

Town of Groton
Select Board Work Session Minutes
April 4, 2017

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

Christina called the meeting to order at 5:09pm.

Christina motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 4:30pm, John 2nd, so voted.

Christina motioned to return to public session at 6:30pm, John 2nd, so voted.

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

Department Head Meeting

Christina mentioned we need to set up a Department Head Meeting. It was agreed we should have Dave Switaj come in to meet with the Select Board and another company. Sara will reach out to Dave and find out where carbonite backs up.

The next department head meeting will be May 9th at 4:00pm. Sara will post this and let Department Heads know. Sara will ask Dave Switaj and Mike Lavelle from Certified Computers to come and see what time works for them; one will come in at 4:00pm and one at 5:00pm.

Miles- Perambulation

The Select Board reviewed the emails from Primex. Primex concerns are:

- WC would only apply to public officials and employees.
- Liability to public officials, employees and volunteers.
- Coverage would be per the terms of the policies for matters arising from official duties.
- If the attorney is talking about a way to appoint him as an official, then yes that would address it. If he's appointed a volunteer, it would only address liability coverage.

Sara will check with Primex to see if we put him on as a part time employee how will this affect Workers Comp due to the type of work. Once we get this information we will reach back out to Miles to see if he would be interested as being a part time employee.

Memo from Sara

Sara submitted a Memo regarding time off. She originally requested Tuesday April 25th through Friday April 28th off but they are leaving earlier for their trip so she is requesting Monday April 24th off as well. She is requesting to do payroll the Friday prior since she will not be here to do payroll and there is no one else that can do it. The Select Board approved her having Monday April 24th off and doing payroll the Friday prior. Sara will let the Department Heads know to turn in the timesheets by the morning on Friday April 21st.

The memo also requested time off for two upcoming appointments. The first request is to leave at 2:40pm on Tuesday May 16th and return for the meetings. The other request is to come in late at 10:30am on Wednesday, May 24th. The Select Board approved these days.

Check signing

Last time we had meetings every other week we only had one person come in and sign the checks. The Select Board wants to have at least two people come in. Sara will send the texts when they are done and the Select

Board will come out and meet. The Select Board will text Sara back and let her know if they are coming in or not so Sara can make sure we have at least two people.

MS-535

Christina asked the Select Board if they reviewed the MS-535 and if they had any questions or concerns. They did not have any questions or concerns. Sara has a few questions so she will email Patrick these questions. Sara will also inform Patrick that the Select Board would like to schedule a meeting with the auditors after the final report is done to go over their findings.

Building Committee Meeting

Christina recommended having Turnstone and CCI come to the Building Committee Meeting on June 6th to answer the questions regarding their proposals. The Select Board thinks this is a great idea. It was agreed to meet with them separately but make sure that the same questions are asked. Sara will ask the committee members to review the proposals and submit their questions ahead of time, by May 29th, so that she can create a list of questions to ask. It was agreed that we will meet with one company at 5:00pm and the other at 6:00pm.

Having no other business to conduct, Kyle motioned to adjourn at 7:00pm, Christina 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant