

Town of Groton
Select Board Work Session Minutes
October 19, 2021

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

Absent: Ron Madan

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

Public Hearing on Ten-Year Plan

The Public Hearing on the Ten-Year Plan is scheduled for Monday October 25, 2021 at 2:00pm in Plymouth at the Plymouth Town Hall. Since we want to make sure that the North Groton Road project stays as planned for 2023 and want to talk about the culvert on North Groton Road, it is strongly encouraged that the Town of Groton attends. Sara asked the Select Board if they are able to go and if they would like her to attend, she would just need to post the office as closed for the afternoon. Tony can go and will pick Sara up. Sara will post the office as closing early at 1:30pm this day. Bubba will also be attending.

Memo from Sara

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

- Wednesday, October 20, 2021- leave early at 1:00pm
- Thursday, October 28, 2021- Day off
- Monday December 27, 2021- Thursday, December 30, 2021- off every day. On Monday 12/27/21 I will come into work to do payroll, payables and whatever else will need to be done but will be closed the public that day so I can do what needs to be done and then leave. I will use whatever I have for comp time first and then vacation time but will also have some Holidays during this time (The Thursday before which is 12/23/21 is a Holiday for us so I am off that day, and technically Thursday 12/30/21 is a holiday as well)

The Memo also mentioned that she will have vacation time that she will have to carry over into 2022. This time of year, is hard to take a lot of time off with budget season, end of year, etc. However, they are planning a few vacations in 2022, she always takes a few days of February school vacation and takes most of April school vacation off, and with Caleb graduating in June they are wanting to take him away after graduation so this will use all of that time and then some. She asked permission to carry vacation time over due to these reasons and with the plan that all carry over time will be used up in the first half of the year.

The Select Board approved this time off and the carry-over of vacation time.

Budget Meetings

Emergency Management Budget

Bill Oakley attended to go over the Emergency Management budget.

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. Bill said that he has been working with Paul to try to schedule the time to do the EOP.

Zoning Board Budget

The Zoning Board submitted the budget but didn't think a meeting was needed since the budget doesn't have any changes from the year before.

Legal

Stayed the same

Seminars

Stayed the same

Postage

Stayed the same

Mileage

Stayed the same

Advertising

Stayed the same

Supplies

Stayed the same

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 although it stayed the same as last year. She explained that the applicant will pay for \$1,345.00 of this proposed budget.

Postage

Stayed the same. The Select Board and Deb discussed if the applicant should be paying for postage on the certified letters. It only costs one stamp and most times we are mailing them to Grafton County with other ones or with bills that we pay. The Select Board agreed we do not need to charge for postage on the release forms.

Advertisement

Stayed the same

Mileage

Stayed the same

Recording Fees

Stayed the same

Application Fees

Stayed the same

Dues

Stayed the same

Supplies

Stayed the same

Seminars/Training

Stayed the same

Legal & Professional

Stayed the same

Master Plan & Town Planning

Stayed the same

Other questions/concerns

- The Select Board and Deb discussed how she was coming with the changes to the building permit and guidelines. Deb will add the release form for private roads to the guidelines and she will send the wording for this over to the Select Board next week at some point. Deb asked if she should also state that the Planning Board will need to review the building permits for private roads. The Select Board agreed that this should be added as well. Once these changes are made, we can finalize the updated permit and guidelines.

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 \$2153.00 making it \$23,500.00. This is to reflect the 3% merit increase and for 2nd attendant for Saturdays in June, July and August.

Stipend

Stayed the same

Telephone

Stayed the same

Training & Certification

Stayed the same

Electricity

Norm proposed an increase of \$300.00 making it \$1,500.00. This is due to an increase in rate. The Select Board thinks this should be increased to \$2000.00 due to the information on the rate increases and he is already over this year.

Propane

Stayed the same. The Select Board said due to increases this should be \$400.00 also due to everything going up.

Supplies

Stayed the same

Compactor related expenses

Norm proposed a decrease of \$500.00 making this \$500.00 because most repairs are included in the contract.

Mileage

Stayed the same

Dues

Norm proposed a decrease of \$200.00 making this \$600.00.

Portable Toilet

Norm proposed a decrease of \$160.00 making this \$1,700.00.

Transportation costs

Norm proposed an increase of \$2,000.00 making it \$52,000.00. This reflects an increase in tonnage based on the 85 person per day average. This was up 3%. The Select Board said that due to the increases this should be \$55,000.00 due to all transportation costs going up.

Recycle costs

Norm proposed an decrease of \$300.00 making it \$2,00.00 to cover batteries, electronics and propane tanks.

Uniforms

Norm proposed an increase of \$50.00 making this \$200.00.

Safety

Stayed the same

Tire disposal

Norm proposed an increase of \$150.00 making it \$550.00 due to an increase in tire intake.

Other, bush hog rental

Stayed the same

Landfill repairs

Stayed the same

Landfill Monitoring

Stayed the same. This one is hard to predict. We lowered it last year because we didn't have the additional testing but then we did have it again this year. We have a lack of control over costs and when they do the extra testing. The Select Board agreed to make this \$8,950.00 so that we are safe.

Dump closure/monitoring-other

Stayed the same

Other questions/concerns

- Norm proposed creating a maintenance line with \$2,000.00 for if the backhoe is left at the Transfer Station. The Select Board said that we aren't sure what will happen and if it doesn't it wouldn't be for the full year so we can add it the following year.
- Sara posted the Transfer Station attendant position online, at the Town House and gave Norm posting for Transfer Station but we didn't put it in the paper yet. Sara mentioned that we did receive an application. **John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (c) at 6:00pm, Tony 2nd, so voted.**
John motioned to return to public session at 6:15pm, Tony 2nd, so voted.
John motioned to seal the non-public minutes, Tony 2nd, so voted.
- Sara mentioned that she got an email from a resident stating that they are being told they have too much trash when they visit and wanted to know if there was a policy on this. Sara emailed back that the Transfer Station Permit Policy does state that "The Town has the right to limit the amount of house hold trash being brought to the Transfer Station. Any amount to be found excessive will be charged at a rate of \$5.00 per bag. Also, if the containers are close to full, they may not charge the \$5.00 for the excessive bags if there is no room and may just turn away what is found to be excessive." Sara was wondering if this statement should be added to new flyers? The Select Board agreed this should be added to the flyer. Sara will add this and make copies.
- Tony mentioned that the rules sign should be moved to the inside, on a post, near the compactor/dumpster so people can see it. We should look at it and make sure it doesn't need to be updated. We could have two, put one outside and one inside. Norm should get quotes for this.
- The Select Board told Norm to put in a warrant article for the roof over the dumpsters. He will get quotes.
- The Select Board told Norm to get quotes for a sign board like Hebron has.

Police

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

Police Chief Wages

Stayed the same. This is the same exact amount as last year and doesn't show an increase. Normally it should include a 3% increase which would be an increase of \$1,391 making this \$47,741.00. Chief said that the 3% increase is included in the same amount as last year due to the number of hours he works.

Full Time Police Officer

Stayed the same

Part Time Police Officer

Stayed the same. He hasn't had any interest yet but maybe when COVID isn't as bad he will. Hebron isn't interested. Tony asked if he has reached out to Canaan or Enfield. He hasn't but will see.

Telephone/Communications

Stayed the same

Dues & Subscriptions

Stayed the same

Equipment Repairs/Maintenance

Stayed the same

Office Supplies

Stayed the same

NH Special Ops

Stayed the same

Dispatch Service

Stayed the same

Prosecutor

Stayed the same

Vehicle Maintenance

Chief proposed an increase of \$500.00 making it \$1,000.00 which was to return the \$500 that was reduced in 2020. Chief said that next year he will need tires. The Select Board agreed to increase this to \$1,500.00 if he needs tires.

Cruiser Equipment

Stayed the same

Uniforms

Stayed the same

Books/Periodicals

Stayed the same

Equipment (Guns, Ammo, Taser, etc.)

Stayed the same

Mileage

Stayed the same

Postage

Stayed the same

Gasoline

Stayed the same. The Select Board said due to gas prices increasing this should be increases to \$3500.00

Advertising

Stayed the same

Training

Stayed the same

Animal Control

Stayed the same

Special Detail

Stayed the same

SOU Stipend

Stayed the same

Other questions/concerns

- Sara mentioned that the speed limit signs came in so Bubba will be putting them up.

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

Meeting with Bubba

Bubba met with the Select Board to go over the following:

- Paving of Smith Road is scheduled for October 21, 2021.
- River Road paving is completed and shoulder gravel was done yesterday.
- ServPro completed the work at the Town Garage. He still needs to get the electrical and the alarms finished.
- Bubba is still trying to get quotes on the site work. This will be a warrant article.
- Bubba has looked into trailers but is having a hard time finding them. This would be a warrant article if he can find some.

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

Respectfully submitted,

Sara Smith
Administrative Assistant