

Town of Groton
Select Board Work Session Minutes
November 19, 2019

In attendance: John Rescigno, Tony Albert and Sara Smith (Administrative Assistant - AA)

Absent: Ron Madan

John called the meeting to order at 5:04pm.

Meeting with Chief Bagan

The Select Board wanted to meet with the new Chief to go over a few things and to answer any questions he might have.

- Schedule/hours: the offer letter said 25-29 hours. He was thinking of doing four 7-hour days, which would be 28 hours and he can shave time off as needed. He will plan on being here for the meetings so he will work later hours on Tuesday to attend these meetings. Weekend coverage is important but more important in the summer. He was thinking of doing Saturday, Sunday, Monday and Tuesday and will adjust as needed as long as he keeps in the hours. John said it is better to rotate the hours so that people don't get used to a set schedule.
- Bubba has talked about doing a ride around with him so he will schedule that soon.
- Cruiser update: he has a car lined up. He called a few different places and got different quotes. MHQ out of Massachusetts gave the best quote and has one available now. It was \$38,255.88 and that included the graphics package and using some new equipment and along with the old equipment. This price could change if some of the older equipment isn't good. Sara explained that if it isn't good, we need to know what wasn't working so we can reach out to the insurance company. Meredith Ford was around \$34,000.00 just for the vehicle and that didn't include equipment or graphics. Ossipee said that it would be around \$20,000.00 for installation of equipment and then we would also need to the graphics package. It was agreed that MHQ is the best way to go. Michael will use his own vehicle to bring the older equipment down to them. **John motioned to sign the purchasing agreement with MHQ for the Police Cruiser, Tony 2nd, so voted.**
- Budget: Michael looked it over and he is okay with it as he is not too familiar with how the Town works right now. He will know more as he goes. It was recommended that he look into the prosecution and see what other towns are doing.
- Pistols: There are currently six 9mm handguns. He has been using a 40 Cal and is more comfortable with that but the 9mm is sufficient since we have them and with the amount of ammo we have. He will stay with that for now.
- Crimestar: Michael is not familiar with Crimestar but he is used to IMC. Most dispatch uses IMC and he knows Plymouth, Grafton County, Franklin and a lot of other department use IMC. He will look into this and get some pricing on it.
- He will reach out to Hebron Police Department to introduce himself and ask any questions he may have.
- Pistol Permit: Michael will call the State Police to see how can re-issue the permits to change the ones that were issued for 4 years and should be 5 years. This is not a priority and once he gets settled, he will look into this.
- His email, voicemail and cell phone are all set up.
- He is working on getting uniforms now.

Tax rate explanation letter

In the past when the tax rate has increased, the Select Board puts out a letter explaining why. Sara drafted a letter. The Select Board reviewed the letter and think we should put this online and put this out at the offices.

Edgar Albert Road grant update

In order to qualify for the grant, the BCA (benefit cost analysis) has to be 1.0. There is a BCA tool I was trained to use and I cannot get this to go above .2 so we are not even close which means we will not be able to apply for this grant. One thing we did learn when we went out with FEMA is that one side of this culvert is 2 feet and the other is 5 feet so this is causing some issues. We think that we may not need a box culvert there, just replace it with a 5-foot culvert. We met with FEMA this morning again and this culvert should be covered by Mitigation to replace this. They will look into this to make sure but we should be all set.

FEMA update

Sara and Bubba met with FEMA today on the July 2019 storm. They are working on finalizing the scope of work with the amounts and should be entering information in the portal next week.

USDA grant information

Sara and Bubba are in the process of applying for a USDA grant for the truck. Originally when talking to Mark at USDA he said that \$30,000.00 was a good amount to apply for. He has since emailed back with the deadline of December 13th and mentioned that Grafton County received additional funding this year so for this year \$30,000.00 seems low so we should do more but he can't suggest an amount. Sara and Bubba were thinking of asking for \$50,000.00 but wanted to know what the Select Board thinks.

He also mentioned that in the past Groton was considering solar. He feels energy resilience would be a good project for these extra funds. The Select Board feels we have too many other pressing things to do solar right now and we should stick with the truck since you can only do one USDA grant a year.

Evaluation Memo went out

Sara explained that she handed out the evaluation memos and made sure the deadlines and requirements were clear. She also put these in the Selectmen's folders.

Email from Dave Switaj

Dave Switaj sent an email with all of the computers and his questions.

TOG Computers					
Name	User	DOB	Make	Model	OS
TOG00	Cameras	9/11/2007	Dell	OptiPlex 745	WinXP
TOG12	Transfer	11/13/2012	Dell	Inspiron 5720	Win7Home
TOG15 - Library	Library	5/2/2010	Dell	OptiPlex 760	Win7Pro
TOG17 - Town Clerk	Ruth	12/8/2012	Dell	OptiPlex	Win10Pro
TOG18 - QuickBooks	Sara	2/17/2014	Dell	OptiPlex 3020	Win7Pro
TOG22 - Spare	Spare	11/13/2013	Dell	OptiPlex 7010	Win8

TOG00 – You could replace this very old PC with the spare TOG22. Windows 8 is good until January 2023. The Select Board agree that this could be swapped out with one that we already have that is newer.

TOG12 – Any plans for Internet there? The Select Board still want to hold off on this.

TOG15 – Leave it there until it breaks? This is the library and myself and the Selectmen have no say over this but they believe the Library Trustees are going to try to donate it or sell it.

TOG17 – Replace – old age. The Select Board agreed this should be replaced with a new one and this should come out of the Electronic Equipment and Software Capital Reserve Fund.

TOG18 – Replace – Windows 7 The Select Board agreed this should be replaced with a new one and this should come out of the Electronic Equipment and Software Capital Reserve Fund.

Update on Primex recommendations

- Housekeeping: Bubba has already worked on these items.
- Fire Detection and Monitoring: Sara contacted our security and alarm company. They went out yesterday to look at the garage to provide a quote on this. Bob wanted to make sure we knew that since we are a smaller Town this won't be a full commercial alarm system but will be an intrusion alarm with fire protection. The quote from Advanced Lock and Alarm was for \$3,359.19.
- Fire Extinguishers- signs and access: Sara ordered the red glow in the dark extinguishers signs and gave them to Bubba to hang up.
- Battery Disconnect Switches: Bubba wants to talk to the Select Board about these at the next meeting. The Select Board asked for Bubba to get quotes on this.
- Fire Suppression System: Our security was going to look at this as well to see if it is something they can do or if it would be a different company to give a quote.

Holiday Luncheon date

Last year the Holiday Luncheon was on Friday, December 14th. It was agreed to do Friday, December 13, 2019 from 12-2. Sara will create the invite and sent it out to all departments and committees.

EMD Radio

Ossipee Mountain Electronics gave a quote to move the radio from the Police Department to the Select Board Office. The quote was for \$753.20. It may be more if we move the antenna. This could be part of the unanticipated funds which will be discussed at the Public Hearing tonight.

104 Sculptured Rocks Road

There is a concern about the property located at 104 Sculptured Rocks Road regarding a junk yard or junky yard. There is also a concern that they are taking down part of the building and burying it. Sara will contact DES to see if anything can be done about this. The Select Board will drive by as well.

Budget Meetings

Since all first budget meetings have been completed, Sara put together the proposed budget. The few areas that we were going to look into are:

- Tony mentioned increasing the election official wages. They currently make \$10.30/hr. It was agreed to consider \$11.00/hr. Sara will send the moderator and supervisors about the increase and ask them to send an updated budget based on this.
- We talked about the old library and tearing it down. The warrant article was approved to do this last year, but we didn't get to it with everything going on. The quote we had was for \$9,500.00. Sara did reach out for an updated quote. Once we get this we can decide if we think we should do a warrant article for this.
- Carpet quotes- Sara did reach out for new quotes and is waiting on these. It was agreed that this wouldn't be a warrant article and would come out of the Town House Capital Reserve Fund.

Having no other business to conduct, John motioned to adjourn at 6:50pm, Tony 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant