

Town of Groton
Select Board Work Session Minutes
January 23, 2018

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

Absent: Christina Goodwin

John called the meeting to order at 4:48pm.

Budget Meetings

Police

Chief Thompson met with the Select Board to discuss the Police Budget.

Police Chief Wages

This didn't change from the first meeting so didn't need to be discussed.

Full Time Police Officer

This didn't change from the first meeting so didn't need to be discussed.

Part Time Police Officer

The Selectmen asked EJ if this is needed. For the last year he has been running the department and doing it all himself and there hasn't seemed to be a need for another officer. It has been working the way it is so the Select Board was thinking of making it \$1.00. EJ asked what happens when he is on vacation. John said it seems to be working now, we haven't had issues and he has gone on vacation without a part time officer here over the last year. The Select Board was thinking we should go another year without a part time officer and take it out of the budget and then if needed start looking at the end of next year and put it back into 2019 budget if needed.

EJ would like to continue to look for a part time officer. He has a few people interested. Kyle said we have been hearing that for years. John said it also seems that when we do get them we train them and they leave.

EJ said it is hard to remove it from the budget and then if we need it, it's not there. The Select Board agreed.

EJ said there are things that State Police will not come out for anymore such as some animal control, VIN checks, etc. He strongly is against lowering this line to \$1.00. Kyle said he doesn't think we should increase the line then but we can leave some in there in case we do find someone. It was agreed to make this \$25,000.00 so that we have this in the budget in case we find something. The Select Board would like to find someone that is already certified.

It was agreed that if we don't find anyone and are in the same position next year than we will look at making this line \$1.00.

Telephone/Communications

This didn't change from the first meeting so didn't need to be discussed.

Dues & Subscriptions

This didn't change from the first meeting so didn't need to be discussed.

Equipment Repairs/Maintenance

The Chief proposed a decrease from the first meeting of \$500.00 making it \$1,500.00. He had originally gone up but looking at end of year he went back down.

Office Supplies

The Chief proposed a decrease from the first meeting of \$1,000.00 making it \$1,500.00. He had originally gone up but looking at end of year he went back down.

NH Special Ops

This didn't change from the first meeting so didn't need to be discussed.

Dispatch Service

This didn't change from the first meeting so didn't need to be discussed.

Prosecutor- Plymouth Law Center

This didn't change from the first meeting so didn't need to be discussed.

Vehicle Maintenance

This didn't change from the first meeting so didn't need to be discussed.

Cruiser Equipment

This didn't change from the first meeting so didn't need to be discussed.

Uniforms

The Chief proposed a decrease from the first meeting of \$500.00 making it \$2,500.00.

Books/Periodicals

The Chief proposed a decrease from the first meeting of \$50.00 making it \$100.00.

Equipment (Guns, Ammo, Taser, etc)

This didn't change from the first meeting so didn't need to be discussed.

Mileage

This didn't change from the first meeting so didn't need to be discussed.

Postage

The Chief proposed a decrease from the first meeting of \$25.00 making it \$50.00.

Gasoline

This didn't change from the first meeting so didn't need to be discussed.

Advertising

This didn't change from the first meeting so didn't need to be discussed.

Training

The Chief proposed a decrease from the first meeting of \$1,500.00 making it \$2,500.00.

Animal Control

This didn't change from the first meeting so didn't need to be discussed.

Special Detail

This didn't change from the first meeting so didn't need to be discussed.

SOU Stipend

This didn't change from the first meeting so didn't need to be discussed.

Other questions/concerns

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

Other budget items

- Executive, Contracted Services: Sara proposed an increase of \$1,200.00 to cover the Forester charges on the report of cuts. The Select Board is okay with us.
- Highway Administration, Telephone: Sara explained that last meeting Bubba requested permission to get internet at the Highway so they have access to weather updates, etc. Currently the Select Board office pays \$20.00 a month so it should be around the same amount which would be \$240.00 for the year. Sara asked if we should increase this line to reflect these changes. It was agreed to increase the line.
- Email from Turnstone: Turnstone sent an email with the other charges to keep in mind. We will look at this next week when we look at the building costs.

John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 5:30pm, Kyle 2nd, so voted.

Kyle motioned to return to public session at 5:50pm, John 2nd, so voted.

Kyle motioned to seal the non-public minutes, John 2nd, so voted.

Warrant Articles

Sara went over all highlighted areas which are changes from the last meeting on warrant articles or are things we need to change or discuss. Sara explained we will want to get these ironed out because we will have to send them to the attorney for review before we have the hearing.

Operating Budget

Sara explained the amount will have to be adjusted once the budget is finalized.

Bond

Sara explained that she got some wording from NHMA for a bond and has bond information. She created a warrant article based on the wording received from NHMA but we would have to fill in the amounts. We are still waiting for Turnstone to submit the quote for the smaller building.

As noted in the notes from NHMA it states this needs to be the first matter on the warrant for Town Meeting. Sara reached out to NHMA to see if it can go after the operating budget or if it has to go before. It has to go before the operating budget but we can vote to come back to it at the Town meeting if the Town wasn't to do the budget first.

We will wait for more information from Turnstone and we will meet on Thursday February 1st at 4:30pm.

North Groton Road

The road committee never submitted anything for North Groton Road. Sara reached out to M. E. Latulippe last week to see what it would cost to complete the section that was reclaimed last year. She followed up on this today and they said they would have the number by the end of the week. Sara and Bubba discussed this as well. Bubba submitted an article requesting \$200,000.00 which would complete last year's section and he would like to do a 2 inch overlay on the rest of it. We are waiting for a quote on this as well and then will update this warrant article.

Groton Paved Roads

Bubba submitted a warrant article for Groton paved roads. We had already created one for \$20,000.00 but Bubba requested it to be for \$50,000.00 since the paving that was supposed to be done last year didn't get done and the funds were not used. The Select Board agreed to leave the \$50,000.00 and let the Town vote on it.

Emergency radios

Roger talked to Ossipee Mountain and the radios that we have are analog only which means we are not able to get in touch with those that use digital only such as Fish and Game, Forestry, etc. To upgrade to digital/analog radios would be \$1500.00 per radio which would include the radio, the charger, the microphone, etc. This is with the state contract rate which saves 30%. They would still be 5 watt portable radios. Roger was thinking we could just replace two this year and we can still use the analog ones we have as well so this warrant article is for \$3,000.00. The Select Board agreed that this warrant article should be submitted to the Town.

New Highway Truck

Bubba submitted a warrant article for a new truck for the Highway Department. He did some research and got quotes on Chevys and Fords with gas and diesel. He found a Ford gas for around \$33,000.00. We put the warrant article to \$35,000.00 to allow a small increase since it could be a few months until this was done. There was \$15,000 in the Truck/Sander Capital reserve Fund and we were requesting the \$10,750.00 that we got from Primex for the Ford F350 that we would put towards this, so technically the Town would only have to raise under \$10,000.00. Sara will look into if the SB 38 funds can be used towards this. She will have this information for the next meeting.

Radios

Bubba asked if he should submit a warrant article for new portable radios for the Highway Department. Sara will ask him to get quotes on two portable radios. If this is in before next meeting we can look at a warrant article for that.

Quote for Vehicle Maintenance

Bubba got a quote from Charlie Coursey which is for servicing and repairing the brakes on the 6 wheeler. This will be performed at the Town Garage and the cost for all parts and labor is \$1,950.00. Bubba wanted to make sure the Selectmen were okay with this before he moved forward. The Select Board is okay with the quote. Sara will let Bubba know that he can move forward with this.

Procurement Policy

Sara explained that we have found out that FEMA requires a procurement policy on file to get funding. Sara created a policy based on the information that was drafted in the financial policy but has never been completed. **John motioned to sign the Procurement Policy, Kyle 2nd, so voted.**

Building Permit- Map 5 Lot 101

The owners had submitted a building permit in 2014 for new building on their property on 12 Forest Hills Road. This building permit is for an addition to the outbuilding and 2x6 stick framed building with metal roof. They

had previously done the private road agreement and they have the PUC and the DES septic approval information. **Kyle motioned to sign the building permit for Map 5 Lot 101, John 2nd, so voted.**

Report of Cut/Yield Certificate- Map 9 Lot 1

The report of cut is for Map 9 Lot 1 on Old Coach Road that is owned by Green Acre Woodland and was for a cut of about 15 acres. The amount of the tax is \$217.31. The Forester reviewed this and is okay with it. **John motioned to sign the yield certificate and tax levy for Map 9 Lot 1, Kyle 2nd, so voted.**

Report of Cut/Yield Certificate- Map 9 Lots 2, 8, and 10

The report of cut is for Map 9 Lots 2, 8, and 10 on Old Coach Road and Groton Hollow Road that is owned by Green Acre Woodland and was for a cut of about 85 acres. The amount of the tax is \$3,651.19. The Forester reviewed this and recommended moving the quality of timber from poor to average which made the tax assessment 33%. **John motioned to sign the yield certificate and tax levy for Map 9 Lots 2, 8, and 10, Kyle 2nd, so voted.**

Road Grant SB38

The Town had received \$22,365.19 from the state for the SB38 grant. We need to decide what we want to use these funds for. The Memo from the State of New Hampshire DRA states that this could be carried over to this year. It also states that this money may not be used to supplant any locally budgeted and approved funds for road or bridge maintenance or construction. That means we should be careful to document that we are spending this money on new projects that were not included in your 2017/2018 budget. It mentions these funds can be used on equipment for local highway so Sara will reach out to see if this can be used towards a new truck with a plow.

North Country Council

Sara had reached out to North Country Council requesting a list of things that they do for the Town since we have had some concerns from residents. They do a lot for the Town including technical assistance, project development, Grant writing, grant administration, assistance with Census data, planning board items, community development and planning, etc. The Town has not been using them to the full potential.

Recently Sara reached out to the USDA for grant information for the Public Works Building, the bridge and a highway truck. USDA referred her to North Country Council which has offered to come and meet and discuss details on this which would be helpful. Sara asked if she should set this meeting up and if the Selectmen feel they should be there.

Also, Sara wanted to get the okay from the Select Board to go ahead and mail out the check for the dues now that we know what they do. The Select Board agreed to send out the check and is okay with Sara setting up a meeting on Grant information.

Kuplin Building Permit

Sara forwarded the email from the attorney to Deb to make sure she is okay with it or to see if she wants to meet on this. Deb is requesting a meeting with the Select Board. It was agreed to meet with the Zoning and planning after Budget hearing.

Employee Evaluations

Sara has received evaluations for Richard only. Bubba hasn't been in the position that long so Sara will meet with him and do them with him for the first time. Sara will follow up with Ruth on Elizabeth's. The Selectmen need to do reviews for Sara, Bubba, EJ and Norm. Sara will resend the email to the Select Board with evaluation and who you need to evaluate.

Town Report

Sara has been working on the Town report. There are still quite a few items she hasn't received so she will be reaching out to those departments. Sara completed the dedication and sent it to the Select Board for review. The Select Board still needs to complete their submission. Sara will see if Christina is still going to do this or not.

Next work session

The Public Hearing is February 6th. We need to make sure we are all set before then. We are meeting that night at 5:00pm to review everything since the hearing is at 6:00pm but we should also meet again before then. It was agreed to have a work session to finalize the warrant and the budget on Thursday February 1st at 4:30pm.

Having no other business to conduct, Kyle motioned to adjourn at 7:25pm, John 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant