

Town of Groton  
Select Board Work Session Minutes  
October 17, 2023

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

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

***40 Blood Road***

At the last meeting Sara explained to the Select Board that the owner called Sara and said that there is no addition and nothing new is being built. They said that they built this 20 years ago before a permit was needed and the only new thing being done is the siding but it states they do not need a permit for this. They also said that there is no living space above the garage; he said if anyone has questions, they can call him and he provided his number. The Select Board agreed at that meeting that they would drive by to see if what was there matches with what he is saying. Sara asked the Select Board if they drove by and what the outcome was. John drove out. It doesn't appear to him that anything is being done besides what the owner stated so we should be all set.

***Updated Transfer Station Operating Plan***

Norm had given Sara the Transfer Station Operating Plans with some things to update. She made the updates and printed the updated plan for the Select Board to sign. **John motioned to sign the updated Operations Plan, Ron 2<sup>nd</sup>, so voted.**

***Transfer Station Reporting***

Suzanne Wall who currently receives the Transfer Station Monthly reporting and assists with other reporting sent the following email "Due to changes in my business I won't be able to support the Town in managing landfill compliance going forward. The easiest transition would be to re-allocate my responsibilities to Judd at Credere Associates LLC. The way the agreement was structured the town has always been the "lead" and we are contracted with resources with particular subject matter expertise to help the town meet regulatory compliance. Or you may wish to transition and have another company take the "lead" role. As I mentioned, the next deliverable is due in the spring. The Town will need to apply for a new groundwater management permit. I'm happy to receive your monthly updates until you contract with a new consultant. It has been a pleasure working with you and the Town for so many years. Please give me a call if you have any further questions."

The Select Board agreed to reach out to Judd to see if they would be willing to take it on.

***MS-60 Local Auditors Report***

The local auditor completed the MS-60. Sara asked if the Select Board had any questions regarding anything on the report before she submits it. They did not. Sara will submit this to the DRA tomorrow.

***HealthTrust Medical Coverage agreement for 2024***

HealthTrust sent the yearly agreement for the Health Insurance for 2024. The medical rates increased by 15.6%. The dental rates increased 4.7%. The short-term disability decreased 1.3%. The long-term disability decreased 15%. The life coverage decreased 15% but there is a new standard dependent life coverage that costs per family is \$2.95 per month. **John motioned to sign the HealthTrust Medical Coverage agreement for 2024, Ron 2<sup>nd</sup>, so voted.**

## ***Budget Meetings***

### **Emergency Management Budget**

The Emergency Management budget didn't change so no one attended the meeting.

#### 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**

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.

#### Postage

Deb proposed a decrease of \$400 making this \$100. She thinks this will be enough. They have some postage downstairs in the locked cabinet as well.

#### Advertisement

Stayed the same. John asked if this should be increased since they went over this year. This was because it was advertised in two papers but we only need one so this should be enough going forward.

#### Mileage

Stayed the same

#### Recording Fees

Stayed the same

#### Application Fees

Deb proposed a decrease of \$140 making this \$100.

#### Dues

Stayed the same

#### Supplies

Deb proposed a decrease of \$100 making this \$100. She spent more this year but they have the supplies they will need so she doesn't see this being an issue.

#### Seminars/Training

Stayed the same

#### Legal & Professional

Deb proposed an increase of \$2,500 making this line \$5,000. She explained that this is in anticipation of legal fees with the zoning changes, more people being in town. They will have to revise the site plan and subdivision regs as well and the attorney will need to review this.

#### Master Plan & Town Planning

Deb proposed a decrease of \$1,000 making this line \$500.

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 \$1,000 making it \$26,000. This is to reflect the 3% merit increase.

Stipend

Norm proposed an increase of \$500 making it \$4,000. He has only had one other increase since he has been here.

Telephone

Stayed the same

Training & Certification

Norm proposed an increase of \$50 making it \$250.

Electricity

Stayed the same. John mentioned that they think this should be lowered to \$1,500 since it is way under. This was agreed and we will see what the end of year is and will increase if needed.

Propane

Stayed the same

Supplies

Stayed the same

Compactor related expenses

Stayed the same

Mileage

Stayed the same

Dues

Norm proposed an increase of \$55 making it \$1,000.

Portable Toilet

Stayed the same

Transportation costs

Stayed the same

Recycle costs

Stayed the same

Uniforms

Stayed the same

Safety

Stayed the same

Tire disposal

Norm proposed an increase of \$100.00 making it \$700.

Other, bush hog rental

Stayed the same

Backhoe maintenance

Stayed the same. Norm said that he thinks this should be increased. The current YTD is from only two times it needing to be repaired. It does cost a lot since it is a mobile mechanic that has to come out. The Select Board agreed to increase this to \$2,500.00.

Landfill repairs

Stayed the same

Landfill Monitoring

Norm proposed increase of \$5,000 making it \$7,000. We decreased it last year and ended up having more testing so it is a hard one to determine from year to year.

Dump closure/monitoring-other

Stayed the same

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

**Police**

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

Police Chief Wages

Chief Bagan proposed an increase of \$995.17 making this \$47,995.17 to reflect a 3% increase. John mentioned that we couldn't get our math for the 3% to match this amount. Chief submitted a request to revisit the Police Chiefs wages and submitted a spreadsheet showing what other Police Chiefs make. The Select Board agreed to make this line \$48,000 for now and agreed that the Select Board would look into this further and revisit this amount at that time.

Full Time Police Officer

Stayed the same

Part Time Police Officer

Stayed the same

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. Chief will check to see if there are any expected increases.

Prosecutor

Stayed the same. Chief will check to see if there are any expected increases.

Vehicle Maintenance

Stayed the same. John emailed that he thinks this line should be increased to \$1,500.00. The Select Board agreed.

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

Chief proposed a decrease of \$500 making this \$3,000.

Advertising

Stayed the same

Training

Stayed the same

Animal Control

Stayed the same

Special Detail

Stayed the same

SOU Stipend

Stayed the same

### Other Concerns

- Chief submitted a letter that asked for paid time off holidays and dental. He mentioned that he was under the impression that other part time employees get paid holidays and dental. It was explained that no part time employees get holiday pay or health or dental. He asked about Ruth. Sara explained that she is salary so she gets paid the same no matter how many hours she works and it was explained that Ruth is considered full time because she does average 32 or more hours each week and has a certain number of hours, she has to reach each year in order to get the benefits. She is just elected not appointed. John mentioned that would be a conversation for another meeting when all Select Board members are here. Sara mentioned that this would have to be discussed at another meeting because this would entail changing the entire policy that the Town has in place that states paid holidays and benefits are offered to full time employees only. If you do this for one part time employee then you would have to do it for all. The Select Board agreed to discuss this at another meeting.
- John mentioned that the Select Board will also have to review his wages and discuss his increase at another meeting as well after they look into it more.
- The Select Board asked Sara to reach out to MRI to see what they would charge to give us the wages for Part Time Police Chief in NH. If it is not that much, we will have them provide that information. We will also have them look at Town Administrator.

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

### ***Non-Public Meeting request***

The resident that requested a non-public meeting with the Select Board at 6:45pm did not show up to the meeting. Sara will reach out to him regarding this.

**Having no other business to conduct, John motioned to adjourn at 6:52pm, Tony 2nd, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant