will include the inspection report from the junkyard dog so the resident knows what needs to be taken care of.

Sara will email Ken and let him know that we will be sending the property owner a letter and inform him of the deadline.

Camper/Trailer

There is a camper/trailer on Nedeau Lane that the roof has caved in. We reached out to NHMA regarding this and will send a letter to this owner stating that with a recent inspection of neighboring parties, we noticed there is a trailer and the Town is reaching out regarding clean up. This letter will also inform the owner that the normal time to correct the concerns is 30 days but due to the weather we will not be able to get out there and inspect the property. This will allow them until the Spring to take care of this.

Plumer- Intent to Cut

Daniel Plumer submitted an Intent to Cut. He is past due on his taxes so a bond is required. Sara drafted a letter requesting this bond of \$42.00. **Christina motioned the letter to request a bond for the Intent to Cut for Plumer, John 2nd, so voted.**

Holiday Luncheon

Last year we had a Holiday Luncheon with the employees and it was decided to have it again this year. Everything will be the same as last year after we confirm a date. John will check tomorrow to see what he has for open dates and get it to the Select Board. Once the date is done, Sara will send out the invite and will have the employees contact Christina on her cell phone if they would like to bring something to the luncheon.

Gifts/ Food donation

The Town has not been approached to do the gifts this year. However, the Town will be doing the food baskets and are taking ideas for names. Christina has two recipients in mind to give the baskets to.

Bridge Issue/Response to Mr. Cross- Province Road

A resident that was out for a hike informed the Town that the bridge that is off of Province Road on Coolidge Lane is damaged. Sara reached out to NHMA to see what the Towns responsibility and liability is regarding this and NHMA stated that since it is a Class VI road, the Town is not responsible for maintaining it and is not liable if anyone gets hurt.

It was agreed that we should look further into our options to see if we should put this on a warrant to make it a Class A hiking trail. Per NHMA, if this becomes a Class A trail the Town still has no responsibility and is still not liable.

Kyle is concerned about anyone who has property abutting beyond it that they may not have access to the property.

Kyle recommended doing a warrant just as an informational. Sara will contact NHMA to see if us putting jersey barriers on the road count as putting money into the road and will see if the Town putting a sign up is considered putting money into the road. We don't want to take any chances of doing something that we are not supposed to and lose the Class VI Road status.

Sara will check with Glen to make sure that there is a sign on the road already that states it is a Class VI Road, like the others have. Sara will also see how many landowners are off this road that may lose access to this road if it is changed to a hiking trail.

Sara will send Mr. Cross a letter explaining that the Select Board has looked into options and are weighing these but hasn't made a final decision yet.

Town property sale

Christina mentioned that the Select Board should review this and be prepared to discuss this at one of the next meetings.

Ethier Excavating

Christina asked that the Select Board review the information on this and be ready to discuss this at the December 13, 2016 meeting.

Mapping Contract

The Town received the Mapping Contract for Avitar. This contract is only for a year. The Select Board agreed to sign the contract. **Christina motioned to sign the Avitar Mapping Contract, John 2nd, so voted.**

Assessing Contract

The Avitar Assessing Contract is a 5 year contract. It was decided to do a request for proposal (RFP) to get other quotes. Sara had already sent this RFP draft to Christina. She will review this so we can get this out.

Resignation from the Trustee of the Trust Fund

Celine Richter gave her resignation from the Trustees of the Trust Fund. This will be announced at the meeting next week. Sara will look into who nominates someone to replace her.

DES Letter

Sara explained that the Town received a letter from Department of Environment Services (DES) stating that the sampling results that were due by June 15, 2016 have not been received from Groton. Sara called Suzanne Wall who stated that she downloaded it on the portal but it must not have gone through. She will send it again and will take care of sending a letter to the DES within 45 days with an explanation. Sara informed our contact at DES of this and asked that they let her know when this is received. Suzanne also said that she will send the Town the receipts that it was received.

Stipends for December

The Select Board decided that the stipends should be paid on Tuesday, December 20, 2016 so that employees have these before Christmas.

Christina motioned to go into non-public session pursuant to RSA 91A:3 II (a) and (b) at 6:45pm, John 2nd, so voted.

Christina motioned to return to public session at 7:00pm, John 2nd, so voted.

Christina motioned to seal the non-public minutes, Kyle 2nd, so voted.

With nothing further to discuss, Kyle motioned to adjourn at 7:40pm, John 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant