

Town of Groton
Select Board Work Session Minutes
October 20, 2020

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

Budget Meetings

Emergency Management Budget

Bill Oakley submitted the Emergency Management budget but didn't think a meeting was needed since his budget doesn't have any changes from the year before.

Supplies

Stayed the same

Workshops/Training

Stayed the same

Equipment

Stayed the same

Equipment Maintenance

Stayed the same

Mileage

Stayed the same

Wages/Stipend

Stayed the same.

The Select Board was okay with the Emergency budget as is.

Zoning Board Budget

Ann Joyce met with the Select Board to discuss the Zoning Board budget.

Legal

Stayed the same

Seminars

It was agreed to decrease this line by \$400.00 making it \$200.00.

Postage

Stayed the same

Mileage

It was agreed to decrease this line by \$40.00 making it \$10.00.

Advertising

Stayed the same

Supplies

It was agreed to decrease this line by \$40.00 making it \$10.00.

The Select Board was okay with the Zoning budget as agreed upon.

Planning Board Budget

Deb Johnson met with the Board to discuss the Planning Board budget. She explained that the applicant will pay for \$1,345.00 of this proposed budget.

Postage

Deb proposed an increase of \$80.00 making this \$255.00. The applicant pays this so the revenue of the payment will offset the cost.

Advertisement

Deb proposed an increase of \$175.00 making this \$400.00. The applicant pays this so the revenue of the payment will offset the cost.

Mileage

Stayed the same

Recording Fees

Deb proposed an increase of \$250.00 making this \$425.00. The applicant pays this so the revenue of the payment will offset the cost.

This year is when we were informed that we needed to record all private road release forms with the registry of deeds so the majority of these costs are from the release forms. Deb said that the Planning Board should see all private road building permits. The Select Board said they were not aware that they needed to see all, only ones that were business and may need special exceptions through the ZBA and Planning Board. It was agreed there should be a meeting on the building permit process with the Select Board and the Planning Board. Also, it was agreed to keep the release forms under this line.

Application Fees

Deb proposed to create a line for application fees and requested to make this \$240.00. This would cover the application fees and mail tubes that may be needed. The applicant pays this so the revenue of the payment will offset the cost.

Dues

Stayed the same

Supplies

Deb proposed an increase of \$125.00 making this \$150.00.

Seminars/Training

Deb proposed a decrease of \$200.00 making this \$400.00.

Legal & Professional

Stayed the same

Master Plan & Town Planning

Stayed the same

Other questions/concerns

- It was explained that we don't have the advertisement costs yet for Erik Ljunggren or for the subdivision. Once these are paid the YTD for these will change and the postage will as well once those are paid and any other costs associated with the subdivision.
- Deb had a question about March Town Meeting. She hasn't missed a meeting and doesn't want to. She wants to be able to vote in favor of the Town garage as it is definitely needed. However, if people will be at town meeting without masks then she won't come along with others that she knows of. She said that the moderator can suggest that face masks be worn and the Select Board has the authority to make a one-day ordinance to make that happen. If this won't happen, she wonders if there is a different way for voting on the Town Garage. They don't want votes to be lost due to this. The Select Board agreed that this is something they need to keep in mind and will look into this as it gets closer.

The Select Board was okay with the Planning Board budget as is.

Transfer Station Budget

Norm Willey met with the Board to discuss the Transfer Station budget. Norm mentioned that the budget does not reflect the revenue received from the scrap, cans, fees, etc.

Wages

Norm proposed an increase of \$2292.00 making it \$21,347. This is to reflect the 3% merit increase and for 2nd attendant for Saturdays in June, July and August.

Stipend

Norm proposed an increase of \$500.00 making it \$3,500.00. The Select Board will discuss this later on.

Telephone

Stayed the same

Training & Certification

Stayed the same

Electricity

Norm proposed an increase of \$300.00 making it \$1,500.00. This is to plug the backhoe in at the Transfer Station if it is left there. This will not happen this year so it was agreed that this can be put back to \$1,200.00.

Propane

Stayed the same

Supplies

Stayed the same

Compactor related expenses

Stayed the same

Mileage

Stayed the same

Dues

Stayed the same

Portable Toilet

Stayed the same

Transportation costs

Norm proposed an increase of \$5,000.00 making it \$50,000.00. This reflects an increase in tonnage based on the 90 person per day average. This was increased this year due to the increase in construction debris which was due to people being home due to COVID19.

Recycle costs

Norm proposed an increase of \$300.00 making it \$2,600.00 to cover batteries, electronics and propane tanks. The costs have gone up which is why there is an increase.

Uniforms

Stayed the same

Safety

Stayed the same

Tire disposal

Norm proposed an increase of \$50.00 making it \$400.00 due to an increase in tires.

Other, bush hog rental

Stayed the same

Landfill repairs

Stayed the same

Landfill Monitoring

Norm proposed a decrease of \$1,000.00 making it \$7,000.00. We were having additional testing which we didn't have this year but you never know when we will have it.

Dump closure/monitoring-other

Stayed the same

Other questions/concerns

- Norm proposed creating a maintenance line for if the backhoe is left at the Transfer Station. This probably will not happen this year.
- John asked Norm if they have scheduled the work for the cement slabs/pads. Since this is a warrant article it needs to be done this year. Norm said that this will be done this year. He met with Jeremy this week and they will have someone to do it.
- Sara asked if they have got rid of the propane tanks yet because she needs a slip from this for the attorney for 1214 North Groton Road. They haven't yet. They have called NRRRA and will let Sara know when they are picked up.
- Sara asked if Casella said anything to Norm about damages to the compactor. Norm said they put it back over there so they must have considered it to be okay. There was no damage, only discoloration. Sara said then there shouldn't be charged for damages. Sara will follow up with Primex.

- Norm said we need to go up on construction debris. Norm will go thru the entire flyer and mark changes to it and submit it to the Select Board for review.

Police

Chief Bagan met with the Board to discuss the Police budget.

Police Chief Wages

Stayed the same. This should include a 3% increase which would be an increase of \$1,350.00 making this \$46,350.00.

Full Time Police Officer

Stayed the same

Part Time Police Officer

Stayed the same. John asked if we need this since we didn't have any Police Department for a few years and before that worked with only one Police Chief for a while. It has been a long time since we have had more than one officer. Chief feels more coverage is better and he would like to look for someone for part time for next year. He would want someone who is already trained. It was agreed to keep this on the budget and see what the town thinks at Town Meeting.

Telephone/Communications

Stayed the same

Dues & Subscriptions

Stayed the same

Equipment Repairs/Maintenance

Stayed the same

Office Supplies

It was agreed to decrease this line by \$500.00 making it \$1,000.00.

NH Special Ops

Stayed the same

Dispatch Service

Stayed the same

Prosecutor

Chief proposed a decrease of \$1,896.00 making this \$8,000.00 due to changing the prosecutor.

Vehicle Maintenance

Stayed the same

Cruiser Equipment

It was agreed to decrease this line by \$500.00 making it \$1,500.00.

Uniforms

It was agreed to decrease this line by \$500.00 making it \$2,000.00.

Books/Periodicals

Stayed the same

Equipment (Guns, Ammo, Taser, etc.)

It was agreed to decrease this line by \$500.00 making it \$1,000.00.

Mileage

Stayed the same

Postage

Stayed the same

Gasoline

Stayed the same

Advertising

Stayed the same

Training

Stayed the same

Animal Control

Stayed the same

Special Detail

Stayed the same

SOU Stipend

Stayed the same

The Select Board was okay with the Police budget as agreed upon.

Memo from Sara

Sara submitted memos for time off. She is requesting the following time:

- Monday, November 2, 2020- closed all day
- Thursday, November 12, 2020- closed all day
- Monday, December 21, 2020- Monday, December 28, 2020- closed

The Select Board approved this time off.

Next meeting on building

Sara explained that she hasn't received the revised plans or costs yet. Studio Nexus said they would work on them the middle to end of the week. Once we have this, we can set up a conference call with USDA to discuss this and what is needed to move forward for the obligation of funds.

Payment suggestion

Sara mentioned that at the last meeting Pam suggested that we hold some of the ones that net 30 days to allow the money to stay in the account longer. Pam mentioned she knows the Town has always paid the bills when they are received but wanted to submit this suggestion. Sara mentioned that there have not been any issues with the way it is being done now. Sara said that some allow 30 days from the date on the invoice but some are 10 days or 15 days. These invoices are usually mailed to us so by the time we get it, wait for the next

Tuesday to pay it, and for the time in the snail mail to get to them, it doesn't allow much extra time. She is afraid if she puts too many to the side that some payments could end up being late. For a while, we didn't have the greatest history of payments because some department heads in the past didn't turn the invoices in on time. We have worked hard by making timely payments to rebuild our reputation and have actually been able to reopen some accounts that were closed. Sara said that for a lot of the bigger payments for grant work or FEMA work, we have to pay them right away so that we can submit for reimbursement right away because it takes a while to get the money back. Also, sometimes us making payments on time is the reason that others will do jobs for us, or rearrange their work schedule to fit us in when needed.

The Select Board agreed that we should keep paying the bills the way we always have when we receive them.

Meeting with Bubba

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

- They were able to use the new truck on Saturday to plow the 5 inches of snow that we got in North Groton and it worked really well.
- Tony had asked if there was any more ditching being done on Sculptured Rocks Road. Bubba explained that he talked to Mike Vignale and there is not. When they raise the road, it will allow water to run off. Also, they cannot do too much more in the wetlands. There was a wet spot under the power lines but there was some underdrain that was added but this should average out to where they couldn't put it in due to the ledge. The project is moving forward and hopefully it will be paved next week.
- The radio is going in the new truck tomorrow. He is working on getting the rims and tires for the winter. Sara ordered the sprayer. The grate is getting done too.
- Bubba is getting a quote for a broom so we will contact USDA to see if they will cover this.
- Bubba is on a UNH T2 program with classes for the roads. This year has been a lot of zoom meetings so a lot of this was free. He has been trying to take advantage of these free classes. They have been talking about COVID precautions. If one of them gets sick, they are really short. They use a certain truck per person and have been wiping things down to be safe. Tony said if they get shorthanded, he can help plow.
- The new truck and the big truck have new mirrors which makes it better to see.
- TLC has started cutting today on North Groton Road. He will start at Halls Brook Road and will try to make it as far as he can towards his house.

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

Respectfully submitted,

Sara Smith
Administrative Assistant