

May 5, 2014 Select Board Minutes, Groton Community Building (Approved)

Select Board: Peter Lyon, Gary Lamberton, Nathan Puffer

Auditors: Debra Johnson, Martha Crown, Dan Robinson, Building Committee: Kitty Diggins, Treasurer: Roberta Dana, Road Commissioner: Brent Smith, Fire Warden: Wade Johnson

Kitty reviewed the RFP for the Community Building water filtration system that had been created by Amy Alexander. Kitty explained that the plan was to send it out for bid to a minimum of five vendors with a response requested by May 30. Nathan asked how it would be paid for and Kitty explained that it would be paid for out of the building reserve fund. Peter moved, Nathan seconded, and the motion passed unanimously to support the RFP as modified. Kitty wanted to express a special thank you to Amy for the work Amy did on this RFP.

Kitty also reported in her role as Lister that they are in the process of completing building inspections and they all will be done on time.

Debbie reported that the Auditors had completed the review of the bids received for a professional audit for the Town. The following four bids were received;

- Sullivan & Powers, \$12,000. Auditors score of 277
- Pace & Hawley, \$7,000. Auditors score 240
- Graham & Graham, \$13,800. Auditors score 217
- Batchelder Associates, \$14,000 plus required hiring an Attorney. Auditors score 175

The Auditors unanimously recommended to the Board the hiring of Sullivan & Powers. The budget to hire a Professional Auditor for this year is \$7,000 and the Board did not support spending an additional \$5,000 for Sullivan & Powers. Roberta pointed out that she is up for election next year and a new Treasurer would want an audit completed when they start. After a general discussion, all agreed no contract for Auditor would be issued this year (2014) and to plan on hiring one for the next fiscal year (2015). In the meantime all agreed that there were issues that needed to be addressed that had been identified in prior audits that had been provided to the Town. Dan volunteered to coordinate creating a proposed plan to address these issues which he would review with the Board at the next meeting.

Wade provided his feedback on the proposed Burn Ordinance and had suggestions to improve the document to ensure that it matches the Fire Warden Manual. Gary volunteered to add the changes suggested by Wade and then circulate back for final comments in preparation for a public hearing.

Peter moved, Nathan seconded and the motion passed unanimously to approve the April 24, 2014 minutes.

Peter moved, Nathan seconded and the motion passed unanimously to approve the April 25, 2014 minutes.

Peter reported that he had attended a building committee meeting and Mark Shallberg was there and expressed an interest in joining the committee. Peter moved, Nathan seconded, and the motion passed unanimously to appoint Mark Shallberg to the building committee.

The Board reviewed a letter from Linda asking if the Community Building fee would be waived for a benefit dance. The Board asked if either the requester or the person benefitting were Groton residents and were told that they were not. The Board felt that the current fee of \$5 dollars per hour was already a very good deal and most likely did not cover the cost of items such as lights and heat. Peter moved, Nathan seconded, and the motion passed unanimously to maintain the current fee of \$5 per hour. The Board also agreed that the fees, deposits, and use of the building needed to be reviewed for potential updates. It was agreed to ask the building committee to complete this review.

Brent and Gary reported that two grants had been submitted as suggested by Shauna Clifford (VAOT District Project Manager). One grant was for the Fuller Hill Project and the other was for the creation of a long range capital plan. Brent also requested approval of the current annual financial plan. Peter moved, Nathan seconded, and the motion passed unanimously to approve the annual financial plan as prepared by Shauna Clifford.

Roberta reported that the State has provided their assessment for all the State buildings in the Town and if the Board had any disagreement with the assessments there is a time frame to file an appeal.

Gary provided the results of his analysis on options for the purchase of new systems and software for the Town. Gary recommended supporting a proposal from DakTech Computers for a total of \$4,614. Peter wanted to ensure that it included the connection to NEMRC and cash register for Linda. It was agreed to discuss further when Linda was available.

Peter moved, Nathan seconded, and the motion passed unanimously to adjourn. (at 9:06 PM)

Gary Lamberton, Chair

Prepared by Peter Lyon