

December 18, 2014 Select Board Minutes, Groton Community Building (Approved)

Select Board: Peter Lyon, Gary Lamberton, Nathan Puffer

Building Committee: Kitty Diggins, Treasurer: Roberta Dana, Clerk: Linda Nunn

The meeting was called to order at 7:00 PM

Kitty Diggins reviewed the Community Building Structural Analysis received from DeWolfe Engineering whose purpose was to determine the capacity of the existing roof framing and the structural acceptability of adding roof insulation. Based on the analysis, they have concluded that the roof rafters have sufficient capacity for the code required snow and dead loads after additional insulation has been installed. They also reported that there is a need for additional bolting and also that the purlins, bottom cord splices, and center vertical tension rods are overstressed. Kitty reported that the quote the Town received for their analysis was \$1,500 to \$2,000 and their actual bill came in at \$1,277.50.

Kitty submitted a proposed agreement for professional services from DeWolfe to provide structural design services for reinforcing the roof framing. The proposal included two options; (1) \$2,000 - \$2,500 for drawings for a selected contractor and (2) \$3,500 - \$4,000 for drawings to a level that can be put out to bid. The Board asked Kitty to obtain from DeWolfe the criteria used for a selected contractor to enable them to consider using that criteria to solicit bids and using the lower cost option.

Kitty submitted a proposed Lister budget of \$24,999 (current year is \$24,999) which the Board accepted.

The Board reviewed the proposed Woodsville Rescue Ambulance budget of \$14,700 (current year is \$12,750) based on a town population estimated at 1020.

Linda Nunn reported she was asked by Len Doscinski to report on a hazard tree on the Eastman's property across from the Baptist Church. The Board asked Linda to contact both Green Mountain Power and the Vermont Agency of Transportation to have them address the issue.

Roberta Dana reviewed an audit that was completed on the town by the Vermont Department of Public Safety for a \$13,409 grant that was received to purchase a repeater. The audit requested implementing a written procedure that incorporates greater separation of duties with writing checks, signing checks, general ledger transactions, receiving/opening bank statements, and reconciling bank statements. The audit also required a response to the following action items by 1/16/2015;

- Implement a written procedure that incorporated greater separation of duties and submit a copy to DPS (Roberta will create a proposed procedure)
- Create and maintain an asset list, equipment management requirements and submit a copy to DPS (Roberta will coordinate response by sending a form to be filled in by all Department heads. The Department heads will be responsible for their individual asset lists).
- Adopt a procedure to check for suspended or debarred parties on www.sam.gov. Submit a copy to DPS. (Roberta will create a proposed procedure)
- Update the procurement policy to conform to 44 CFR & 13.36 and provide DPS a copy. (Roberta will create a proposed update).
- Submit a corrective action to address the failure to follow the town's Spending/Purchase Order Policy. (Peter will prepare a letter for the Select Board to sign/send to all Department heads reinforcing the requirement for the Department heads to follow the policy).

- Identify grant funds separately NEMRC (Roberta will update NEMRC)

The Board discussed an issue raised by Dave Spencer in that very few organizations in town have their agendas and minutes on the Town website per the requirement of new State Statues that went into effect on July 1. The Board will send a reminder to all groups reminding them of their responsibility to send their agendas and minutes to Dave to be loaded onto the Town web site.

Roberta reviewed the need to determine if the town is going to contribute to the HRA (Heath Account) for town employees. The cost to fully fund the account is \$10,000 for Highway employees and \$7,500 for the Town Treasurer & Town Clerk. Gary moved, Nathan seconded, and the motion passed unanimously to approve fully funding the HRA account for a total of \$17,500.

A report from Annie Crowley was reviewed on the status of delinquent taxes. Annie reported that she has submitted \$48,901 for deposits and has \$81,000 remaining to be collected. Annie also included in her report the status of her collections throughout the year noting that as per the rules for collection she has to turn over monies at the end of every 2 months and has always done this much sooner than that with the exception of if she has not collected anything to give.

The need for year-end borrowing was discussed. To follow the town approved resolution, Roberta will pay down all borrowing against Reserve funds by year end (currently estimated to be \$20,000). To cover any shortfalls, Roberta will borrow from approved financial institutions for a few days and pay it back shortly after the new year to minimize interest expenses.

The Board gave its heartfelt thanks to residents of the Community for their generous donations of food and clothing to those in need during this holiday season!

The Board asked Linda Nunn to send the minutes to Dave to be posted on the town web site for the two tax appeal meetings. The board also asked Linda to contact Todd Powers on the status of installing the protective padding on the stage end of the gym noting that if he is short on funds that they might be able to help. And they asked Linda to provide for inclusion in the town report the latest/complete list of town contacts & phone numbers.

Dorothy Knott submitted a proposed Emergency Services Insurance budget of \$10,988 (current year is \$11,445). The proposed Emergency Services General Expense budget is \$25,865 (current year is \$20,900). The proposed Fire Department budget is \$25,771 (current year is \$25,296). The proposed FAST budget is \$15,500 (current year is \$15,500). The Board asked Dorothy to reassess and reduce the Emergency Services General Expense proposal to respect the budget goal. The board also asked for the status of the Ambulance as Henry had mentioned that it was in tough shape.

The Board asked Roberta to check with Brent on the status of the Highway budget and also the status of the 10 year plan for highway improvements.

Peter reported that he had met with NVDA and that they had no involvement in town ordinances.

General discussion took place on the status of the Community Building boundary question. Gary agreed to contact Dave Spencer to obtain his input on the boundary line by the Cilley family home. Peter agreed to contact Gunther to obtain his status on the survey that they were conducting.

Peter suggested that Christmas lights be placed on the apple tree in front of the Community Building. Gary volunteered to provide the lights and that Taylor (Lamberton) would install them. Peter volunteered to purchase the timer and extension cord.

Peter moved, Nathan seconded & the motion passed unanimously to approve the Dec. 4, 2014 minutes.
Peter moved, Nathan seconded & the motion passed unanimously to close the meeting (at 10:04 PM)

Gary Lamberton, Chair

Prepared by Peter Lyon