

**TOWN OF GROTON  
SELECT BOARD MEETING  
December 16, 2013**

**In Attendance: Christina Goodwin, Kyle Andrews, Pamela Hamel (Administrative Assistant)**

**Absent: Miles Sinclair**

**Audience Members Present**

Christina called the meeting to order at 7:09 pm.

**MINUTE APPROVAL**

**Christina motioned to approve the minutes of December 10 as written, Kyle 2<sup>nd</sup>, so voted.**

**UPDATES**

Last week the Board voted to continue with Property Liability Trust for Workers' Compensation Insurance until June 30, 2014. Primex has just submitted quotes and the numbers are lower. **Christina motioned to approve the Primex packaged contracts pending final review, Kyle 2<sup>nd</sup>, so voted.**

Christina reported the following:

- Last Friday the State removed the stone culvert that was left near the side of North Groton Road just below Edgar Albert Road
- The catch basin near the bridge over the Cockermouth near the Highway building is scheduled for repair next year
- The signs for the Transfer Station driveway have been ordered. The final location for the signs will be determined after the driveway locations for the lot across the road are finalized.

**OLD BUSINESS**

Petition & Pole License

The Town's attorney believes that the language of the submitted petition and pole license does not conform completely to the statutory language. She recommends that the Board sign this license but then go through the process of both amending existing pole licenses and adopting a new form for future licenses to include the proper language. **Christina motioned to sign the Petition and Pole License, Kyle 2<sup>nd</sup>, so voted.** The license is for one pole on River Road for Fairpoint and New Hampshire Electric Cooperative.

Printer/Copier

The Board reviewed quotes for a new printer/copier. **Christina motioned to approve the purchase of the Kyocera copier from Twin Rivers Office Machines for \$3,992, Kyle 2<sup>nd</sup>, so voted.** The copier includes color printing as well as faxing and scanning capabilities. It will replace the current machine which is approximately 12 years old and does not have a print driver for Windows 7. **Christina motioned to confirm the cost for the Town's IT specialist to network the new printer, Kyle 2<sup>nd</sup>, so voted.**

### Tables and Chair Cart

The Board reviewed styles and costs for new tables and a chair cart. They agreed on eight (8) foot tables and a chair cart that holds up to 84 chairs. Both of these purchases fit the needs of the Town. **Christina motioned to purchase the chair cart as noted and 4 eight (8) foot folding tables, Kyle 2<sup>nd</sup>, so voted.**

### Office Closings

**Christina motioned to close the Select Board's office at 1:00 pm on Christmas Eve, Kyle 2<sup>nd</sup>, so voted.** The Administrative Assistant, Pamela Hamel, will have the option to stay at work after the office is closed. In addition, the Administrative Assistant has some comp hours to use before year's end. The Board agreed to allow the use of eight (8) hours on January 2, 2014. Any remaining hours should be used prior to December 31, 2013. Pam will get back to the Board with options for the Board to review and approve.

### **NEW BUSINESS**

#### 2013 Annual Town Report Bids

**Christina motioned to go with Town and Country Reprographics to print the annual Town report, Kyle 2<sup>nd</sup>, so voted.** Town and Country is offering to print the Annual Report at the same cost as last year: \$3.11 per book, \$25 graphics fee and no fee for the limited amount of formatting necessary. The Town also received a bid from R.C. Brayshaw & Co., Inc. for \$3.51 per book and \$75 per hour for graphics, additional layout and computer labor.

Anyone with photo submissions for the cover of the Report should submit them to the Select Board as soon as possible. This year's report will be dedicated to Jimmy Albert. Christina will write the dedication.

#### Building Permit Application for Public Service of New Hampshire (PSNH)

**Kyle motioned to sign the letter to PSNH regarding their building permit application, Christina 2<sup>nd</sup>, so voted.** Under SB 101 the Town does not have jurisdiction over a project of this type and size. PSNH is adding an antenna to the Tenney tower and a piece of equipment that will go into an existing shed.

#### Sub-Recipient Information Reporting Form for FEMA

**Christina motioned to approve signing the Sub-Recipient Information Reporting Form, Kyle 2<sup>nd</sup>, so voted.** Any organization that receives over \$25,000 from the Federal Government must submit this reporting form. The Town received in excess of \$25,000 from FEMA for damage sustained during Hurricane Sandy.

#### Report of Cut for Tamarack Trust

**Christina motioned to approve the certificate of yield tax and warrant for Tamarack Trust, Kyle 2<sup>nd</sup>, so voted.** This cut required that a bond be posted. The yield tax amount of \$1,356.37 is less than the posted bond. **Christina motioned to direct the Treasurer to close the bond account and issue a check or money order to the Town and Gary Easson of Tamarack Trust in the correct amounts, Kyle 2<sup>nd</sup>, so voted.**

#### Payroll Schedule

Payroll will be issued on Tuesday for the next 2 weeks; Tuesday, December 24 and Tuesday, December

31.

Groton Wind Farm Department of Revenue Administration (DRA) Assessment

Pam explained that she has received a call from Iberdrola regarding the DRA's assessment of the wind farm. They are willing to meet with the Board to discuss the Town's concerns and possible strategies. Kyle and Christina agreed to meet with the company and to schedule, if possible when Miles is available, for sometime in January.

Transfer Station

Christina announced that an employee has resigned from the Transfer Station. Therefore, there is a permanent part-time position available. Interested parties should contact the Select Board's office. The position will be open until filled.

MS-60W

**Kyle motioned to sign the MS-60W, Christina 2<sup>nd</sup>, so voted.** The MS-60 is the Town's Local Auditor's Report. The MS-60W is a waiver request which allows that Parts 1 (General Ledger) and 2 (Treasurer) of the report be completed. The waiver is only available for municipalities with a population of less than 750.

Warrant Article Submissions

Department Heads and Committees who wish to submit a warrant article for the Board's review should do so by January 10, 2014.

FairPoint Interrogatories

Pam has completed the FairPoint interrogatories. **Christina motioned to approve Pam as the authorized signer of the interrogatories for FairPoint, Kyle 2<sup>nd</sup>, so voted.** The Board will review the draft before it is submitted.

Flag Purchase

The Board approved the purchase of five (5) bunting flags for the Town House. The money will be taken from the Patriotic Purposes budget line.

**Kyle motioned to adjourn at 8:15 pm, Christina 2<sup>nd</sup>, so voted.**

Respectfully Submitted,  
Pamela Hamel  
Administrative Assistant