

Town of Groton  
Select Board Work Session Minutes  
June 5, 2018

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

**John called the meeting to order at 6:00pm.**

***Meeting with Bubba***

*Driveway permit*

Bubba mentioned that he got his first driveway permit and it is from the subdivision on North Groton Road. There was a previous driveway permit on file that Glen approved for Chester Savage when he was the owner. Now there is a new owner and he is applying for a driveway permit. Bubba is thinking to give him what Savage had planned. For this one, he doesn't need a culvert because there is a culvert there that it will drain into. The Select Board agreed that he can approve this permit but he needs to note not to deviate from the original plan.

Bubba pulled a few other Towns driveway permits and they request more information, for it to be staked out, etc. John said we are okay to update the permit but we want to make sure what we require on it that Bubba is knowledgeable and trained to do.

*Truck*

Charlie Coursey sent over a quote to replace all pan and gaskets and change the oil. It will be \$975.00. The Select Board is good with this quote. Bubba will let Charlie know and have him set it up with Norm.

*Backhoe*

Charlie Coursey also sent over a quote for the backhoe service. This includes changing the oil and filters, change hydraulic fluid and inspect, change fuel filters, transmission filters, air filters, etc. It will be \$1,275.00. The Select Board is okay with this.

*River Road*

Bubba thinks we should do all the ditching and half the culverts this year. There are 12 total and 6 would need to be done now. The Select Board is good with this.

John asked if the snowmobile club has been in touch with Bubba yet. Bubba said they have and there is a plan.

*Culverts*

Bubba explained that he learned that for replacing certain culverts requires him to be culvert certified. He will look into what this entails or we may have to contract out this work.

*Update on Sculptured Rocks Road work*

Mike Ethier completed the project for clean-up and it looks a lot better. We are getting compliments from a lot of residents. The next step will be to fix the bad sections of the road. Bubba has already

reached out for some quotes on this and FEMA will most likely cover it but we may have to wait for the money to do the major repairs.

#### *Update on North Groton Road*

Bubba explained that he met with three companies regarding the North Groton Road Project. They have until June 18<sup>th</sup> to get in their bids to be opened at the June 19<sup>th</sup> Select Board meeting. There were four companies which were Bryant Paving, R & D paving, GMI Asphalt, and M.E. Latulippe Construction. Sara will follow up with them the Thursday before, June 14<sup>th</sup> and remind them to send the bids over if she hasn't received them already.

#### *Road damage from logger*

Sara had talked to Bubba about the area that was damaged by the logger. He is going to look at putting some type of sealant down. Sara will text Kyle to go look at it and he will let Bubba know his thoughts as well. When Bubba gets back from vacation he will fix it.

#### *Coverage for vacation*

Bubba leaves tomorrow for vacation. If there are any emergencies while he is out, Norm knows to get in touch with Ron and get the vehicles moved up here. He also knows to get in touch with Sara during business hours and Select Board after business hours. Jeremy also agreed to be on call in the case of a big emergency. There is no road work planned while he is gone but Norm will be mowing.

#### ***Pump Stations***

John called Roger and discussed the pump stations with him. Roger stated that the next step is to get quotes from companies to look at the two spots with him so he can explain what needs to get done. Sara will call Mike Ethier and Dave Leone and ask them to contact Roger so he can meet them at the site, explain what needs to get done, and get quotes. The Select Board would like to also be there. Sara will ask if they can all meet on Tuesday, June 19<sup>th</sup> at 5:00pm and then submit quotes.

#### ***Emergency Management***

It was agreed that we should set up another Emergency Management meeting. We also need to look at a Deputy. Originally there was discussion of Sara doing this but Sara thinks it should be someone who could be there anytime and at nights it is hard for Sara to leave with a child at home.

Sara will look into if all Selectmen should be NIMS certified.

#### ***Citizens Planning Committee (CPC) recommendations***

The CPC is looking for feedback from the meeting last week and what the Select Board suggests for things such as lot sizes, frontage, etc. It was agreed that this may take some time so the Select Board will meet on Tuesday, June 19<sup>th</sup> at 4:30pm to discuss this.

#### ***Select Board Member***

Sara explained that no one else has approached her about the Select Board opening. Kyle had mentioned that there was one person who was interested but he hasn't mentioned it again. Sara mentioned that he did contact her once but hasn't again and may be waiting to hear back from the Board. We are not sure if he is really interested. It was agreed to mention it at the Select Board meeting tonight and wait and see if that person or anyone else comes forward.

Sara had the following questions and/or concerns:

- Sara also asked who is going to be Chair now. It was agreed that John Rescigno will be the new Chair.
- Sara usually sends the meeting minutes to Christina when she completes them and Christina reviews them and makes suggested changes. Sara asked if she should send these to both of them or how they want to handle this. It was agreed that she will send the minutes to all Selectmen for review.
- Sara also usually sends Christina the agenda on Monday but only because Christina usually has things to add to it. Should Sara send this to the Board members or just post it online when it is ready? It was agreed to send the agendas to all Select Board members on Monday morning to see if they have anything to add to it.

***Memo***

Sara submitted a Memo requesting the following time off for dentist appointments:

- Monday, June 11<sup>th</sup> she would need to leave at 1:30pm for the day
- Wednesday, June 20<sup>th</sup> she would need to leave at 2:00pm for the day.

Sara also explained that she is still waiting to hear back about a doctor's appointment and will let them know when that is. **John motioned to approve the time off request, Kyle 2<sup>nd</sup>, so voted.**

**Having no other business to conduct, Kyle motioned to adjourn at 7:00pm, John 2<sup>nd</sup>, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant