

Town of Groton
Select Board Work Session Minutes
November 21, 2023

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

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

Advertising Regional Association Dues

Sara met with the Select Board to discuss this budget.

Advertising

Stayed the same

Dues

Stayed the same

GHS

Stayed the same

NLRA

Stayed the same

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

Executive

AA Wages

Sara proposed an increase \$1,552.00 making it \$53,287.00 to have room for a 3% merit increase. However, the Select Board agreed that they are moving forward with the Town Administrator position so this line needs to be increased. They also agreed to change the same of this line to Administrator/Assistant Wages. They will discuss this position in more detail and the pay in more detail later.

Selectmen's stipend

Stayed the same

Moderator/Assistant wages

This was part of the moderator's budget meeting and was \$700.00.

Other Town Meeting expenses

Stayed the same

Contracted services (web hosting)

Stayed the same

Workshops/Seminars

The moderator proposed an increase so she can attend workshops. This increased by \$100.00 making this \$500.00.

Telephone/Internet

Stayed the same; we may need to revisit this once we see what the total was at the end of the year.

Mileage

Stayed the same

Supplies

Stayed the same

Postage

Stayed the same

Furniture/Fixtures

Stayed the same

Office Equipment Maintenance

Stayed the same

Hiring expenses

Stayed the same

Computer/Computer software maintenance

Stayed the same

Other office expenses (CU recordings, etc.)

Stayed the same

Other items:

- Sara asked if we should add minute taker under here or wait until our meeting with Deb. The Select Board agreed to wait until the meeting with Deb.

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

Financial Administration

Financial Reporting (Town Report)

Sara proposed an increase of \$150.00 making this \$1,750.00 due to increase on quotes and cost last year.

Auditing

Stayed the same; waiting for costs

Assessing

Stayed the same; waiting for costs

Treasurer

This was gone over at a prior meeting.

The Select Board was okay with the Financial Administration budget as is.

Fire Budget

Sara met with the Select Board to discuss the Fire budget.

Stipend

Stayed the same

Communications/Training

Stayed the same

Equipment

Tony proposed an increase of \$1,300.00 making this \$1,500.00 for the Fire Warden to get equipment needed.

Contracted Services- Hebron

Stayed the same, the current contract is due to go up in 2025.

Contracted Services- Rumney

Stayed the same; waiting on 2024 numbers

Lakes Region Mutual Aid

Sara proposed an increase of \$3031.00 making this \$16,431 to match the costs that LRMFA sent over.

Dues

Stayed the same

Mileage

Stayed the same

General Government Buildings

Town Hall Repairs & Maintenance

Stayed the same

Town Hall Repairs & Maintenance Wages

Stayed the same

Town Garage Repairs & Maintenance

Stayed the same

Transfer Station Repairs & Maintenance

Stayed the same

Cleaning supplies

Stayed the same

General Supplies

Stayed the same

Contracted Services (security, elevator)

Stayed the same

Town House Electric

Stayed the same

Town Heat

Stayed the same

The Select Board was okay with the General Government Buildings budget as is.

General Insurance

Property/Liability

Sara proposed an increase of \$2,380 making it \$15,751.00 due to the quote we received in the mail from Primex showing the increase.

Workers Compensation

Sara proposed a decrease of \$146.00 making it \$3,988.00 due to the quote we received in the mail from Primex showing the increase.

Unemployment Compensation

Sara proposed an increase of \$157.00 making it \$500.00 due to the quote we received in the mail from Primex.

The Select Board was okay with the General Insurance budget as is.

Health

Salary

Stayed the same

Supplies/postage

Stayed the same

Mileage

Stayed the same

Training

Stayed the same

Dues

Stayed the same

Water testing

Stayed the same

Legal

Stayed the same

Transport Central

Transport Central requested an increase of \$400.00 making it \$500.00. The Select Board agreed to give them the increase.

CADY

CADY requested an increase of \$500.00 making it \$1,000.00 for 2024. Five years ago, we increased from \$250.00 to \$500.00. The Select Board agreed to give them the increase.

CASA

Stayed the same

Mid-State Health

Stayed the same

Pemi-Baker

Pemi-Baker requested an increase of \$30.00 making it \$2,896 for 2024. The Select Board agreed to give them the increase.

Voices against Violence

Voices Against Violence requested the same amount as last year.

Genesis/LRMHC

Genesis/LRMHC requested an increase of \$650.00 making it \$1,050.00 for 2024. The Select Board agreed to give them \$800.00 which is double what we have been giving them.

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

Legal

Claims, Judgements and/or Settlements

Stayed the same

Attorney Fees- General Advice

Stayed the same

Junkyard Dog

Stayed the same

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

Other General Government

Exigent/Hazardous Circumstances

Stayed the same

Forestry

Stayed the same

Tax Mapping

Stayed the same; waiting on 2024 numbers.

Grants/Engineering

Stayed the same

The Select Board was okay with the Other General Government budget as is.

Parks Recreation

Maintenance of Parks

Stayed the same

Maintenance of Recreational Facilities

Stayed the same

Porta Potty

Sara proposed an increase of \$335.00 making it \$1,600 due to the increase in costs of the porta potty.

Advertising

Stayed the same

Tapply Thompson Center

Tapply Thompson Center requested an increase of \$500.00. Last year it increased by \$500 but that was the first increase request since 2016. The Select Board agreed to meet them half way at \$3,534.00.

Old Home Day

Sara said that the OHD Committee mentioned requesting an increase. For everything that we paid out in 2023 it was about \$1,400. We also need to keep in mind if we want to do fireworks. The Select Board agreed to add in the fireworks and we can revisit it later making this line \$4,400.00.

Electricity

Stayed the same

The Select Board was okay with the Parks and Recreation budget as is.

Patriotic Purposes

Patriotic Purposes

Stayed the same

The Select Board was okay with the Patriotic purposes budget as is.

Personnel

Benefits not allocated to department (NHRS)

Sara proposed an increase of \$250.00 due to rates increasing in 2024.

Life and Disability

Stayed the same

Medical Insurance

Sara proposed an increase of \$8,268.00 making it \$61,768.00 due to the 15.6% increase in cost of health insurance for 2024.

FICA/Medicare

Sara proposed an increase of \$1,000.00 making it \$17,500.00 due to the increase in costs. We may need to revisit this.

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

Welfare

Dues

Stayed the same

Direct Assistance

Stayed the same

Tri-County Community Action

Stayed the same

Grafton County Senior Citizens

They are requesting an increase of \$250.00 making it \$750.00 for 2024.

Other Vendor Payments

Stayed the same

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

School Update

They have worked out the tailing out agreement, Plymouth is willing to work with them and they have someone willing to do the administrative work. The bus company has room. Hebron will be voting in March as they were not able to move their meeting date.

Meeting with Carol Miller

Due to the Holiday, Carol had to reschedule. We will meet with her on 12/19/23 at 6pm.

Performance Evaluations

Sara handed out the Memo to the Department Heads on evaluations. They are due to the Select Board by 1/1/24 and they will review it. All evaluations need to be administered by 3/31/24.

Building Permit Issues

- On November 6, 2023 it was brought to the Select Boards attention that the owners on Sculptured Rocks Road were starting to do some building. Sara looked and there is no building permit on file. However, at the time there were only posts so since it was not over 100 square feet, they didn't need a permit at the time. The Select Board agreed to watch this and if it does get over 100 square feet then we need to send a letter because they will be building without a building permit. **John motioned to sign the building permit letter, Tony 2nd, so voted.**
- 908 North Groton Road is building something that is over 100 square feet but there is no permit on file. Sara drafted a letter. **John motioned to sign the building permit letter, Tony 2nd, so voted.**

Sara Surgery Update

Sara explained that her back surgery is scheduled for December 20, 2023. She has the MRI next week so will know more after that. She will wait to put in for the time off until after the MRI results. She will have a pre-op appointment, the surgery, which she will be out for 2-3 weeks depending, she may be able to come in part time after the 1st week but will know more at the pre-op. Hilary is trained on payroll so she will be able to do this while Sara is out.

Holiday Donations

The Town has received \$200.00 cash in donations and \$200.00 in Ladders donations. We have used \$100.00 of the cash and got five \$20.00 Market Basket gift cards and handed them out for Thanksgiving. The other \$100.00 will be used for Christmas and the Ladders gift cards will be used for Christmas.

Holiday Luncheon

Sara explained we should schedule the Holiday Luncheon. Last year we did it on Friday, December 9th. This year that Friday would fall on December 8th or we could do the 15th. We usually do it from 12pm-2pm. The Select Board agreed to do December 15th. Sara will send the invitation out next week.

Non-Public Meeting

Sara explained that the person that was supposed to come in on 11/7/23 was rescheduled for today at 6:45pm.

John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 6:15pm, Tony 2nd, so voted.

John motioned to return to public session at 6:54pm, 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 6:54pm, Tony 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant