

Town of Groton
Select Board Work Session Minutes
December 5, 2017

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

Absent: Christina Goodwin

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

Building Committee Meeting

In attendance: John Rescigno, Kyle Andrews, Robert Ellis, Glen Hansen, EJ Thompson, Tony Dacosta from Turnstone, Jamie Neefe from Stone River Architects, Will from Horizon Engineering and Sara Smith (AA)

Absent: Christina Goodwin, Slim Spafford and Stacy Clark

Turnstone presented new plans with changes from the last meeting. They incorporated a 75ft diameter for turning, they flipped sand and salt to be on opposite sides and they got rid of some parking that wasn't needed.

Glen asked if there are floor drains in the design. It was explained that they are because floor drains are a Department of Environmental Services (DES) requirement now to catch everything. They recently found out that DES tracks all oil and you have to register all tanks with DES and keep a log of when it is used. They track when you empty it, where it is going, how long, etc. It was asked how often you would need to empty the 5000 gallon holding tank. It would probably more than once a year and clean harbors or a company like that would pump it out.

Will went over the site plans that were done on the property based on the test pits that were dug for the sewer and for the storm water design. He explained that they ended up with wall on the back which is about 8ft at its highest and that was to prevent run off. They needed a ditch there so that the storm water didn't collect at the driveway and we are probably going to collect ground water because of the cut so they wanted to make sure they had proper ditching when they laid it out so that. The test pits showed that the soil isn't great and is pretty wet and they will be pretty deep in the cut in the back. Similarly near the sand/salt shed as the water runs down they will be sending it around the back.

They are looking at doing a culvert under the driveway. The original driveway permit had a culvert swale there to let the water run across the driveway but they prefer a culvert to avoid the potential icing issues and it is better to have it under.

Essentially what they did is pitching away from salt and sand and pitching away from garage that will send the water away from the buildings. There are a few locations for parking including the turning radius. They have a proposed well location but it can be anywhere just needs to be away from septic. They looked at a lot of different options for the septic but they had to move the septic because of the ground water issues and when going over the do over the different setbacks that they had to deal with it only left one real option for a

location for the septic. The septic system isn't huge but is a decent size and is designed for 300 gallons per day so it is big enough for what the Town needs and then some. The preliminary design is based on Presby but they could look at other options but it was agreed Presby is fine. They provided another small wall in order to preserve the Town Pound which is about 4 feet at its highest which could be built from rocks to keep the cost down. Glen asked if the back wall could be rock as well to keep the cost down. It was explained that since it is 8 feet at its highest it would need a lot of rocks but they can look at options for both. It will also depend on how much rock is on site.

They thought the Town wanted to leave the surface area as gravel or blue stone. The only thing that definitely needs to be paved out is under the salt/sand shed but the town would like to see the cost to pave it all because if it isn't paved with all the drainage from the swales and slopes there will be constant maintenance. There will be two options to pave it all or only pave under the salt/sand shed and then use a ledge pack with bluestone for the rest. That way we can see the price comparisons. Glen mentioned that the pavement would have to be thicker on the portion where the tractor trailers will be moving around because of the weight. There could be two different specs on the paving, one as a highway and one as a commercial spec because one side doesn't need to be as thick as the other. The thicker side would need 3 inches of binder and an inch and a half of top and the other would only need two inches of binder and an inch of top. The binder is key with the heavier equipment.

Goal would be to present the entire project to the building committee and select board which would include site foundations and then the building and then we would present it to the town. They will give a full package but broken down for costs. The original plan was to have the site work completed in 2018 and then the building in 2019.

Jamie developed the plan for the building based on discussions from the last few meetings. He explained that the plan hasn't changed besides it has more detail now. Above the sally port could be used as storage because there is head clearance. He showed different wall systems which Tony will price out when we get into that. There are standard metal building walls and there are different ways of skimming the shell. The basic one is your bag insulation with metal panels on the outside. These days they are using more and more the insulated metal panels which are a sandwich panel with metal panel on each side and insulation in between and go up to 6 inches. If it can be afforded then they suggest it and it would meet the requirements. It goes up a lot faster. Glen asked about spray foam. They explained that if it is spray foam you have to cover it because it is flammable so it would get pricey. They do have a product that is insulated with a vinyl skin and has bands that hold everything in place. It is more durable than the bags but still can be punctured. Tony said they did cost analysis on the two and it was so close that it wouldn't be worth going with the bags as they deteriorate and puncture etc. so the three inch insulated metal panel would be the way to go if it can be afforded.

They explained that they put some high windows to let some light into the garage. To help with grade the office is 7 inches higher than garage so you don't have to worry about water seeping in so there is a 7 inch step up there. A ramp may be needed but can be looked at later. For the shed, after the last meeting they switched the roof and swapped salt and sand. At the last meeting it was discussed that the committee preferred concrete walls so they will rugged in case anything pushes into it. They put 14 inch walls on it for now but cannot give exact until structural engineer looks at it so it could be 12.

There is no need for sprinkler since it is under 9000 square footage so that saves money there. All lighting will be LED now. There are some electrical efficiency rebates that the electric company gives back. We will want ceiling fans in the bay. They explained that Macro Air less expensive than the company Big Ass Fans. The fans work well for air flow and to dry things up. For the outside, we should be able to do lighting from the buildings to avoid poles but that would be up to electrical.

There were no additional questions regarding the plans. They looked good as to what was originally discussed that the committee was looking for.

Tony said they started the process for contractors and will tweak these a little and send out for pricing. They have already talked to site contractors that would be interested. There will be more questions once mechanical gets involved; such as oil, propane, etc. It was agreed on radiant slab for the garage and could do different for the rest of the building.

If there are questions is it easier to submit drawings or questions to Sara and then she can contact everyone to come look at it and agree on an answer. They left some plans for us to keep.

Budget Meetings

Advertising Regional Association Dues

Sara met with the Select Board to discuss this budget.

Advertising

Sara proposed an increase of \$300.00 making it \$800.00 because we went way over last year to advertise for many positions and still have a few open positions.

Dues

Sara proposed an increase of \$25.00 making it \$1,975.00 because the NHMA dues are \$1,050.00 and the North Country Council dues are \$925.07.

The Select Board was okay with the Advertising budget as is.

Executive

AA Wages

Sara proposed an increase \$1,269.00 making it \$43,244.00 to have room for a 3% merit increase of \$0.61 for 2018.

Selectmen's stipend

Stayed the same

Moderator/Assistant wages

This was a different budget meeting but this did increase by \$300.00 to \$450.00 because of more elections.

Other Town Meeting expenses

Stayed the same

Meeting expenses

Stayed the same

Contracted services (web hosting)

Stayed the same

Workshops/Seminars

Sara proposed an increase of \$100.00 making it \$400.000 to cover the moderator too. Also, we may want to increase it more to reflect any training for the Select Board members.

Telephone/Internet

Stayed the same

Mileage

Stayed the same

Supplies

Stayed the same

Postage

Stayed the same

Furniture/Fixtures

Stayed the same

Office Equipment Maintenance

Stayed the same

Hiring expenses

Stayed the same

Computer/Computer software maintenance

Stayed the same

Other office expenses (CU recordings, etc.)

Stayed the same

The Select Board was okay with the Executive budget as is.

Financial Administration

Financial Reporting (Town Report)

Sara proposed an increase of \$50.00 making it \$1,000.00. Last year the Town Report was \$983.85 and they are expecting it to be the same this year.

Auditing

Stayed the same; waiting for costs

Assessing

Stayed the same; waiting for costs

The Select Board was okay with the Financial Administration budget as is.

General Government Buildings

Town Hall Repairs & Maintenance

Stayed the same

Town Hall Repairs & Maintenance Wages

Stayed the same

Town Garage Repairs & Maintenance

Stayed the same

Transfer Station Repairs & Maintenance

Stayed the same

Cleaning supplies

Stayed the same

General Supplies

Stayed the same

Contracted Services (security, elevator)

Stayed the same

Town House Electric

Stayed the same

Town Heat

Stayed the same

The Select Board was okay with the General Government Buildings budget as is.

General Insurance

Property/Liability

Sara proposed a decrease of \$734 making it \$8,108.00 due to the quote we received in the mail from Primex showing the decrease.

Workmans Compensation

Sara proposed a decrease of \$561.00 making it \$5,432.00 due to the quote we received in the mail from Primex showing the decrease.

Unemployment Compensation

Stayed the same

The Select Board was okay with the General Insurance budget as is.

Legal

Claims, Judgements and/or Settlements

Stayed the same

Attorney Fees- General Advice

Stayed the same

Junkyard Dog

Stayed the same

The Select Board was okay with the Legal budget as is.

Other General Government

Exigent/Hazardous Circumstances

Stayed the same

Forestry

Stayed the same

Tax Mapping

Stayed the same

Grants

Stayed the same

The Select Board was okay with the Other General Government budget as is.

Parks Recreation

Maintenance of Parks

Stayed the same

Maintenance of Recreational Facilities

Stayed the same

Porta Potty

Stayed the same

Advertising

Stayed the same

Tapply Thompson Center

Stayed the same

Electricity

This line is new this year because of the electricity at the park.

The Select Board was okay with the Parks and Recreation budget as is.

Patriotic Purposes

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Stayed the same

The Select Board was okay with the Patriotic purposes budget as is.

Personnel

Benefits not allocated to department (NHRS)

Sara proposed an increase of \$550.00 making it \$23,750.00 due to increases in wages from last year.

Life and Disability

Stayed the same

Medical Insurance

Sara proposed a decrease of \$2,000 due to the rates decreasing with HealthTrust.

FICA/Medicare

Stayed the same

The Select Board was okay with the Personnel budget as is.

Welfare

Dues

Stayed the same

Direct Assistance

Stayed the same

Tri-County Community Action

Stayed the same

Grafton County Senior Citizens

Stayed the same

Other Vendor Payments

Stayed the same

The Select Board was okay with the Welfare budget as is.

Health

Salary

Stayed the same

Supplies/postage

Stayed the same

Mileage

Stayed the same

Training

Stayed the same

Dues

Stayed the same

Water testing

Stayed the same

Legal

Stayed the same

CASA

CASA requested an increase of \$250.00 making it \$500.00 for 2018.

Mid State Health

Mid State requested an increase of \$350.00 making it \$400.00 for 2018.

Pemi-Baker

Pemi-Baker requested an increase of \$9.00 making it \$2753.00 for 2018.

Voices against Violence

Voices Against Violence requested an increase of \$50.00 making it \$550.00 for 2018.

Genesis

Stayed the same

The Select Board was okay with the Health budget as is.

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.

It was decided after a drive by that we will remove it since it is the Town Road and cannot be moved by the resident we will have Glen remove it. Sara will talk to Glen about this.

Tree Down on North Groton Road

A tree fell in October on North Groton Road near 261 North Groton Road. There was a school bus that had a bus full of kids and couldn't get by. The Police Chief and the Road Agent were there and it was decided to

move it out of the road so the bus could get by. This was moved on to the right of way near 261 North Groton Road and is still there. The resident called requesting that it be removed. Since this is a state road Glen was going to reach out to Brian Sousa regarding this. The tree is still there. Sara will follow up with Glen on this.\

Park Electricity

There was a question of there was a lock put on the box at the Park. Sara will check with Glen or Gary regarding this.

Kuplin Building permit

We discussed at the last meeting and due to the request from the Planning Board and guidance from our attorney it was agreed to revoke this. Sara had emailed him with some questions regarding this. In the meantime he met with the Planning Board and they informed him it has been revoked and of what his next steps should be. Casey emailed Sara after that meeting requesting a meeting with the Zoning Board which Sara forwarded his email and request to the Zoning Board. She has not heard back so she is still working with the Zoning Board to make sure they have set up a meeting for him.

A few updates

- John Faucher called today to let us know he will get the equipment off the property this week. He said he was told this was in the meeting minutes. Sara explained that a letter was sent to him on November 16th, 2017 to his PO BOX. He said he never received it but will remove the equipment.
- Sara sent an email to ServPro last week to get an update on the building and they stated as of 11/16/17 ServPro had completed their work and recommended reaching out to Tim Crowley or Primex to see what the next step should be. Sara did email them on November 29th and again on December 4th and called December 4th to get an update. She has currently been playing phone tag with Primex on this. Sara will ask if we can do spray insulation.
- Sara emailed the attorney regarding the Coutu property on November 7th and she said she received what Sara sent but has been very busy. Sara still has not heard from her so she reached back out to her today and is waiting for a response.
- Brock- they are cleaning up
- Sara has talked to clean harbors regarding the fuel spill at the Town Garage and we are waiting for a quote.

Christina motioned to return to public session at 9:38pm, Kyle 2nd, so voted.

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

Having no other business to conduct, Kyle motioned to adjourn at 9:40pm, Christina 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant