

Town of Groton
Select Board Work Session Minutes
January 24, 2017

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

Absent: Christina Goodwin

Kyle called the meeting to order at 5:05pm.

Cemetery Budget

John asked Sara to look into the Cemetery RSA's to see about the funds and the requirements for funding. Sara pulled them up and it does state the Town needs to appropriate funds for cemetery maintenance. Sara will reach out to NHMA to see if the Select Board has any control on how they spend their funds.

Sara- Budget Meeting

Executive

Sara explained that the only change to this is to the Administrative Assistant's wages to reflect the merit increase. This brings it to \$41,974.40/yr so this was rounded up to \$41,975.00.

Financial

The MS-535 audit needs to be decided upon to complete the auditing section under this budget. We had received some MS-535 quotes so it would depend on who was chosen. The Select Board was leaning towards Melanson and Heath after the first review.

Sara reached back out to both quotes provided to inquire on the cost for quarterly check- ins. Melanson and Heath will be \$525.00 a year and quarterly would be an extra \$1000.00. The Select Board agreed that we should have them come in quarterly for the first year only.

Their original quote was \$3,750.00 and with the quarterly charges of \$1,000.00 would make the auditing costs \$4,750.00. Sara updated the budget spreadsheet and will reach out to Melanson and Heath to get an updated contract.

Personnel Administration

The budget would change if the full time police officer is passed. The difference between adding a full time officer and not was \$22,511.00. It was agreed to keep it without the Full Time officer for now and to give EJ the amounts for the warrant article that he will be submitting.

Parks

The only thing here that needs to be completed is under the portable toilet. Right now the portable unit is about \$935.00 a year. If we added on the additional cleaning for the months of July and August as discussed it would be an extra \$40 per month bringing it to \$1,015.00/yr. It was agreed to increase this and do the extra cleaning.

Kyle asked about the electrical at the Park. Sara will look into where this stands. Also will see if this was a warrant article or how we voted on it in the past.

Sara's evaluation signatures

Sara didn't have any questions or comments on the evaluation and she signed it. **Kyle motioned to sign Sara's evaluation, John 2nd, so voted.**

Warrant Articles

Sara printed out a very rough draft of the warrant articles that have been presented but obviously some changes will have to be done once everything is finalized. A few things that need to be updated or discussed for next week's meeting:

- Sara will follow up with EJ on the Full Time Police Officer Warrant Article
- Sara will update the warrant with the updated operating budget
- Sara will put some wording together about the spraying of the power lines. This warrant should mention that it is clarifying the warrant articles from 1972 and 2009.
- Province Road- need to decide if we are going to do a warrant article to make this a hiking trail, etc or if we are going to leave it as is
- May need to increase the amount that we put into the Truck/Sander fund
- May need to increase the amount that we put into the Public Works fund since we are starting the process on the new building
- Decide if we are going to do the North Groton Road project this year or not because of the Atwell/Orange Brook Bridge
- Get the amount of the bridge work to put into the warrant article
- Get the amount of the plans for the Public Works Department so we can put in the correct amount on the warrant article
- Decide if we want to do the mini excavator this year or put it off another year because of all the other projects

Groton Historical Society submitted a letter requesting the Board to consider moving their funds to a budget line item instead of a Warrant Article. Kyle thinks this should stay as a Warrant Article like we have done every year as there must have been a reason we were doing it this way. He doesn't think it should be a budget line. John agreed.

John mentioned that each year we put money into the Fire & Equipment Fund but he doesn't think we are ever going to have our own Fire Department. Kyle and Sara explained that the Town voted on this so Kyle thinks we should keep adding to it each year. Sara explained that it can be for fire related items not just a department. We looked into it last year and we can use it for the pump stations, etc and down the road you don't know what you will need or what will happen.

International

Sara will look into warranty and if there is anything is writing on the company giving us a trade in value once it was paid off.

Groton Wind

Sara will pull the agreement to see when we need to sign another one. Kyle thought this had to be done every five years and he thinks 2017 is the 5th year.

Kyle motioned to adjourn at 6:55pm, John 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant