

Town of Groton  
Select Board Work Session Minutes  
March 3, 2020

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

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

**John motioned to return to public session at 5:35pm, Tony 2<sup>nd</sup>, so voted.**

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

***Memo from Sara***

Sara submitted a Memo requesting the following time off:

- Monday, April 20<sup>th</sup>- leave early at 3pm
- Tuesday, April 28<sup>th</sup>- Friday, May 1<sup>st</sup>- office reopening Monday, May 4<sup>th</sup>
- Tuesday, July 14<sup>th</sup>-Monday, July 20<sup>th</sup> - office reopening Tuesday, July 21<sup>st</sup>

She also wanted to provide a heads up that Caleb will be starting Drivers Ed in Meredith on Monday April 20<sup>th</sup> through June 15<sup>th</sup>. The classes will be Mondays and Thursdays at 5:00pm. The only exception to this is there is one Tuesday which is Tuesday, May 26<sup>th</sup> due to the Holiday on Monday. As a single mom with no family living close by, she is the one responsible to get him there. Once she knows exactly where it is and how long it takes to get there she won't need to leave as early but that is why she is leaving early on Monday April 20<sup>th</sup> for this first class. After that she will probably just need to leave at exactly 4:00pm these days if it takes the time that she thinks it will but will keep the Select Board posted.

The Select Board approved the time off.

***Transfer Station Permit Policy***

Sara drafted a policy for the Transfer Station permit as the Select Board asked her to. The Select Board reviewed the policy there was one change. Sara made the change and printed an updated policy. **John motioned to sign the Transfer Station Permit Policy, Tony 2<sup>nd</sup>, so voted.**

***Prep for Election / Town Meeting***

- Sara already ordered the coffee, creamer, sugar, cups, plates, bowls and plastic ware for Elections and Town Meeting.
- John will mention at the Select Board meeting that we will accept donations of food for the Town Meeting.
- We will need to ask someone to run the coffee machines.
- Sara already talked to Gina and reminded her about elections and Town Meeting to make sure the big room is clean.
- We will reach out to Tony Tavares to see if he needs anything from the Select Board with assistance setting up or anything for the elections or the Town Meeting.
- On Election Day, Ron and Tony will be here all day. John will be here around 1pm. Sara reminded them she is off that day for her surgery.

Discussion on Town meeting:

- Sara gave the wording for moving an Article - "Mr. Moderator, I move to accept Article \_\_\_ as written."
- The Select Board went over who is going to move, 2<sup>nd</sup> and present each Article.
- Article 2- Operating Budget- The Select Board will be prepared to speak to this.

- Article 3- NBRC Grant- The Select Board will be prepared to speak to this. Sara will have the grant information with her.
- Article 4- Capital Reserve Funds- The Select Board will be prepared to speak to this.
- Article 5- North Groton Road- Bubba will be prepared to speak to this if needed
- Article 6- New Truck with plow and sander- Bubba will be prepared to speak to this if needed; Sara will have the grant information with her.
- Article 7- Groton Roads- Bubba will be prepared to speak to any projects he will propose and answer any questions.
- Article 8- Transfer Station Slabs- Norm will be prepared to speak to this
- Article 9- Demolition of old library/town house- The Select Board will be prepared to speak to this.
- Article 10- Hebron Library Contract- If needed Ruth Gaffey can speak on behalf of the library
- Article 11- Petitioned Warrant Article- Dawn Lemieux will be prepared to speak to this since it was a petitioned warrant article.
- Closing- point out dedication, thank everyone for bringing food, ask people to get involved in committees

### ***Carpet Install Information***

The carpet has been paid for and the installers called to set up the installation for Friday June 12 and will come back Saturday June 13 if needed. The reason it was decided to do it on a Friday and Saturday is that the offices are closed anyway and the computers will not be able to be used so this was the best option to not interfere with work. Sara said she can come in on that Friday to get them set up and someone has to be here while they do the install. Is this okay? This will mean comp time for her. The Select Board is okay with this. Also, if the Chief is going to be here later in the day Friday or on Saturday that would work too. They may not need Saturday but will not know until they are here. They will be starting upstairs on Friday and working their way down. John mentioned that we should reach out to Dave Switaj to see if he wants to assist with the unplugging of the computers or setting them back up after the carpet is installed.

### ***Meeting with Mike Vignale on Sculptured Rocks Road Culvert Project***

Mike Vignale met with the Select Board to give an update on where he stands for the three culverts on Sculptured Rocks Road. He submitted plans and explained the he really can't start construction of these projects until summer when the flows are low but he will get them ready to bid and file permits. Mike provided a copy of the plan for each of these. He went over each culvert, the size and location. We need to allow people to access through and we can't really do temporary bridges as they are expensive and there isn't really any room there. We will need to figure out the traffic when it gets closer and we will have to do postings about road closures or limited access. Bubba asked how long he thinks this will take and Mike said it will probably be two days for each culvert and he assured the Town that they will allow traffic through.

Mike said that they are all open bottom culverts and are larger so they will definitely be much better. He explained that permitting will probably take three months. He suggests to start bidding it now. Sara confirmed that Mike takes care of the bidding process. Mike also said that the precast will take a while. Mike will put the spec together and put the bid out now and get the permits out. He will work out the bidding timeline and send it to Sara. Bubba asked about the cost and if Mike sees any changes to the estimate. Mike said you never know how people will bid, as we learned with the bridge, but he doesn't see any changes from his original estimate.

It was explained that as long as the Town votes in favor of the NBRC grant there will be another road project on Sculptured Rocks Road which would be best to be done at that same time as this project since it is in the same section as two of these culverts. This will have to go out to bid separately for the engineering and the contractor, etc.

Bubba said there is also a culvert on Edgar Albert Road that needs to be replaced. It is an old stone culvert. Mike said Bubba can meet with Bubba to take a look at it and provide an estimate of cost to repair to see if this needs to go out for bid as well.

Mike also said that he will be reaching out to Vanessa at HSEM regarding the guardrails on the bridge and if the codes and regulations were followed when they were installed. He has some questions and wanted to make sure Sara and the Select Board were okay with him reaching out directly to her. They are okay with this and Sara will let Vanessa know.

The Select Board thanked Mike for coming out and providing an update on the project.

***Meeting with Bubba on Highway Department Items***

Bubba met with the Select Board to discuss the following items:

- John asked if the driveway issue on North Groton Road was fixed since we sent the letter or if there are not any issues right now because of the warmer weather. Bubba said it wasn't fixed, there are just no issues because of the warmer weather but if it gets cold again this year there will be issues again so it needs to be fixed before it happens again. The Select Board agreed that Sara should draft a second letter explaining that this needs to be remedied before it happens again. **John motioned to come in and sign the letter once it is ready, Tony 2<sup>nd</sup>, so voted.**
- Tony and Bubba went and looked at Trucks and are both very impressed with Viking. The gentleman they worked with was very knowledgeable and provided a lot of information. They think it will be longer lasting than some of the other ones they looked at. The price would still be within the \$130,000.00. They will come out standard with a sander in it but if something happened the old sander could be used. Bubba will get the Select Board the list of what it comes with but there will have to be add on items such as piping, the front plow, etc.
- Sara and Bubba have a meeting with USDA on a possible grant for the building tomorrow at 9:30am.

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

Respectfully submitted,

Sara Smith  
Administrative Assistant