

Town of Groton  
Select Board Work Session Minutes  
January 16, 2018

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

**Absent: Christina Goodwin**

**John called the meeting to order at 4:31pm.**

**John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 4:31pm, Kyle 2<sup>nd</sup>, so voted.**

**John motioned to return to public session at 5:30pm, Kyle 2<sup>nd</sup>, so voted.**

**Kyle motioned to seal all of the non-public minutes, John 2<sup>nd</sup>, so voted.**

***Highway Budget***

Robert Ellis met with the Select Board for a second meeting to discuss the Highway Budget.

**Highway Administration**

Wages

The original budget that was submitted had this staying the same. Bubba said that the job is worth more than the \$20.00/hr. He feels that it is very low considering what you are responsible for.

The Select Board should come back to this once a decision is made on the position and it is decided what they want to offer the person.

Assistants

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Telephone

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Training/CDL Testing

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Electricity

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Heating fuel

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Mileage

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

Membership/Dues

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

### Supplies

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

### **Highway Streets**

#### Vehicle-Equip Maintenance and Repairs

The original budget that was submitted had this having an increase of \$2,000.00 making it \$12,000.00. For 2017 this line was over budget ending the year at \$14,254.27. It was agreed to make this \$15,000.00.

#### Equipment Rentals

The original budget that was submitted had this staying the same. It was agreed to change the name to "Contracted Services/Equipment rentals" to cover any work that needs to be contracted out and to make this \$15,000.00 for this year. This year will be our test run year to see if we need to increase this line next year.

#### Material

The original budget that was submitted had this having an increase of \$3,000.00 making it \$9,500.00. We spent \$6815.50. It was agreed to lower this \$5000.00 and move the rest to Contracted Services/Equipment rentals.

#### Signs

The original budget that was submitted had this having an increase of \$200.00 making it \$600.00. It was agreed this is okay how it is.

#### Uniforms

The original budget that was submitted had this having an increase of \$150.00 making it \$500.00. It was agreed this is okay how it is.

#### Tools & Equipment Purchases

The original budget that was submitted had this staying the same. We lost some tools when Glen left so it was agreed to raise this to \$2,000.00.

#### Gas

The original budget that was submitted had this staying the same. It was agreed to lower this to \$500.00 since we only used \$78.88 last year.

#### Diesel

The original budget that was submitted had this staying the same. It was agreed to lower this to \$15,000.00 and move the rest to Contracted Services/Equipment rentals.

#### Salt, Sand, Deicer

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

#### Hydrants

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

#### Culverts

The original budget that was submitted had this staying the same. It was agreed to lower this to \$1,500.00 and move the rest to Contracted Services/Equipment rentals.

#### Safety

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

#### Tree Maintenance

The original budget that was submitted had this having an increase of \$300.00 making it \$1,000.00. Glen explained there is a lot of overhang that needs to be cut back. He also talked about possible hiring a tree company to trim this back. It was agreed to try to do what we can with the \$1,000.00 this year and then increase it next year if needed. Keep as is this year.

#### Utility Charges, street lights

The original budget that was submitted had this staying the same. It was agreed this is okay how it is.

#### Other questions/concerns

The Select Board was okay with the Highway budget as is. Bubba did ask if he was to get internet, where would it go in the budget. It would go under telephone and we could change it to telephone/internet. He will get some prices.

#### ***Planning Board Budget***

Deb Johnson and Pam Hamel met with the Select Board for a second meeting to discuss the Planning Board budget. The only part that there were questions on that needed to be discussed is the Master Plan and Zoning as the rest of the budget was okay.

#### Master Plan & Town Planning

Deb proposed an increase of \$15,500.00 making this \$16,500.00. Deb explained this would be our cost to end up with a Zoning Ordinance with Master Plan being completed first, updated with committee feedback, assistance of Steve Whitman for any legal view to bring the ordinance to the Town in 2019 to be a warrant article. This is all of the phase 2 planning on Steve Whitman and work with the Citizens Planning Committee. This will include a draft of the zoning ordinance to be brought to the Town for vote in 2019; there will be mailings, engagement format, etc.

Cost for a one year project, includes:

- community informational meetings
- public hearings
- postage
- copies, labels & envelopes

All costs/expenses relating to Town Planning for consultants, (professional & legal) is also included under this line-item. These expenses are off-set by a grant from the NLRA equaling \$6,000.

It does cost to hire a consultant and an expert that has experience in writing zoning ordinance and to send to attorney to make sure it is done correctly. As long as it is done correctly ahead of time there will be enough knowledge, meetings, etc.

Everything that we do up through the Town Meeting is paid for with the costs we have paid so far including the upcoming Open House. Everyone is aware that if we don't get money at the March Meeting this is done unless grant money.

It was asked if this is better to do as a warrant article. Deb doesn't think so but she wanted to see what Pam thought. Pam explained that either way people will notice and look at it. The goal is to find out what the community wants to do, what their concerns are, etc. Pam thinks it should be in the budget and not a warrant article. The current zoning ordinance is currently nothing. There are different types of zoning so this will be

looking at all types and what is best for the Town. Steve is invaluable to this project with his knowledge. The committee is engaged which is great to see. The committee is really trying to get into the heads of the community to see what they want.

The Select Board agreed to keep this on the budget.

***Sara's Memo***

Sara submitted a Memo requesting time off for Wednesday, February 7<sup>th</sup> as it is the anniversary of Daryl's death. If there is snow on the 6<sup>th</sup> and the public hearing has to use the snow date of the 7<sup>th</sup> then she will be here for the public hearing but would still want the day off. **John made a motion to approve the time off request, Kyle 2<sup>nd</sup>, so voted.**

***Kuplin Building Permit***

Sara will forward the email from the attorney to Deb to make sure she is okay or to see if she wants to meet on this.

***Bond***

Sara will reach out for bond information on the Public Works building. She will ask for the full amount, the alternative costs and 1.5 million. Sara will also look wording for a warrant article for a bond.

***Next work session***

Sara will see if EJ can meet at 4:45pm on 1/23/18. The Select Board will start with the Police Budget and will meet to do budget and warrant articles after.

**Having no other business to conduct, Kyle motioned to adjourn at 6:55pm, John 2nd, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant