

Town of Groton
Select Board Work Session Minutes
March 17, 2020

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

John called the meeting to order at 5:00pm.

Town Meeting Items

- Sara already sent the posting to the newspaper for the engineer bid for SRR Project/ NBRC grant
- Sara put all raises into QB starting 3/16/2020
- Sara and the Chief looked into the SOU and there is no payment needing to be sent
- We will need to do the asbestos testing before we do the demolition bid posting. We have gotten an estimate on this and it is about \$1200.00
- Bubba will work on the road bids and the truck
- We will need to put the slabs at the Transfer Station out to bid since it is over \$5000.00. When should we do this? Sara will meet with Norm about this.

Pet Policy

Sara drafted a “pet policy” to cover the concerns some residents have brought forward and based on feedback from Primex. The Select Board reviewed the policy and suggested a few changes. **John motioned to adopt the pet policy effective April 1, 2020, Ron 2nd, so voted.**

Children in the workplace policy

Sara drafted a “children in the workplace policy” to cover the concerns some residents have brought forward and based on feedback from Primex. The Select Board reviewed the policy and suggested a few changes. **John motioned to adopt the pet policy effective May 1, 2020, Ron 2nd, so voted.**

Select Board Meeting policy

Since Sara was trained and started working here the policy was that the AA would be paid until 9:00pm. Sara even brought this up when she changed to 10 hour days that this would give her more comp time so at that time it was decided for her to leave at 4pm on Wednesdays and Thursdays those weeks to shave off the time. It has been brought up that since we have more work sessions and the Select Board Meetings are getting out earlier that this should change. The Select Board agreed to change this that the AA should be paid until the time that we are here until and no longer until 9:00pm. **John motioned to change the policy to the AA being paid until the actual time worked on Select Board meeting nights instead of 9:00pm, Tony 2nd, so voted.**

Norm Willey evaluation

Bubba went over the evaluation with Norm. Both Bubba and Norm signed it but the Select Board needs to sign this. **John motioned to sign Norm Willey’s evaluation, Ron 2nd, so voted.**

MIT Meeting

It was discussed that the ZBA, Planning Board and Select Board should all meet with MIT together to go over the process. Does the Select Board want to set this up? Sara will check with the ZBA and Planning Board to see if April 7th at 5:00pm works. If so, she will contact MIT.

COVID19

John said he thinks we should talk about how COVID19 will affect the Town and what we can do. Bill and Patti will be coming to the Select Board meeting tonight to discuss their ideas but here are some things we should mention:

- Sara will add 211 to our website along with other helpful numbers and websites
- We will do a non-perishable collection
- If there is a disaster in town at the same time this is going on, we need to think about how we will shelter people in need and away from others.

Transfer Station

Tony mentioned that the new policy added a sentence about excess trash and a resident is still bringing a lot of trash. Sara will make sure Norm has this policy and will put it online. If this doesn't work then a new policy can be created to cover this scenario.

Meeting with Bubba

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

- Sara and Bubba explained that they are working with engineers to get quotes for the plans for the Public Works Building since this is needed for the grant.
- Bubba has the information on the truck. He presented a copy to each Selectman.
 - Truck Upfitting (everything but the truck): Donovan is \$65,140, HP Fairfield is \$58,730, Viking is \$60,150. Due to the mechanical covering for the tarp, HP Fairfield and Viking would be just about the same. Bubba is suggesting Viking as we haven't always been happy with HP Fairfield in the past.
 - Cab and Chassis: Newport Chevrolet is \$61,634 which does not include warrant, Liberty is \$63,967 which does not include warranty, Reeds is \$62,899 which does not include warranty and Clarks Truck Center is \$56,672 and does not include warranty, but it would be \$60,817 with warranty. The warranty itself is \$4145 and covers everything except wear and tear and is an 84-month 100,000-mile warranty. John asked where we would bring the truck if something happens. Bubba and Tony mentioned they would bring it to Reeds and he would cover warranty etc. It was agreed that Clarks Truck Center would be the best option.
 - There is an option for \$1,400 for towing insurance which covers \$1,100 per incident and 60 months unlimited miles. Bubba wasn't sure if the Select Board wanted to do this. Towing is not covered under the warranty so the Select Board agreed we should add this on.
 - Bubba mentioned that we will need to get it lettered which will be about \$500.
 - Bubba mentioned we will also need a spare tire for this which will probably be around \$400.
 - Bubba also wants to make sure we get this undercoated which is around \$300.
 - Bubba wants a new radio put in this and take the old radio out of the dodge and get a converter so he can put that radio in the garage. This would be around \$1000.
 - It was agreed that the Truck will be red to match the most recent Highway Vehicles.
 - The total for the Viking Uplift, the Clarks Cab and Chassis, Towing warranty, lettering, spare tire, undercoating and radio would be \$124,567. This leaves room in case prices change or there are any other add ons.
 - Bubba said they will need to add a sand grate to the truck which the company doesn't do but they will look into it. We could have one made as well.
 - **John motioned to sign the proposal for the truck with Clarks Truck Center and the upfitting with Viking, to add in the extended towing warranty for \$1,400.00 and the 84 month, 100,000 mile warranty for \$4,145 and the spare tire, and strobe and to come in to sign if they need a new proposal, Tony 2nd, so voted.**

- Bubba and Sara put together the information for the North Groton Road Project and presented the bid info, specs, etc. to the Select Board for review. The Select Board is okay with this and putting this in the 4/2 newspaper edition.
- Bubba and Sara put together the information for the FEMA Sculptured Rocks Road Project and presented the bid info, specs, etc. to the Select Board for review. The Select Board is okay with this and putting this in the 4/2 newspaper edition.
- Sara will be going to the site visits on 3/30/20 for the NBRC Engineering site visit and the 4/27/20 site visits for North Groton Road and Sculptured Rocks Road. The Select Board is okay with the office closing for these visits. Sara will post these
- Bubba will be going out with Mike V to look at the culvert on Edgar Albert Road.

Meeting with Ruth

- With COVID-19 going on, the Select Board asked Ruth to make sure that there are not more than 10 people waiting in her line at a time, that she keeps her distance from residents, and make sure she keeps her area disinfected.
- The Select Board also wanted to Ruth to know that residents brought up concerns about children and pets in the workplace. The Select Board office brought it to Primex which agreed it would be a liability to the Town so there are new policies in place for both of these. The pet policy states that you cannot have pets unless they are service animals. This will take effect 4/1/20. The Child in workplace policy is in effect 5/1/20 to give more time for employees to make arrangements for the children. John read both policies to Ruth.

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

Respectfully submitted,

Sara Smith
Administrative Assistant