

I The Town of Groton, Vermont Select Board Minutes, March 19, 2015 (Approved)

The duly warned meeting of the Groton Select Board of March 19, 2015 was held at the Groton Community Building, 1476 Scott Highway at 7:00 PM.

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

Attendance for the regular meeting included: Visitor Sandra Adams, Solid Waste Supervisor: Tim Dailey, Lister: Kitty Diggins, Treasurer: Lisa Hart, Highway: Brent Smith, Clerk: Linda Nunn

The meeting was called to order at 7:00 PM

Background: Sandra Adams presented a request from Groton Growers to move their organization out from under Groton General and move them under the Town of Groton. Sandra explained that Groton General is not currently active and there is limited backup of personnel available. There would be no cost to the town.

The Board asked Sandi to work with Town staff to obtain an understanding of the work load impact, check with the VLCT to determine if there were any liability issues and understand if there was a requirement for the Manager of Groton Growers to live within the Town (for Insurance purposes). The Board agreed to meet again with Sandi once the requested information was available.

Background: Tim Daily reported that new State regulations that go into effect covering stump dumps will require the dumps to be certified by the State Agency of Natural Resources. A detailed site review will be required and there will be a requirement to install fencing and have an attendant on duty when the dump is open for use. Tim stated that the new regulations will go into effect July 1, 2016.

The Board thanked Tim for providing a heads up on this new State requirement and requested that Tim, Kitty and Brent to think about a recommendation on how to move forward. The initial feelings was that it would be difficult to have the existing dump become certified for use under the new regulations.

Background: The Board reviewed a number of items that they have been working on since their last meeting.

- Gary is coordinating the creation and maintenance of a Google calendar of activities required to be completed throughout the fiscal year. It would also include the office schedule of Town staff. The goal is to make available for use by staff and the public.

- Andrew reported that he had connected with Kristen Ziter to review the status of the State Audit that was completed on the town. Kristen stated that there were two remaining open items, one was the need for the asset list and the other was the need for a conflict of interest policy. Gary said he would work on the asset list and Peter said he would ask the VLCT if they could help with the conflict of Interest requirement.

- Andrew reported that he is continuing to research the question of the deductible on Brent's accident

- Andrew will bring in examples from other towns of drug and alcohol policies for the Board to consider to satisfy the insurance requirement of VLCT.

- On a motion by Peter, seconded by Gary, the Board unanimously moved to approve a liquor license renewal for the Upper Valley Grill.

Background: Lisa Hart has been elected the new Town Treasurer and as a result has been hiring staff and updating the required documentation to operate in the position.

- Lisa has hired Carrie Peters to be the assistant treasurer and the consensus of the Board was to re-allocate the Bookkeeper budget to assist in funding the assistant treasurer position.
- Lisa requested authorization to become the town's payroll officer. On a motion by Andrew, seconded by Peter, the Board unanimously moved to designate Lisa Hart as the Town of Groton Payroll Officer effective March 3, 2015 and authorized Gary to sign the authorization documents.
- Lisa reported that in her meeting with representatives of Union Bank, their recommendation was to change the term of the tax anticipation loan from June 30 to December 31 to be consistent with the Town's fiscal year. On a motion by Andrew, seconded by Peter, the Board unanimously moved to align the loan maturity date to the town's fiscal year

Background: A petition was submitted to the Vermont Board of Libraries to name a mountain South/South East of Seyon Pond "Prosperity Peak". The Board of Libraries continued their hearing to April 14th to provide the Town of Groton time to submit its feedback on the proposed name.

Peter reported that he had been in contact with the Vermont Board of Libraries and their recommendation was to address only the current mountain naming petition at their April meeting. If the town had another name that they would like to have considered then it could be reviewed at a later hearing. The Select Board signed a letter for Peter to present at the Library Board April hearing which states the name "Prosperity Peak" is not supported. Tim Dailey told the Board that many of the old timers in town called the mountain "Table Top Mountain".

Background: The Town's Financial Policies and Personnel Policies are in need of being updated.

Peter reported that the plan is to approve VLCT financial policy no. 1 & no 3 at the next meeting and that he will be continuing to send them out two at a time over the next few meetings until all 10 are adopted. It was also agreed that Andrew and Peter will work on the issues identified in the three audits completed by Pace & Hawley while Gary will coordinate working on updating the Town's personnel policies.

Background: An article in the 2013 Town meeting was passed to authorize the purchase of a new Fire Truck not to exceed \$300,000 paid for by Lease purchase plan over 10 years.

Peter reported that the fire truck lease/purchase is complete. The final documentation is being mailed to Lisa by the Financial Institutions. Lisa can then work with Dorothy and Linda to decide how to best maintain the final file. The financial details for the truck are;

➤ Total cost of Truck	\$282,344.71
➤ Legal Fees	\$500.00
➤ Escrow Fee (may be covered by interest received)	\$250.00, if paid, will be by Fire Department
➤ Fire Department Equipment Reserves	\$122,000.00
➤ First Niagara Lease (via MLC)	\$176,420.71

- | | |
|---|--------------|
| ➤ Current year Town budget | \$4,244.59 |
| ➤ First Payment (due upon signing) | \$20,320.59 |
| ➤ Payment for Chassis, net 30 | \$105,924.00 |
| ➤ Payment upon installation of Pump, net 10 | \$52,926.00 |
| ➤ Payment 60 days later, net 10 | \$52,926.00 |
| ➤ Payment upon delivery, net 10 | \$70,568.71 |
- Note on use of reserve fund: \$105,924 will be used to pay for the Chassis and \$16,076 will be used toward the initial payment made to First Niagara.
 - Note on the initial payment to First Niagara: Due at time of closing (already paid), \$16,076 from the reserve fund and \$4,244.59 out of the current year (2015) budget. The next nine payments will be due annually, payable in March after Town meeting and dependent on successfully being supported by the votes as a line item in the budget.
 - Note on additional expenses: The legal bill for the purchase totals \$500. On a motion by Gary seconded by Andrew, the Board unanimously moved to pay the \$500 legal expense out of the Select Boards budget.

'Round the Table:

Linda Nunn reported that 46 animals were given their rabies shot this last weekend at the Town garage.

Kitty Diggins presented to the Board a letter certifying that no appeals nor suits were pending on appraisals in the town. The letter needed to be signed and placed in the grand list book. The Board signed the letter. Kitty also reported that \$7,294 was received from the Vermont Department of Finance to be deposited into the reappraisal account. Kitty estimates that there is currently \$65,000 in the account.

Brent reported that the grader is being worked on and should be ready sometime next week. Brent also reported that the 2010 truck was out about a week and was just returned from Clark's and that all cost was covered under the warrantee. Brent reported that his next big purchases were for gravel and stone. On a motion by Andrew, seconded by Peter, the Board voted unanimously to authorize Brent to prepared and publish bids for crush stone with the bid opening to be at the April 2, 2015 Board meeting.

On a motion by Andrew, seconded by Peter, the Board voted unanimously to authorize the Road Commissioner to close roads during the spring thaw using his judgment.

Andrew volunteered to contact the State to request an extension of time to comment on ancient roads to allow time to complete research on recreation opportunities within the town. It was the consensus of the Board to support Andrew's suggestion.

Bo Wilson as a volunteer repaired the door handles to the Town office. The Board extended its thank you to Bo for his donation of help to the town.

On a motion by Peter, seconded by Andrew, the Board voted unanimously to deposit \$500. From the Vermont Creamery donation to the general fund.

On a motion by Peter, seconded by Andrew, the Board voted unanimously to approve the Feb. 19, 2015 minutes.

On a motion by Peter, seconded by Andrew, the Board voted unanimously to approve the March 5, 2015 minutes.

The Board and Lisa reviewed the Purchase Order and Warrant process.

On a motion by Peter, seconded by Andrew, the Board voted unanimously to adjourn (at 10:39 PM)

Gary Lamberton, Chair

Prepared by Peter Lyon