

The Town of Groton Select Board Minutes, April 2, 2015 (Approved)

The duly warned meeting of the Groton Select Board of April 2, 2015 was held at the Groton Community Building, 1476 Scott Highway at 7:04 PM.

The following members were in attendance: Peter Lyon, Gary Lamberton, Andrew Dorset

Attendance for the regular meeting included: Visitor: Roberta Dana, Auditor: Tracy Puffer, Building Committee: Kitty Diggins, Highway: Brent Smith, Treasurer: Lisa Hart

Roberta Dana reviewed questions that she had on the Vermont Creamery Donation, minutes, and her offer to help in the transition to a new Town Treasurer.

Pay Rates: On a motion by Andrew, seconded by Gary, voted unanimously to set the pay rate for Linda Nunn, Lisa Hart, Brent Smith, and Phillip Palmer with a 3% increase, Donald Bliss at \$15.00, and all other employees with a 2% increase effective the first pay period in March, 2015. It was noted that further investigation will take place to determine the appropriate rates for Tracy Puffer (Auditor), Roberta Dana (Assistant Clerk), FAST/Firefighters, and for mileage reimbursement. Tracy reported that she plans on donating her pay to the Town Recreation Committee. The Board thanked Tracy for her very generous offer.

Peter reported that he had asked the VLCT how the town should handle accrued vacation for elected officials and their response was that elected officials are not expected to be able to accrue vacation to carry over to the next year.

The Board reviewed and fine-tuned the proposed Accounting, Auditing, & Financial Reporting policy as well as the proposed Cash Receipts, Petty Cash, & Returned Check Policy. Final adjustments will be reviewed for adoption at the next Board meeting.

The Board reviewed and fine-tuned the Purchase Order Procedure. Final adjustments will be reviewed for adoption at the next Board meeting.

A proposed Drug & Alcohol Policy will be provided by Andrew at the next Board meeting.

Peter reported that a \$250.00 invoice had been received from US Bank to cover the cost of establishing the escrow for the new fire truck and it was paid by the Groton Volunteer Fire Department Inc. Also a \$52,926.00 invoice had been received from Dingee Machine Company for the installation of the pump on the chassis for the new fire truck and it was being paid by MLC out of the escrow account.

Peter reported that the kitchen addition off the back of the Community Building was in the process of being designed. It would serve two purposes, the first as a kitchen replacing the current kitchen in the basement and second as a meeting room such as for Select Board meetings. Also, there is planned to have storage for the tables & chairs that currently stocked up on the stage.

Kitty Diggins reported that she is in the process of signing up and taking assessor classes to become certified.

Andrew reported that he is continuing to research the possibility of hiring a specialist to complete a cost benefit analysis of the utilities in town for property assessment purposes. The first phase would be a

review of utilities documentation, which would occur at no cost to the town, to determine if there is an opportunity to improve on the current utilities assessments.

Gary reviewed the current status of the State Public Safety audit reporting that he had sent the requested asset inventory to them. Peter reported that the VLCT had agreed to draft a proposed conflict of interest policy for consideration.

Gary reviewed the status of the yellow building next to the Post Office stating that the owners had a new contact person assigned. Andrew said he would work on a legal public notice letter that could be sent to the owners.

Brent presented three bids for his RFP for stone products: 1) Puffer Excavating, 2) Chief Crushing & Excavation, and 3) McCullough Crushing, Inc., - Blue Mountain. (All bids are on file at the town office). On a motion by Gary, seconded by Andrew, voted unanimously to award Tailings and Class II – IV stone to Puffer Excavation and award all other stone product to Chief Crushing & Excavation.

Based on the Cemeteries recommendation, on a motion by Andrew, seconded by Gary, voted unanimously to award the cemetery mowing & maintenance contract for summer of 2015 at a cost of \$8,500.00 to Jim Winget respecting the purchasing policy where this is a recurring purchase and also noting that this price is level funded from the previous year.

Lisa Hart reported that the VLCT completed a workman's comp audit which went very well. Lisa also reported that Steve Hart has, as a volunteer, offered to work on the Treasurer's office and paint the office ceiling and also install carpet remnants. He estimated that the paint would cost \$50.00 and the carpet would cost \$319. On a motion by Peter, seconded by Andrew, voted unanimously to approve Steve's offer as presented. The Board also thanked Steve for his generous offer as a volunteer.

Lisa reported that she will not be taking the health insurance that is offered by the town and this will save the Town \$15,000. Lisa would like to use \$5,000 of the savings for additional training and hours for Carrie as the assistant town treasurer. On a motion by Peter, seconded by Andrew, voted unanimously to approve Lisa's request.

Lisa also reported that she will need to borrow funds from Union Bank in anticipation of taxes and was not sure of the amount required at this point in time.

Brent Smith reported that there will be a Select Board meeting with the VAOT on April 7 at 8:00 AM.

Brent also reported that the Welton bridge FEMA grant may be held up due to the State Department of Safety Audit which has frozen grant funds to the Town.

Andrew reported that there will be ICS (Incident Command Systems) training taking place April 16 and 29 that the Board might want to attend.

Brent reported that he is working with NVDA on the Town's rapid response plan for disaster planning purposes. It is estimated that it will take approximately \$4,000 of equivalent town personnel hours to create.

On a motion by Andrew, seconded by Peter, voted unanimously to adjourn (at 10:49 PM)

Gary Lamberton, Chair

Prepared by Peter Lyon

