

Town of Groton
Select Board Work Session Minutes
January 21, 2020

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

Absent: Ron Madan

John called the meeting to order at 5:03pm.

Budget Items

Sara updated the budget with YTD totals now that all 2019 bills have been paid. The Select Board discussed the following regarding the budget:

- Legal: we could keep the same overall just move some money to Junkyard. It was agreed to keep junkyard \$3,000.00 but make attorney fees \$7,000.00 to keep this at the \$11,000.00 it was last year since we were still under overall.
- Town Hall Repairs and Maintenance: It was agreed to lower this to \$3,000.00 since we have been way under and if needed, we have the Town House Capital Reserve Fund if anything major happens.
- General Insurance: Sara explained that due to changes in amounts which reflected in credits to our accounts the amounts for Workers Comp and Unemployment have changed so we can lower this on the budget. Workers Comp was just paid for 2020 and it was \$4,628.93 so we can make this \$4,629.00 and Unemployment was just paid for 2020 and it was \$269.17 so we can make this \$270.00.
- Forestry: It was agreed to lower this to \$800.00 even though we do plan on using the Forester more this year we are still way under budget.
- Fire will increase because we just got our Lakes Region Mutual Aid costs for 2020 and it went up to \$13,400.00
- Regarding the Transfer Station budget, the transportation line is way over. Sara pulled the numbers and this is all from Casella, Waste Management was under recycling. It was agreed this should be changed to \$45,000.00.
- Welfare: Since 2015 we have been way under budget for this, around \$1,500.00-\$2,000 each year. It was agreed to lower this \$1,500.00 to \$3,500.00 and see what happens.
- Maintenance of Parks: We have been under for this for the past few years so it was agreed to lower this to \$1,000.00.

These changes brought the Operating Budget to \$766,796.00 which is a \$144.00 increase from last year.

Warrant Articles

The Select Board went over the warrant articles that were finalized after last week's meeting and voted on which ones they supported and have Ron's feedback as well.

- The operating budget will have to be updated to reflect the new amount of \$766,796.00. The Select Board recommends this article 3-0.
- NBRC Grant: There is a warrant article for the Sculptured Rocks Road Upgrade Project from the NBRC grant that we were awarded 50% for which would be \$250,000.00 for the town to raise and \$250,000.00 from NBRC. The Select Board agreed on putting this on the warrant as this is saving the town a lot of money, the road work needs to be done and we are not sure when we will get this opportunity again. The Select Board recommends this article 3-0.
- Capital Reserve Funds \$69,000.00:

- Town House: Every year we put \$5,000.00. It was agreed to keep this the same.
- Disaster Relief: It was agreed to ask for \$25,000.00.
- Heavy Equipment: Every year we put \$5,000.00. It was agreed to keep this the same.
- Atwell/Orange Brook: Last year it was voted to put \$2,000.00 into this. It was agreed to keep this the same this year.
- Assessing Reval: Every year we put \$7,000.00. It was agreed to keep this the same as this is the amount we need to pay when the five-year revaluation happens.
- Public Works: It was agreed to ask for \$25,000.00.

The Select Board recommends this article 3-0.

- Finishing North Groton Road: There was a warrant article to finish this road that was submitted by the Highway Department and Road Committee. The Select Board agreed that this needs to be presented to the Town this year. The Select Board recommends this article 3-0.
- Truck: Bubba submitted a warrant article for a new Truck with plow and wing for \$90,000.00. There is currently a little over \$18,000.00 in the CRF that we could use or leave there. We have put a lot of money into the Dodge. Sara and Bubba will work together to see how much we have put into the Dodge. The Select Board agreed this must be put on the warrant since we are having so many issues with Dodge. The Select Board recommends this article 3-0.
- Groton Paved Roads: The Highway Department and Road Committee requested \$25,000.00 again this year. It was agreed this needs to be presented to the Town this year. The Select Board recommends this article 3-0.
- Slab at Transfer Station: Norm submitted a warrant article for the construction of slabs for the dumpsters at the Transfer Station. The Select Board agreed on putting this on the warrant. The Select Board recommends this article 3-0.
- Demolition of Old library and Town Office: The Town voted to allow the town to demo the old library/town office building. We got a quote for \$10,400.00 to do so. The Select Board agreed on putting this on the warrant. The Select Board recommends this article 3-0.
- The library submitted the usual warrant article for the contract with Hebron Public Library. The Select Board agreed that this should be presented to the Town this year. The Select Board recommends this article 3-0.

Other Budget/Warrant Article items

The Public Hearing for budget/warrant articles will be February 4, 2020 at 6:00pm, snow date will be February 5, 2020. Sara will send this to the Newspaper to be posted in the January 23, 2020 edition so it will be posted more than 10 days prior and will have it posted online, in the Town House, and at the Transfer Station before it will be in the paper.

Sara will send the warrant to the attorney for review and will input the warrant and budget into the DRA portal and request review so that she can make any changes before the Public Hearing. Once she hears back from everyone, she will make the changes before the Public Hearing and will print copies for that meeting.

Meeting before Public Hearing

Sara asked if the Select Board would like to have another meeting before the public hearing to go over any other budget/warrant articles items. The Select Board thinks that we have covered everything and feel good about what we have done. If DRA or the attorney comes back with anything unexpected then Sara can let the Select Board know and we can schedule another meeting but we also have a work session at 5:00pm that day for any last-minute prep.

Carpet Update Info

With the carpet we submitted the new quote is for \$5,462.60. We can wait until June to do this but we would need to pay for it now to hold the cost. The Select Board is okay with them sending over a contract and us sending out the payment ahead of time. Home Depot stands behind their work.

Reviews

The Department Heads went over the reviews with their employees. The employees and the department heads signed the reviews but the Select Board needs to sign them as well. **John motioned to sign the reviews, Tony 2nd, so voted.**

Letter from the Department of Safety- radio reprogramming grant

The Town of Groton received a letter from the Department of Safety stating they are pleased to inform us that we have successfully completed the survey and MOA process for the radio reprogramming grant reimbursement initiative. Sara believes this is saying that we can move forward with the reprogramming and if we do it needs to be signed off by our programming vendor and we must notify the Grants Management Unit and ensure that these radios can be addressed under this program. Sara emailed them and is waiting to hear back for the next step. It was agreed to wait a little while as Lakes Region is updating theirs and then we can move forward. We have until 2022 to do so.

Meeting with Chief Bagan

Chief Bagan met with the Select Board to go over the following:

- The letter is on the agenda for Plymouth Court Jurisdictional Association. This will be signed tonight and will be mailed out tomorrow. Sara will make a copy for the Select Board and for the Chief.
- Michael has been working on a tow roster for Police related impounds. Hebron uses DC Towing. We don't have a huge need for it but there are some times where this is needed, such as plowing.
- Michael has competed about 10 mutual aid agreements with other towns around us. He is working on getting these signed and has already gotten Hebron's signed.
- The AED has been updated with the pads and batteries.
- Michael attended a CPR/AED refresher course.
- Michael completed the forms for Police Standards and training to keep him certified.
- Michael talked to MHQ and OME about the cruiser. The radio should be here the end of the month but no exact dates yet.
- John is going to take a picture for town report. If the cruiser is ready by then it can be in the picture if not it will be in the next years report cover photo.
- Michael called about the SOU to let them know we didn't budget the money so we won't be a part of it. He is waiting to hear back from someone.
- Michael asked if the Town has a right of way on the roads and if so, what is it? This is something that will need to be looked into.

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

Respectfully submitted,

Sara Smith
Administrative Assistant