

Town of Groton
Select Board Work Session Minutes
May 21, 2024

In attendance: John Rescigno, Ron Madan and Sara Smith (Town Administrator)

Absent: Tony Albert

John called the meeting to order at 6:00pm.

Joint Loss Safety Meetings

Sara explained it is that time of year that we need to schedule the joint loss safety meetings. Sara asked if they want to do it at 4pm on June 18, 2024. The Select Board agreed to have the Joint Loss Safety Meeting on June 18, 2024 at 4pm. We will start at the park, then go to the Highway Department, Transfer Station and end at the Town House. Sara will let all Department Heads know.

Emergency Management Meeting

We had tried to have an Emergency Management Meeting but had to reschedule a few times so it was agreed to try again after winter. Sara said that we should schedule a meeting for this now that winter is over. John said to see if July 2nd at 4pm or 5pm works for everyone. Sara will send an email and try to schedule this.

Policy Updates

At the last meeting Sara explained that we currently do not have a non-public meeting and minutes policy. This came up at the right to know meeting. There should be a policy in place. Sara created the policy based on the information from NHMA. Sara made copies and asked the Select Board to review this for the next meeting and let her know if any changes that need to be made. **John motioned to table for the next meeting since Tony is not here, Ron 2nd, so voted.**

Planning Board letter

At the last meeting the Select Board asked Sara to reach out to the attorney to draft a letter to the Planning Board regarding meeting minutes. The attorney did this and Sara put it on the Towns letter head. The Select Board reviewed the letter and do not have any changes. **John motioned to sign the letter to the Planning Board and to have Tony come in and sign it since he was at the meeting when this was discussed, Ron 2nd, so voted.**

Computer/Lap Top for Minutes

Sara explained that at a previous meeting, the Select Board discussed that the committees, boards and departments should not be taking minutes or using their own personal computers for work items. It was discussed possibly getting a computer or lap top to leave here for all the committees and boards to use for the minutes but this was not decided. Sara reached out to Dave Switaj and a lap top is about \$349.99 and then the cost to have it set up. She also said the Transfer Station has a computer now but the Highway Department has been using Bubba's personal computer. Sara asked if we should look into getting a computer for the Highway Department as well.

The Select Board agreed that we should look into getting three laptops; one for Planning Board since they meet every month, one for the other boards and committees to share and one for the Highway Department. They also asked Sara to look into the cost of a small locked cabinet to store the shared laptop in. They also said to see how much word and setting up the computer costs. Sara will have this information for the next meeting.

Sara vacation/payroll

Sara will be on vacation from 6/1/24-6/8/24. She would like to either stay late on Thursday 5/30/24 or come in on Friday 5/31/24 before she leaves town to catch up on emails, mail and a few other things before she leaves. She would also like to do payroll and payables that day so Hilary doesn't have to worry about it. Sara asked if this is okay and explained that she will let the department heads to make sure she has the timesheets by the end of the day Thursday 5/30/24. The only departments that may have to make changes will be the Transfer Station and the Police Department. They can submit timesheets ahead of time for what they are planning over the weekend and if anything changes, they can submit it the following week. Sara did have Hilary do payroll this week to refresh herself with it in case she needs to. The Select Board does not have any concerns with this and approved Sara to come in and do payroll while she is here. Sara will let the department heads know to turn in their timesheets early that week.

Meeting with Bubba:

The Select Board met with Bubba and went over the following items:

- During the last storm, the international backed into the stone wall on Spectacle Pond. They thought it was just a dent but after cleaning the truck it was realized that the damage is more than they thought. The bumper hit the quarter panel. Bubba asked if we should submit to Primex which we will have a \$1000 deductible or go get an estimate. John said we should get an estimate and then go from there.
- Paving of Transfer Station: Bubba mentioned that since the building is going to be delayed, we should look at paving at least the Transfer Station this year so we do not have to encumber the funds. Then when the Public Works Building is done, we can pave there. He said we could possibly have it done when they come out to do the work on River Road. Sara talked to Tony about this when he came in to sign the checks and he said he is good with this but would like to wait until after the new compactor is delivered so it doesn't damage the new pavement and it may take up more room. This was agreed to do the Transfer Station this year, after the compactor is delivered. Sara will reach back out to Bryant Paving to see if this will change the quote before we send it out to bid.
- Chip Sealing request for bids: Sara and Bubba explained that the request for bid for the chip sealing project was sent to paper on 5/16/24 will be in the 5/23/24 edition of the local paper. This has also been put on the main page and Highway Department page of the website.
- Building emails: Sara wanted to discuss the email she sent about the building and the replies from the architect and USDA. She still has not received the spreadsheet that we were waiting on so she sent the one she created to get the ball rolling so this isn't delayed any further. She did hear back from the architect regarding a few things. Also, Rena from USDA replied and said that she sent our items to their engineer for review and will get back to us when she gets some answers. We are still waiting on this.
- Ten-Year Plan: Sara said that we received the letter from the State and North Country Council soliciting projects for inclusion in the FY 2027-2036 Ten Year Transportation Improvement Plan that is updated every two years and serves as the State of NH capital improvement program for infrastructure across all modes of transportation. Sara was not aware of any transportation projects that should be added but wanted to see if Bubba or the Select Board had any that they wanted to add. At this time, we cannot think of anything.
- Fred and Bubba went through the old mower and tuned it up. The next time out after this, a pulley blew off of it. He took it over to the small engine barn so they can look at it. They are behind but he will do his best.
- Today, Fred was mowing with the new mower and the new mower broke down. There is a safety on it. Bubba got it working but he called the company because it is a holiday weekend. They sent someone out. There were two plugs that were not plugged in all of the way. The machine only has 4.7 hours on it. This was fixed and is running fine now.

- The grading started on Monday. They should be done tomorrow with all of the grading. They put almost 15 loads of material on Edgar Albert Road.
- They put the Will Colburn Path sign up.
- Sara said that Dave Leone came in and sent an email regarding the slope work on North Groton Road. He wanted to know how this is being paid for. Sara explained that if it is the work she is thinking of, it is FEMA funds due to the December 2022 storm. This work was done before winter. Dave said it was pretty recent. Sara said she is not aware of any other work but would check with Bubba. Bubba said there has not been any recent work and he believes he is referring to the work that was done before winter which was FEMA funding. John told Sara to email back and ask for either pictures of the work he is referring to or an address near it so we can make sure we are talking about the same area. Then we can respond from there.

Having no other business to conduct, John motioned to adjourn at 6:58pm, Ron 2nd, so voted.

Respectfully submitted,

Sara Smith
Town Administrator