

Town of Groton
Select Board Work Session Minutes
December 20, 2016

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

Christina called the meeting to order at 5:04pm.

Christina motioned to go into non-public session pursuant to RSA 91-A:3, II, (a) and (b) at 5:06pm, Kyle 2nd, so voted.

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

Bridge design proposals

There were three companies that submitted proposals; KV Partners, Right Angle Engineering and Holden Engineering. KV partners submitted a proposal with a cost of \$36,500.00 which includes the survey and base plans, geotechnical, preliminary design, final design and bidding assistance, etc. Right Angle Engineering submitted a proposal with a cost of \$22,950.00 which includes the base plan, preliminary engineering design, final engineering design, NH DES permits and other expenses. Holden Engineering submitted a proposal with a cost of \$48,459.11 which includes meetings, base plan, permitting, preliminary designs, final designs, labor costs, geotechnical services, etc.

The Select Board felt that, to be fair to all parties involved, that they shouldn't just look at the price. They decided to each take home a copy of the proposals and review them in their entirety and get back to Sara by Friday with their choice. ***Christina motioned that a majority decision for the bridge proposal will be approved by Friday, John 2nd, so voted.***

Signing of checks

There are no meetings for the next two weeks so the Select Board will have to come in to sign checks. Christina will be out of state. Sara will text Kyle and John when checks are done and ready to be signed.

Budgets

The Select Board met to discuss the budgets. They decided to go over each section individually to decide if any changes are needed and if a second meeting is necessary.

Executive

The only change was to the Salary. Sara had included her back up's rate, which she doesn't have right now. The Select Board decided to remove this and base this section on an estimate if Sara was to get a 3% merit increase at her review. The 3% would bring her up to \$41,509 so it was agreed to make it \$41,550. There is no need for an additional meeting.

Town Clerk/Tax Collector

The only change was to the Salary. According to the MRI wage study, the Town Clerk should be making \$28,048 a year. This should be reflected. Also, it was agreed to increase the deputy to \$15.85 at review time. There is no need for an additional meeting. The Board agreed to present this as part of the budget and not as an additional warrant article.

Financial

This will have to be revisited for the auditing once we get all final quotes. Also it was agreed to increase the Treasurer to \$3,000.00 a year which would be \$250.00 a month like all other Stipends. A second meeting in January is required for the auditing quotes only.

Legal

It was agreed for the Attorney fees to combine general and junkyard and decrease the overall amount for this to \$10,000.00. It was also agreed to decrease the junkyard compliance to \$2,000.00. There is no need for an additional meeting.

Personnel Administration

Sara provided two options. One for the current full time employees and one for if we were to add on a full time officer. The difference for these two was about \$22,500.00. This will have to be revisited dependent on full time vs part time officer. Sara will also run the numbers again based on EJ's actual raise since it was decided today. A second meeting in January is required.

Planning Board

The Select Board does not feel that they can justify a stipend for the Planning Board. They will have to discuss this with the Planning Board. A second meeting in January is required.

Zoning Board

There were no changes. There is no need for an additional meeting.

General Government Buildings

There were no changes. There is no need for an additional meeting.

Cemetery

The Select Board discussed lowering the Site Work for River Road Cemetery to \$3,000.00. They will discuss this with the Cemetery Trustees. A second meeting in January is required.

General Insurance

There were no changes. There is no need for an additional meeting.

Advertising Regional Association Dues

There were no changes. There is no need for an additional meeting.

Other General Government

There were no changes. There is no need for an additional meeting.

Police

The first change is to the Police Chief Wages. This should be changed to \$56,375 based on his evaluation. Also it was agreed to change the part time salary, running an estimate of \$18.00/hr at 30 hours a week to make it \$29,000. The Select Board decided to reduce Animal Control to \$500.00 and the SOU to \$1.00. It was also decided since funds are being encumbered for the Impala, that there is no need to get a new/used vehicle this year. A second meeting in January is required.

Fire

There were no changes. There is no need for an additional meeting.

Emergency Management

There were no changes. There is no need for an additional meeting.

Highway

The first change is to Road Agent Wages. He didn't put in for a raise but may be getting one. The Select Board based this on if he was to get a 2.5% raise, which would be \$0.50/hr making his hourly rate \$20.50. This would be \$37,310/yr. It was also agreed that the vehicle payment would be \$0.00 and removed next year. The Select Board has a few other concerns that they would like to meet with Glen on. A second meeting in January is required.

Transfer Station

The Select Board didn't make it through the entire budget the first time around with Joe and Richard so a second meeting in January is required. The Select Board would like this meeting to be with Joe only as he is the Supervisor.

Sara will reach out to Suzanne Wall and the other company on Landfill costs.

Health

It was agreed to change the legal line Change legal to \$1.00. It was also agreed to only go with the agencies we have in the past and not to take any new ones on this year as we need to watch our spending with other projects that need to get done in the Town. There is no need for an additional meeting.

Welfare

There were no changes. There is no need for an additional meeting.

Parks Recreation

It was agreed to look into the cost of doing an additional cleaning of the Porta-Potty at the park during July and August. Sara will pull this information and this will be discussed later. A second meeting in January is required.

Library

There were no changes. There is no need for an additional meeting.

Patriotic Purposes

There were no changes. There is no need for an additional meeting.

Conservation

There were no changes. There is no need for an additional meeting.

Encumbrances

The Select Board received two requests to encumber 2016 funds.

The first one is from the Police Department. EJ supplied a quote for \$1,200.00 to replace the Rocker Panels on the Impala. The second one is from the Cemetery. Elizabeth requested to encumber \$400.00 for tree removal as G.R. Hansen has a contract to do this job. ***Christina motioned to encumber \$1200.00 for Larrys Auto and \$400.00 for GR Hansen pending contract, Kyle 2nd so voted.***

Clean up project

The Select Board discussed the clean-up project from 559 North Groton Road. The wages were paid out of the Highway Department line. After some discussion it was agreed this should stay there as they were working for the Highway Department. Sara will look into where the dumpsters and equipment rentals were charged to. We believe we were told to set up an In and Out fund for this. This should be moved to one of the Health lines. Sara will also check with Laura Spector to see what the next step is since they haven't made payment yet.

2016 final bill submission dates

January 9, 2016 was set for the date for submission of bills to be paid out of the 2016 budget. These will be paid on January 10, 2016.

Inventory penalty abatement - New England Hydro

New England Hydro was charged an inventory penalty even though they turned their form in before April 15th. Therefore, the \$50.00 fee needs to be abated. ***Christina motioned to abate the \$50.00 Inventory penalty for New England Hydro, John 2nd, so voted***

Intent to cuts

The Select Board received two intent to cut requests. The first one is for Map 2 Lot 48. There are no back taxes owed. ***Christina motioned to sign the intent to cut for Map 2 Lot 48, John 2nd, so voted.***

The second one is for Map 7 Lot 46. There are no back taxes owed for this property. ***Christina motioned to sign the intent to cut for Map 7 Lot 46, John 2nd, so voted.***

Powrpoint Contract

Powrpoint is the company we use for our generator. We received a new contract for 2017. The pricing and everything is the same as last year. ***John motioned to sign the Powrpoint contract, Kyle 2nd, so voted.***

Select Board Meeting schedule

The Select Board made the decision to make the Select Board meetings every other week a permanent decision. The meeting dates for January are January 10 and January 24.

Work Session Meeting schedule

The Select Board agreed to have Work Sessions every week at 5pm through Town Meeting. It was agreed that they only need to meet every week for budget and after budget and Town Meeting only meeting every other week with the Select Board Meetings. The following is the schedule for January:

1/9 6pm: Budget

1/10 5pm: Budget, few other things, Meeting with EJ at 5:00pm

1/17 5pm: Budget- Sara will schedule meetings with the Department Heads that we need to meet with

1/24 5pm: Budget

1/31: 5pm: Budget- Sara will schedule meetings with the Department Heads that we need to meet with

Evaluations

The Select Board needs to do the evaluations for Sara, Glen and Joe. They will have their input ready for the meeting on January 9th. Sara will email the blank evaluation form to the Select Board.

Ethier-excavating and gravel issues

Sara will resend the Ethier emails to the Select Board and they should be prepared to discuss at the next meeting.

Town Owned Property

Sara received some information regarding the sale of this property from the attorney and forwarded it to the Select Board on Monday. The Select Board will be prepared to discuss this at the January 10 meeting.

Abatement/Tax Supplement questions

Mark from Avitar called Sara about a few properties whose taxes were billed incorrectly. This is due to Maps and Lot numbers changing as of April 2017 but the new tax and map were on the deed so the information was changed on the wrong account. Sara has changed this information in Avitar to be correct but Mark stated that abatements and tax supplements will have to be done so Sara printed these up. Christina didn't think it would need to be done and requested that Sara talk to Ruth about this. Sara will talk to Ruth about these and if needed have Select Board come in and sign.

Christina motioned to go into non-public session at 8:40pm, John 2nd, so voted.

Kyle motioned to return to public session at 8:56pm, John 2nd, so voted.

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

With nothing further to discuss, Kyle motioned to adjourn at 8:57pm, John 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant