

Town of Groton
Select Board Work Session Minutes
November 7, 2023

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

John called the meeting to order at 4:00pm.

Meeting with June and Olin Garneau- All Hazard Mitigation Plan Update (John, Ron, Tony, Sara, Chief Baga, Bill, Patti, Jamie Mouton)

Last Meeting:

- a) Discussed:
 - i. Planning Process, purpose, funding & collaboration
 - ii. Community involvement & stakeholders
- b) Worked on:
 - i. Table 2.1, Town Statistics
 - ii. Table 3.1, Hazard Identification & Risk Analysis (HIRA)

Today's Topics:

- a) Review:
 - i. Table 2.1, Town Statistics
 - ii. Table 3.1, Hazard Identification & Risk Analysis (HIRA)
- b) Work on:
 - i. Hazard Descriptions
 - ii. Table 3.2, Historic Hazard Identification
 - iii. Tables 4.1-4.4, Critical Infrastructure & Key Resources (CIKR)

Homework:

- a) Review materials sent by MAPS
- b) Digital Photos – contributions welcome
- c) Items from today's meeting to follow up on:
 - a. Sara needs to get hourly rate with benefits and send to June
 - b. Sara will look up the July 2019 storm totals and send to June
 - c. Sara will look up the December 2022 storm totals to send to June
 - d. Sara and Bubba will look at the storm when the two trucks went down in the winter and send that to June to add to winter storms

Future Meetings:

- Tuesday, December 5, 2023 at 4:00pm
- Tuesday, January 2, 2024 at 4:00pm
- Tuesday, February 6, 2024 at 4:00pm
- Tuesday, March 5, 2024 at 4:00pm

Budget Meetings

Highway Budget

Robert Ellis met with the Select Board to discuss the Highway Budgets.

Highway Administration

Wages

Stayed the same

Assistants

Stayed the same

Telephone

Stayed the same

Training/CDL Testing

Stayed the same

Electricity

Stayed the same

Heating fuel

Stayed the same

Mileage

Stayed the same

Membership/Dues

Stayed the same

Supplies

Stayed the same

Highway Streets

Vehicle-Equip Maintenance and Repairs

Stayed the same

Contracted Services/Equipment Rentals

Stayed the same

Material

Stayed the same

Signs

Stayed the same

Uniforms

Stayed the same

Tools & Equipment Purchases

Stayed the same

Gas

Stayed the same

Diesel

Stayed the same

Salt, Sand, Deicer

Stayed the same

Hydrants

Stayed the same

Culverts

Stayed the same

Safety

Stayed the same

Tree Maintenance

Stayed the same

Groton Roads

Stayed the same

Utility Charges, street lights

Stayed the same

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

Town Clerk/ Tax Collector

Ruth met with the Select Board to discuss her budget.

TC Salary

Ruth proposed an increase \$1,025 bringing this to \$34,700 which is a 3% increase.

Deputy Wage

Ruth proposed an increase \$4,500 bringing this to \$14,000 because we now have a deputy and we increased the wages for the deputy.

Town Clerk/Tax Collector Dues

Stayed the same

Town Clerk Expenses

Stayed the same

Tax Collector Expenses

Ruth proposed an increase \$1,000 bringing this to \$3,500 since this line has been over the last few years

Workshops/Seminars

Ruth proposed an increase \$1,000 bringing this to \$2,500 because Hilary may be involved in more training next year for certification.

Telephone/Internet

Stayed the same

Computer Maintenance/Software

Ruth proposed an increase of \$500.00 making this \$2,000.00. She will need a new printer/copier/fax machine. The Select Board agreed she should order it this year since she has money in the budget and then lower this line to \$1,000.00.

Advertising

Ruth proposed a decrease of \$25 making this \$25.

Supplies-general

Ruth proposed a decrease of \$200 making this \$1000.

Postage

Ruth proposed a decrease of \$200 making this \$1,800 because she did not send certifies this year for all because Newfoundland sent some of them

Election supplies/Expense (ballots, advertising, etc.)

Stayed the same

Ballot Clerks

This is a different budget meeting and will be done in the Moderator's budget.

Checklist Supervisors

This was a different budget meeting and will be done in the Supervisor's budget.

Mileage

Ruth proposed an increase of \$200.00 making this \$1,200.00.

The Select Board was okay with the Town Clerk/Tax Collector budget as is.

Other budget items to discuss

- Transfer Station budget: The dues line had to increase by \$50 to cover Pemi Baker Solid Waste dues
- Police Chief & Town Administrator information: Sara did the research that the Select Board asked her to do. She handed out the information she received. Also, she had an email from MRI that stated they could do the wage study for \$1,800 and with job description for \$2,100. It was agreed that we do not have time to discuss this tonight so we will discuss this at next budget meeting.

Building Update

Sara mentioned that she followed up on the building and Doug emailed back with what they completed. Sara sent this to Rena and Misty at USDA and they will review it and get back to us next week. Doug did say that he thinks items 15 and 16 need to be filled in with more detail by the town, which are as follows:

- 15. Owner - Provide overall project budget that include hard (construction) & soft (supporting) costs for the project. *A fee proposal for civil and structural engineering for Construction Administration services has been requested.*

- The Select Board told Sara to ask Doug about this. We are not sure what the costs would be as we have never done a building like this before. They wanted to know if the proposed costs they put together for us previously are still sufficient or if these costs need to change based on the changes USDA requested. They also wanted to know if they see this changing since the work was not done this year.
- 16. Owner - Provide updated Owner/Architect B104 contract for review. *The contract will be updated once the above proposals are received.*
 - The Select Board told Sara to also ask Doug about this, since they are not sure what this is and they would think that Doug would have this contract.

Bubba said we may need to send a letter to Shaheen, Hassen, Sue Prentice because this is taking so long and since Eric Law left there has not been as much communication. John said to send an email to Shaheen's office to see about putting us in the right direction. We should explain that there have been so many delays and we need to move forward. We can explain that the town finally voted in favor of the building in March and at the rate it is moving we are going to attend the March 2024 meeting with no building progress. We really need help to get this moved forward. We have experience so much flooding at the current location and the Town is in fear of another flood with the building in the flood zone.

Grafton County Tax Bill came in

Sara explained that the Grafton County Tax Bill came in. It is not due until December 18, 2023 so we usually wait until we have some tax bills start coming in and then we pay it in the beginning of December before it is due.

Non-Public Meeting

The person that was supposed to come in at 6:45pm said their fuel pump went in their vehicle so they could not make it in tonight. They are asking if they can meet 11/21/23 at 6:45pm. The Select Board approved this meeting.

John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 6:45pm, Tony 2nd, so voted.

John motioned to return to public session at 6:55pm, Tony 2nd, so voted.

John motioned to seal the non-public minutes, Tony 2nd, so voted.

Having no other business to conduct, John motioned to adjourn at 6:56pm, Tony 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant