

Town of Groton  
Select Board Work Session Minutes  
May 21, 2019

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

**Absent: Tony Albert**

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

***Emergency Management Meeting***

Attendees: John, Ron, Sara, Bubba, and Bill

Sara explained that she found an Emergency Operations Plan (EOP) from 2009 in the back closet. In the plan was an annual concurrence form that is supposed to be signed every year and hasn't been done since 2014, before Sara was here, as Sara was not aware of this nor was the current Select Board. It is good there is a plan but needs to be updated which we are working on a grant for with June. Sara will look for the annual occurrence form and this can be signed once everyone reviews it. Bill wants to take the EOP home first and the Select Board agreed.

Bill asked if there is an Emergency Management file and radio in the Police Department. The Select Board is not aware of this and only Law Enforcement can go through the files so we can check when we have a new Chief. Sara explained that she got the portable radios from EJ before he left which have since been given to Bill.

Tony was supposed to check with John Fisher about the web EOC training. Sara will ask Tony if he has had a chance to do this.

It was agreed that the next meeting should be a dry run/mock training for an Emergency situation so we can go over who should be where, what needs to be done, etc. It was agreed that the disaster we will go over is flooding since that is the most frequent disaster we experience. This will take place Tuesday, June 25<sup>th</sup> at 6:30pm. Sara will let Roger know and Bill will let Patti know.

Bill asked if we have a way to get material if needed in an emergency situation. Bubba explained that we do have accounts with M.E. Latulippe and Warren Sand and Gravel. Bubba also mentioned that we are looking at clearing the lot across from the Transfer Station so we can store material there until the building is put in. That way it is easier to access on this side of Town.

***Welfare Training for Sara***

Sara mentioned that there is a training on welfare that she would like to attend on Thursday, June 13<sup>th</sup> in Concord. I may be able to come in for an hour before I would have to leave but the office would be closed all day for this. **John motioned to approve Sara attending the welfare training, Ron 2<sup>nd</sup>, so voted.**

***Registration refund request***

Ruth had sent a request to refund \$143.00 for a registration. John Faucher registered the truck but never used it in 2018-2019 due to mechanical issues so he is asking for a refund. It is now repaired. The Select Board doesn't think he should be reimbursed just because he didn't use it. This happens to people all of the time and are afraid this will set a precedence moving forward. Sara will let Ruth know.

### ***TC applicant***

There was one applicant for the Deputy Town Clerk/Tax Collector position. Sara wanted to make sure that the Select Board didn't have any concerns with this. Sara will talk to Ruth and ask if there are any regulations or concerns with it being family and ask that she can get the Select Board information on this.

### ***Shirts***

Bubba got quotes on shirts for the Highway Department and Transfer Station. There was a quote for screen printing and one that is not screen printed. The quote for screen print was a little lower but also the screen print is supposed to last longer. The first order will be more expensive because of the one-time screen print charge for the design and we will not need as many shirts moving forward. **John motioned to move forward with ordering the screen-printed shirts, Ron 2<sup>nd</sup>, so voted.**

### ***Transfer Station***

Sara gave the Select Board a heads up that there was a concern about the Transfer Station closing the gates 15 minutes early every day. The website and the flyers that are handed out have the hours of operations posted and it doesn't say anything about closing the gates early on those. Ron said that the 15 minutes is mentioned on the sign. It was agreed to talk about this at the work session on June 4<sup>th</sup> when the inspection of the Transfer Station is done that way it can be discussed with Richard and Norm as well.

### ***Sara time off***

Sara gave the Select Board a heads up that her brother and his wife will be having a baby. He is in the Army and they are in North Carolina and do not have family there but need help with their toddler while they are in the hospital when the baby is born. Sara will be taking time off but it will only be two days that she will need, which will be Thursday, June 27<sup>th</sup> and Monday, July 1<sup>st</sup> but she will let them know when the flight is booked. John and Ron are both okay with this time off.

**Having no other business to conduct, John motioned to adjourn at 6:55pm, Ron 2<sup>nd</sup>, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant