

Town of Groton  
Select Board Work Session Minutes  
November 6, 2018

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

**John called the meeting to order at 4:00pm.**

***Tax Rate***

The Town received the preliminary tax rate so the Select Board wanted to go over options to lower it for the Town. Without adjusting the Town's portion, the tax rate would have gone up \$0.90 making the tax rate \$16.54 with the Town portion being \$4.07.

The Board reviewed options, by applying from \$75,000.00 to \$250,000.00 from the unassigned fund balance to bring the rate down. Applying \$75,000.00 from the unassigned fund balance, with the \$20,000.00 overlay it would make the tax rate go up \$.03 to \$15.67 with the Town portion being \$3.20. Applying \$200,000.00 from the unassigned fund balance like we did last year, with the \$20,000.00 overlay would make the tax rate go down \$1.52 to \$14.12 but the Town portion would still be \$1.65. Applying \$225,000.00 from the unassigned fund balance, with the \$20,000.00 overlay would make the tax rate go down \$1.83 to \$13.81 but the Town portion would still be \$1.34. Applying \$250,000.00 from the unassigned fund balance, with the \$20,000.00 overlay would make the tax rate go down \$2.13 to \$13.51 and the Town portion would be \$1.03.

The Select Board ran the numbers with decreasing the overlay to \$10,000.00 and applying \$200,000.00 from the unassigned fund balance. This would make the tax rate go down \$1.64 to \$14.00 with the Town portion being \$1.53.

It was agreed to decrease the overlay to \$10,000.00 and apply \$200,000.00 from the unassigned fund balance to bring the tax rate to \$14.00. **John motioned decrease the overlay to \$10,000.00 and to apply \$200,000.00 from the unassigned fund balance to the tax rate, to approve the submission of the final tax rate to the DRA, and to come in and sign the tax warrant when it is ready, Kyle 2<sup>nd</sup>, so voted.**

Sara submitted the numbers to the Department of Revenue. Once we get confirmation that this was received, Sara will run the warrant and let the Select Board know when it is complete so they can come in to sign it.

***Building Permit- Map 7 Lot 56***

The owners submitted a building permit for a 24x30 garage on their property on North Groton Road. **John motioned to sign the building permit for Map 7 Lot 56, Ron 2<sup>nd</sup>, so voted.**

***Holiday Dinner***

Alison Bagley requested to use the Town House on Sunday, November 18, 2018 from 11:30am-1:30pm for the Annual Turkey Dinner. The Select Board is okay with this. Sara will call Alison to confirm.

### ***Thanksgiving baskets***

A resident is donating five baskets and wants to remain anonymous. The Select Board agreed to deliver these on Saturday, November 17<sup>th</sup>, 2018. Sara will contact the resident and let them know. Sara also has a list of families that she will put together for the Select Board.

### ***Email from Concord Police Department***

The Select Board received an email from the Concord Police Department regarding the SOU and now that EJ is gone they were asking who the contact should be. It was agreed that the Select Board should be the contact so Sara will email back to let them know.

### ***Proposal from Credere Associates***

There is a new testing that needs to be done this year that tests for the presence of per- and polyfluoroalkyl substances (PFAS). This needs to be done before the end of the year. Sara talked to Credere who does our other landfill testing to see if they could do this as well and they can. They sent over a proposal for the Select Board to sign. **John motioned to sign the proposal from Credere Associates, Kyle 2<sup>nd</sup>, so voted.**

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

In attendance: John Rescigno, Kyle Andrews, Ron Madan, Robert Ellis and Sara Smith

Roger put together an organizational chart. Sara pulled one from another Town. Sara did research other Towns Emergency Operations Plan but they are either over 100 pages or part of their hazard mitigation plan.

Bubba got the notifications but Roger doesn't. We don't believe he has set up the computer yet as well.

Since Roger is not here it was agreed to have another Emergency Management meeting on November 20<sup>th</sup> at 6:00pm. Sara will call Roger to let him know that he has to be here as the Emergency Management Director. Sara will also have Roger bring the radios to the Town. We will do the dry run and come up with a plan from there. Sara will make an organization chart for the Town.

Bubba sent all of the pictures of the antennas to Ossipee. They need to be away from each other. Roger was supposed to get a quote on a base radio.

### ***Budget Meetings***

#### **Highway Budget**

Robert Ellis met with the Select Board to discuss the Highway Budget.

#### **Highway Administration**

##### **Wages**

There was a proposed increase of \$1,129.00 making it \$38,439.00. This is figuring a 3% increase, which would be \$0.62, based on 35 hours a week with 52 weeks. Bubba mentioned that this position is underpaid for what they are expected to do. The Select Board wants to come back to this.

##### **Assistants**

Bubba proposed an increase of \$3,000.00 making it \$30,000.00 which would be due to raises.

Telephone

Bubba proposed an increase of \$192.00 which would be to reflect the increase for internet.

Training/CDL Testing

Stayed the same

Electricity

Bubba proposed an increase of \$100.00 making it \$1,000.00. It was agreed to make this \$1100.00.

Heating fuel

Stayed the same

Mileage

Bubba proposed an increase of \$400.00 making this \$500.00.

Membership/Dues

Stayed the same

Supplies

Bubba proposed an increase of \$100.00 making this \$500.00.

**Highway Streets**

Vehicle-Equip Maintenance and Repairs

Stayed the same

Equipment Rentals

Stayed the same

Material

It was agreed to increase this to \$7,500.00.

Signs

Bubba proposed a decrease of \$100.00 making it \$500.00.

Uniforms

Stayed the same

Tools & Equipment Purchases

Stayed the same

Gas

Bubba proposed an increase of \$4,500.00 making it \$5,000.00 because the new Ford is a gas vehicle but the diesel was lowered due to this.

#### Diesel

Bubba proposed a decrease of \$5,000.00 making it \$10,000.00 because the new Ford is a gas vehicle so we will be using less diesel.

#### Salt, Sand, Deicer

Bubba proposed an increase of \$2,000.00 making it \$20,000.00.

#### Hydrants

Stayed the same

#### Culverts

Stayed the same

#### Safety

Stayed the same

#### Tree Maintenance

Bubba proposed an increase of \$1,500.00 making it \$2,500.00. He 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.

#### Utility Charges, street lights

Stayed the same

#### Other questions/concerns

- John asked where the ditching would come out of. Bubba explained it could be out of Groton Paved Roads.
- Bubba mentioned he was thinking about doing a warrant article for mini excavator. The Select Board asked to get a ball park amount of what this would cost. Sara mentioned that there is some money in the heavy equipment capital reserve fund that could be put towards this. In the past it was very expensive to rent out a mini excavator and you never get the full hours out of it. Out of a 40 hour week, you pay for 40 but you really get only 32 hours out of the machine.
- Kyle said the other thing we need to think about is if we are going to sub more work out or not and if we do, do we need the 6 wheeler, or an excavator, etc. John said you have to find a balance because if you sub out too much you get to the point where you need to sub it all out and that is where it gets expensive.

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

#### **Transfer Station Budget**

#### Wages

Norm proposed a decrease of \$1,300.00 making it \$18,500.00. This decrease is due to the metal handling reduction.

**John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) at 6:00pm, Kyle 2<sup>nd</sup>, so voted.**

**John motioned to return to public session at 6:20pm, Kyle 2<sup>nd</sup>, so voted.**

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

Stipend

Stayed the same; Norm is not interested in an increase for the stipend.

Telephone

Stayed the same

Training & Certification

Stayed the same

Electricity

Norm proposed an increase of \$200.00 making it \$1,200.00 due to a 7% increase with the co-op.

Propane

Stayed the same

Supplies

Norm proposed an increase of \$50.00 making it \$350.00.

Compactor related expenses

Stayed the same

Mileage

Stayed the same

Dues

Norm proposed an increase of \$25.00 making it \$750.00 due to the dues increasing in 2018.

Portable Toilet

Stayed the same

Transportation costs

Norm proposed an increase of \$2,000.00 making it \$27,000.00. After discussion it was agreed that if we don't do the recycling it could increase this so we should do \$30,000.00.

Recycle costs

Stayed the same

Uniforms

Norm proposed an increase of \$50.00 making it \$150.00.

Safety

Stayed the same

Tire disposal

Stayed the same

#### Other, bush hog rental

Norm proposed to lower this line to \$0. It was agreed to keep it \$1.00.

#### Landfill repairs

Norm proposed a decrease of \$500.00 making it \$1,000.00.

#### Landfill Monitoring

Stayed the same

#### Dump closure/monitoring-other

Stayed the same

#### Other questions/concerns

- Transfer Station Maintenance/General Government Buildings: Norm is recommending this line go up \$400.00 to make this \$2200.00 due to plans for improvements in 2019. These plans are to stain the building, replacing the warning sign which will be \$200.00, stone the area in front of the containers which would be about \$600.00, clean and repaint the office, and put in a window so they can see what is going on at the dump from the office. The Select Board said to get a quote on these projects.
- Norm wants to get a battery tender and decon/mouse traps for around the cruiser. It was agreed to do this and it will come out of the police budget.

#### ***Flood Plain Emails***

Sara explained we received an email from Jennifer Gilbert who is a Floodplain Management Program Coordinator regarding the concerns on Beaver Pond Road. Sara had emailed back and explained that we received some concerns after the work was done and had reached out to DES and DRA to see what should be done. At the last meeting it was agreed to reach back out and explain that this is our first experience with flood plain regulations and that would like some assistance and guidance on where to start. Sara did this and they responded back which Sara forwarded to the Select Board for review.

Sara also reached out to Deb Johnson regarding this and she sent an email to see if she should reach out to Jennifer Gilbert. The Select Board agreed that Deb can reach out to Jennifer and let the Select Board know how that goes since Deb said the Planning Board would be the first step in this situation anyway.

#### ***County Tax bill***

We received the County Tax Bill which was \$227,180.00. It was agreed to do a freeze on unnecessary spending like we usually do in November until we start getting some tax money in.

#### ***Set up Meeting with Planning Board about Building Permits***

The Select Board had discussed setting up a meeting with the Planning Board about the building permit and turning the process over to them. It was agreed to see if Deb can meet on November 13, 2018 at 6:30pm.

#### ***Sara reminders***

Sara reminded the Select Board that she has training in Concord tomorrow, Wednesday November 7<sup>th</sup> at 9am so the office will be closed for most of the day.

Also, the Town Offices are closed Monday, November 12, 2018 due to the Veterans Day Holiday.

***Casey Kuplin***

Casey Kuplin dropped off a building permit and a septic local approval and plan for his property on North Groton Road. The Select Board wanted to reach out the Deb Johnson and the Planning Board before approving this to make sure there are no concerns with this or the special exception before they approve it so it doesn't get kicked back after the fact.

**Having no other business to conduct, Kyle motioned to adjourn at 6:46pm, Ron 2nd, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant