

Town of Groton
Select Board Work Session Minutes
April 3, 2018

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

Absent: John Rescigno

Christina called the meeting to order at 5:13pm.

Meeting on Atwell Orange Brook Bridge

Mike Vignale from KV Partners LLC and Mike Latulippe from M.E. Latulippe Construction, LLC met with the Select Board to discuss the Atwell Orange Brook Bridge project. Christina explained that we wanted to have a conversation about what is happening next and to stress that we cannot ask for any more money. We understand that there is always the unknown that could happen and if it does we will handle it at that time. Mike Vignale stated that this is a pretty cut and dry project so there shouldn't be any issues but he agrees there is always the unknown that we cannot control. Mike Latulippe said as soon as the snow is gone and the roads aren't posted then they can start with the work.

Christina asked if they needed anything from the Town. Mike Vignale will contact the Department of Environmental Services (DES). The Select Board just has to sign the contract. Michie has a tentative scheduled delivery of June 18. The original scheduled completion date was July 31st but due to delays they would like to change that to September 30th. Mike Vignale will put together a change order. The Select Board can sign the contract tonight and they can send the change order over to be signed later. Mike Latulippe will be doing the bond and insurance and he will UPS this information tomorrow. The Select Board can come in to sign the contract when it is ready. **Christina motioned to sign the contract awarding the bridge project to M.E. Latulippe Construction Inc. conditional upon insurance, bonds and change order and the board will come in to sign these upon receipt, Kyle 2nd, so voted.**

Mike Vignale brought his contract for the additional costs for construction services. **Christina motioned to sign the contract for KV Partners LLC for construction services, Kyle 2nd, so voted.**

Bubba will follow up with the bus driver to make sure this won't affect their route. School ends June 22nd and starts the end of August. Kyle asked if there is a weight limit on the temporary bridge. It is about 100,000 pounds and is 14ft wide. We can put in the temp bridge and start taking down the old one while the new one is being made. The temporary bridge will be on the Orange Road side.

Mike Vignale mentioned that all the permits are ready to go. He brought the wetlands permits and shore land permit that need to be signed by the owner and the Construction Company. **Christina motioned to sign the wetlands permit and the shore land impact permit for the bridge project, Kyle 2nd so voted.**

Mike Vignale will communicate all information to Sara and she will forward the information along.

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

Christina motioned to return to public session at 6:25pm, Kyle 2nd, so voted.

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

Memo from Sara

Sara submitted a Memo requesting the following time off:

- Thursday, April 5th closing at 11:30am
- Tuesday, April 24th- Friday, April 27th
- Tuesday, July 17th-Friday, July 20th

Christina motioned to approve the requested time off as submitted, Kyle 2nd, so voted.

Transfer Station phone block

Norm came to Sara and mentioned that the Transfer Station has a block on their phone that doesn't allow them to make long distance calls. This has made it hard when they have had to call the State for road permits to exceed along with other things. They are requesting to have this block removed. Sara will call Fairpoint to have this block removed. **Christina motioned to approve the removal of the block from the Transfer Station phone, Kyle 2nd, so voted.**

Letter from Bubba

Bubba submitted a letter to the Select Board requesting that they revisit the internet at the garage. They do need it for weather but they also have been using it for looking up parts for best prices, looking up phone numbers for contractors and looking up on YouTube how to fix vehicles or other equipment. It is very difficult to find service at the garage. The Select Board declines the request for internet at this time and will revisit it at the end of the year.

Bubba's letter also informed the Select Board that it will take about 12 weeks for the new truck so we should see it around the first of July.

Letter on stop sign on Sculptured Rocks Road

Sara had asked EJ for a copy of the letter regarding the yield sign vs stop sign on Sculptured Rocks Road. In August of 2016 the Select Board and EJ both sent letters to the State requesting to change the yield sign to a stop sign on the intersection of Sculptured Rocks Road and North Groton Road, this request was also made in 2015. In March of 2017 we received a letter back stating that they reviewed the request and determined that the yield sign is the appropriate regulation as they have adequate sight distance and due to the daily traffic volume on North Groton Road is less than 400 vehicles per day (both directions) and Sculptured Rocks Road is less than 100 vehicles per day which allows adequate gaps for traffic to safely enter the intersection.

Christina will bring this to the Road Committee to revisit.

Hazard Mitigation Grant

In July and in October, there were opportunities to apply for a Hazard Mitigation Grant. Sara filled out the request for many things which were turned down except for one, which are the culvert repairs. The deadline is fast approaching with April 9th being the deadline but Sara is concerned about the money as the Town has to be prepared to provide 25% of the project which is about \$125,000.00 with Glens estimates. We didn't put this on the warrant this year because of everything else and with not knowing what was going to happen with it.

Sara has been very busy with budget, Town report, Town Meeting, inventories etc. that she just started to complete the paperwork but before she moved forward didn't know if we should wait to apply with the October storm to allow us more time to get the paperwork in. Sara will reach back out to her contact and ask a few more questions such as turnaround time, when the Town is expected to have the funds, since it is a reimbursement grant are we expected to have all of the funds up front, etc. If we are expected to have all of the funds up front then this isn't a good time to move forward with the project because of other more pressing projects such as road repairs, the bridge, etc.

Project Tracking Spreadsheet

Sara had resent the project spreadsheet that she had created. Christina made some tweaks and Sara forwarded it to all the Selectmen for review. Now we need to figure out the process on this. Should this be emailed to the Select Board or just saved on the desktop? What are the expectations of this spreadsheet as Sara provides a memo 1-2 times a month with what she has been working on?

It was agreed this should be emailed once a month the Monday before the 2nd meeting of the month.

Sara asked what they expect to be on it as it would be overloaded if she put everything that she is working on. It should be any projects we want to track such as ongoing projects not the everyday projects.

Recycling

Christina sent an email that the recycling costs are going up. Sara will talk to Norm about this and have him do some research on this. We should also look at our contract and see what this says. Sara will pull the contract.

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

Respectfully submitted,

Sara Smith
Administrative Assistant