

Town of Groton
Select Board Work Session Minutes
November 21, 2017

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

Absent: John Rescigno

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

Budget Meetings

Town Clerk/ Tax Collector

Ruth met with the Select Board to discuss her budget.

TC Salary

Stayed the same. Ruth is not asking for an increase.

Deputy Wage

Ruth proposed a decrease of \$1,000.00 making it \$9,000.00 because Elizabeth makes less than Ann did.

Town Clerk/Tax Collector Dues

Stayed the same

Town Clerk Expenses

Stayed the same

Tax Collector Expenses

Ruth proposed a decrease of \$500.00 making it \$2,500.00.

Workshops/Seminars

Ruth proposed an increase of \$500.00 making it \$2,000.00 so Elizabeth can attend the workshops with her.

Telephone/Internet

Stayed the same

Computer Maintenance/Software

Stayed the same

Advertising

Stayed the same

Supplies-general

Stayed the same

Postage

Stayed the same

Election supplies/Expense (ballots, advertising, etc.)

Ruth proposed an increase of \$200.00 making it \$400.00 as there will be two more elections this year than last year.

Ballot Clerks

This was a different budget meeting as it was done in the Moderator's budget.

Checklist Supervisors

This was a different budget meeting as it was done in the Supervisor's budget.

Mileage

Stayed the same

The Select Board was okay with the Town Clerk/Tax Collector budget as is.

Christina motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 5:45pm, Kyle 2nd, so voted.

Christina motioned to return to public session at 6:15pm, Kyle 2nd, so voted.

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

Tax Rate

The Town received the preliminary tax rate so the Select Board wanted to go over options to lower it for the Town. Without adjusting the Town's portion, the tax rate would have gone up \$6.52 making the tax rate \$18.22 with the Town portion being \$3.51.

The Board reviewed options, by applying from \$75,000.00 to \$250,000.00 from the unassigned fund balance to bring the rate down. Applying \$75,000.00 from the unassigned fund balance, with the \$20,000.00 overlay it would make the tax rate go up \$5.64 to \$17.34 with the Town portion being \$2.62. Applying \$200,000.00 from the unassigned fund balance, with the \$20,000.00 overlay would make the tax rate go up \$4.07 to \$15.77 with the Town portion being \$1.05.

The Select Board ran the numbers with decreasing the overlay to \$10,000.00 and applying \$175,000.00 from the unassigned fund balance. This would make the tax rate go up \$4.25 to \$15.95 with the Town portion being \$1.24. The Select Board then ran the numbers with decreasing the overlay to \$10,000.00 and applying \$200,000.00 from the unassigned fund balance. This would make the tax rate go up \$3.94 to \$15.64 with the Town portion being \$0.93.

It was agreed to decrease the overlay to \$10,000.00 and apply \$200,000.00 from the unassigned fund balance to bring the tax rate to \$15.64. **Christina motioned decrease the overlay to \$10,000.00 and to apply \$200,000.00 from the unassigned fund balance to the tax rate, to approve the submission of the final tax rate to the DRA, and to come in and sign the tax warrant when it is ready, Kyle 2nd, so voted.**

Sara will write something up to show the increases and where it is.

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.

Memo from Sara

Sara submitted a Memo requesting the following time off due to Dentist Appointments:

- Wednesday, December 6, 2017: leave at 11:30am around 1:00pm
- Monday, December 11, 2017: leave at 2pm

The Select Board approved this time off.

She also requested the following time off to use some vacation time before the end of the year:

- Monday, December 25, 2017 through Friday, December 29, 2017: office closed every day. Sara will come in to do payroll and a few other things but the office will not be open to the public these days.

The Select Board approved this time off.

After that time there will still be some vacation time left over that she asked for permission to carry over the rest of the time to use after budget and Town Meeting are over. The Select Board approved this.

She also mentioned that we need to look at the comp time she is accruing right now with having meetings almost every week lately and this being a busy time of year and to not being to use it all. It was agreed that she will work 8:00am to 4:00pm on Wednesdays and Thursdays on the weeks of meetings. **Christina motioned to approve the time off requests, to allow the carryover of vacation time and for Sara to adjust her schedule on the week of meetings, Kyle 2nd, so voted.**

Employee Christmas Party

John emailed suggesting that we should discuss the Christmas party for the Town employees and when we want to do this. Last year we did it on December 13th from 12:00pm-2:00pm and Sara created a flyer for it. We should decide when we want to do it and what we want to do. It was agreed to do it on December 15th 12:00pm-2:00pm. We will reach out to the committees as well. It will be a Potluck and Sara will request that they RSVP what they will bring to Sara by the 12th. Sara will put the flyer together and get list of service years.

Storm Damage Concern

Bob Snively owns 452 Sculptured Rocks Road near the Atwell Orange Brook Bridge. The road washed onto his yard and he has large chunks of asphalt there. He has done some clean up but this requires other equipment. He said he talked to Glen and Glen told him to reach out to the Select Board office for assistance. This was Mother Nature causing this to happen not something the Town did. However, there are very large pieces of asphalt on his property. The Select Board agreed that they will drive by and take a look at it and get back to him after this has been done. Sara will call him and let him know.

Kuplin Building permit

Deb Johnson sent an email regarding the building permit for Casey Kuplin. She had questions regarding this and Sara sent it to see if anyone had responded as it was directed to Christina. Deb stated that if it was for storage of business related equipment or any other non-residential use a denial by the Select Board and referral to the Planning and Zoning Boards would have been more appropriate.

We put on the building permit that it is approved for storage but if intended for commercial use then must go to the Planning Board.

Sara will reach out to the Town's attorney to see if we need to pull it. Sara will let Deb know what was on the permit and that we are reaching out to the Towns attorney.

Sweeper

The Select Board has some concerns about the sweeper that the Town still has. Sara will talk to Glen and find out if we are paying for this by the day and will explain that it needs to go back to the company now as there is no need for it at this time with all of the other road issues going on.

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

Respectfully submitted,

Sara Smith
Administrative Assistant