

Town of Groton
Select Board Work Session Minutes
September 17, 2024

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

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

Emergency Management Meeting

The Select Board, Bill Oakley, Robert Ellis, Chief Bagan and Sara Smith met for an Emergency Management meeting/mock training.

Sara handed out the checklist that she created. She stated this is a rough draft and she can make any changes needed as we use it and realize that we need to add things or even remove things. Everyone agreed this looked good and no one had any changes to make. She also handed out the call tree/phone list. It was agreed that we should add the NHEC Municipal line to this list. Sara will update this list with that number.

Bill said that him and Patti wanted to do a table talk mock training for tree and wire down. Bubba said he calls NHEC when he can get service. They also call the Fire Department. Chief said that he calls dispatch. If it is only one tree there is no need to get anyone else involved. If there are multiple trees down or if it is long term, then they would start the call list and may have to close the road on both ends. Tony said that is what is done now.

The group walked through the scenario and the checklist to make sure we had everything that we needed.

Bubba stated that Tony asked before what he has for safety cones and barricades. He has ordered more items so as of right now, he has the following:

- 30 cones
- 6 small barrels
- 4 55-gallon barrels
- 6 plastic folding signs
- 4 wooden barriers- not supposed to use anymore
- 10 Road closed signs

The group agreed that there was no need to meet quarterly but they should schedule meetings if there are big updates, once the EOP is completed or anything else comes up. It was also agreed that to keep the process fresh, that we should meet once a year and it was agreed that September is a good time to meet. Sara will add a reminder to the calendar.

Building paperwork update

Sara was able to touch base with Casey at elections and have him sign the paperwork. She then sent it back to the attorney and Primex. Primex and the attorney said that everything looked good on their end and the attorney signed the certificate of owner's attorney form. Sara sent all forms to USDA on Thursday September 12, 2024 before she left for the day. Doug had responded to this email on Friday September 13, 2024 recommending that Groton submits the building permit with the State as soon as USDA concurs that the application materials are sufficient to help keep the project moving forward. He also asked Rena to advise on when it would be appropriate to submit for the permit and asked if it can be submitted while these documents are under review. Rena responded that day that she confirmed we can go ahead and submit for permits while all the other documents are being reviewed. Sara emailed Doug first thing Monday morning to see what building permit he is referring to because she is aware of town building permit but not state ones and she found a few online but they didn't seem to pertain to this project. She said she is aware of other permitting and applications such as

the DES septic permit which we already have, the PUC approval we will need, etc. but is not aware of a building permit. She said she has never done a building in town while she has been here so she is not saying there isn't one, she just is not sure what he is referring to and asked for more information regarding this. She sent the Fire Marshal an email today to see what state permits are needed for this project and she is waiting to hear back. We are also waiting to hear back from USDA regarding all of the documents we sent over so we can set up the preconstruction meeting. If they have any other forms that we need to change, the Select Board come back in and sign them. **John motioned to come in and sign any forms that need to be signed, Tony 2nd, so voted.**

Copier

Sara has been holding off for as long as she can to order a new copier/printer/scanner/fax machine. We knew this was coming and requested a quote a few years ago and put money in the Electronic Equipment and Software Capital Reserve Fund to cover this. The copier was still working so we were trying to get every bit of use out of it. We seem to continue to have problems with needing new parts, with jams, etc. Sara requested an updated quote and it is actually less now. The cash price is \$3,821.00 You can also upgrade to a 30 page per minute model for an additional \$375.00 which they recommend which would bring the total to \$4,196.00. It comes with a 1 yr parts, 90 days labor warranty. They offer a service contract like we currently have for the one we have now. The quote includes all parts, labor and supplies except paper. The Select Board agreed that we should go ahead and order it now and agreed that we should upgrade to the 30 page per minute model. Sara also created the Memo to the Trustees of the Trust Fund to request the transfer of the fund from the Electronic Equipment & Software Capital Reserve Fund to cover this purchase. **John motioned to sign and accept the quote and to sign the Memo requesting the transfer of funds from the Electronic Equipment & Software Capital Reserve Fund, Tony 2nd so voted.**

Chip Sealing

Bubba stated the Chip Sealing was done on Monday. It went very smoothly and looks good. So far, we have only heard of one complaint. Right now, it does look a little rough but it will settle down and smooth out after more cars ride over it. They will be back next week to run the sweeper over it which will help as well. They took care of everything and had all of the equipment and man power needed so it was very smooth and they knew what they were doing. It went well and they were easy to work with. It looks good and we are happy with how it came out. We will see how it holds up and how it handles through the winter and plowing and we can decide if this is something we want to continue doing in the future or not.

Having no other business to conduct, John motioned to adjourn at 6:45pm, Tony 2nd, so voted.

Respectfully submitted,

Sara Smith
Town Administrator