

Town of Groton, Vermont - Selectboard Minutes December 1, 2016 (approved)

Selectboard Members in Attendance: Mary Grant, Wade Johnson, Sr. and Andrew Dorsett.

Attendance for the meeting included: Lisa Hart, Carrie Peters, Debra Johnson, Brent Smith, Phillip Palmer, Kitty Diggins, Jim Cilley, Kristian Connolly(Library Committee), Kathleen Lamberton (Community Club), Linda Nunn, and Franco D. Rossi (CAI Technologies)

The meeting was called to order at 6:30 PM.

Wade made a motion to approve the minutes of November 19, 2016, Mary seconded and motion passed.

Financials/Budget Update

Lisa handed out the 2017 budgets to the selectboard members to review for the next meeting in December. Also handed out were the budgets for 2016 ending November 30, 2016 which should be at 92%. Lisa highlighted the areas that were over the 92%. Lisa said the next selectboard meeting is scheduled for Thursday, December 15, 2016 which is the concert at BMU so Lisa and Carrie wouldn't be able to attend. This issue was discussed and decided on changing the meeting to Thursday, December 22, 2016 at 6:30 pm and an attentive meeting to work on the budget on Dec. 29, 2016 at 6:30 pm.

Lisa asked to discuss the quarterly payments for the Fire Department and FAST Squad. The Fire Dept. and FAST seem to ask for their payments a couple weeks before the quarter ends and makes it difficult in December where last year Lisa had to do a couple of payrolls for the Fire Dept in the last week of December. Lisa wants something decided on the payroll and said there really is no policy. Mary said that Lisa needs to ask the Fire Dept for their policy and stick to it. Mary said if it is quarterly payouts then it needs to be after the quarter ends.

Wade made a motion to pay them up to the date of December 20th with no further payments until the next quarter and if someone doesn't get their time sheet in, then no extra payroll is going to be done for that person, Mary seconded and motion passed.

Mary said that a date needs to be set for each quarter for the payroll to be done and if somebody doesn't get their time sheet in, they will have to wait until the next quarter.

Lisa had the Tax Anticipation Note and orders to be signed. The selectboard signed the note and orders.

Lisa said on the budget reports you will see the new maintenance job at the end of the budget and Lisa got some job descriptions for maintenance personnel at BMU School of the three different job descriptions they have. Lisa said the job description needs to be posted so the position can be filled the beginning of January, 2017. The selectboard would like Lisa to type up a job description for the selectboard to look at and email it to each of the selectboard members so they can be ready to finalize it

at the next selectboard meeting. Lisa asked who was going to manage this position? Mary answered and said that Brent Smith, the Public Works Supervisor will be the person in charge.

Mary made a motion that Brent Smith, the Public Works Supervisor will be in charge of the Maintenance Personnel, Wade seconded and motion passed.

Lisa mentioned that the tax sale is going to be this Saturday December 3rd. Lisa, the town treasurer said that both she and Linda, the town clerk, are having constant complaints about the delinquent tax collector. The property owners are stating that they are not getting replies from the delinquent tax collector. Property owners that have made payments are stating that their checks are not being cashed on a timely manner so it has left them wondering if the money was applied to their property.

Lisa also said she has not received deposits for October and November from the delinquent tax collector in which Lisa had contacted the tax collector many times. Lisa said that her month end books aren't balanced due to this and we are coming to the end of the year and worried that we won't have accurate figures for December and the Town Report.

Town Maps & GIS - Franco D. Rossi from CAI Technologies

Kitty introduced Franco D. Rossi from CAI Technologies. A meeting was held with Kitty, Andrew and Franco last week going over the GIS tax map program. Franco said they have been working with Groton for many years. He was here to discuss the Access GIS which provides functionality day to day work to be more efficient. This program can be used by the listers, zoning, highway and treasurer. Franco showed how other towns in the area are using the GIS program. Franco said he will work on a proposal for the GIS program for the Town of Groton and send it to the lister, Kitty Diggins.

Kathy Lamberton - Representative from the Groton Community Club

Kathy, the representative from the Groton Community Club

At the last meeting of the Groton Community Club, one of the things discussed was a possibility of putting an AED device in the Community Club Building since there have been two emergencies there this year. She asked if this is something the select board would consider researching. Kathy went over the AED Device in what it does. Kathy said it is used for sudden cardiac death, does not require extra training and are very self explanatory, and doesn't replace calling 911 or CPR. Kathy said that she is willing to help with the research which she has done some already. She had contacted Haverhill Middle School where they have an AED device. The basic AED cost is about \$900 and high tech AED cost about \$1300. There are grants to purchase the AED's. The only thing that Kathy said is an extra expense is the patches that do have a date expiration on them and will need to be replaced. Kathy said that the Community Club may be able to fund part of the cost for the AED. It was discussed to have two AED units, one in the front lobby at the Groton Town Office and one in the Groton Community Building. Kathy is going to discuss the AED units with Wayne Knott, Chief of the FAST Squad to get the correct AED's for the town and places to put them. Mary Grant said there are enough people in the town that would donate money to help pay for the AED's.

Highway Projects

Brent had some requests to bring but is having trouble with his computer. He needs to address places where people are parking and making it impossible for the highway crew to turn around. Brent is going to write a letter for the select board to look at in their next meeting. It was stated on the agenda that the sand contract was to be discussed, which should have said salt contract that needed to be approved.

Wade made a motion to accept the American Rock Salt contract, Andrew seconded and motion passed. Mary said that Brent needs to still review the health insurance plans even though the select board had renewed the existing policy.

Zoning

No resignation has been received from Brad Houghton, the zoning administrator so this is being put on hold until the next meeting.

Library

Kristian Connolly thanked the select board for giving the library extra time to work on their budget. Kristian passed out a copy of their budget to the select board members. Kristian stated that back in February the library had pipes freezing issue, a plumber was sent by Rural Edge to fix it, which it was temporarily fixed. In April, a letter was received from Rural Edge, find the library partly at fault for this issue and need to collect half of the bill from the library. The library has not paid this bill. The lease on the library says that the heat needs to be kept at 40 degrees in which the heat is kept at 50 degrees, so the library is not responsible for the pipes freezing and not paying the bill. This bill issue went through many people at Rural Edge. In October, a letter was received saying they still need to pay the bill and if you do not pay, that Rural Edge will take the Library to court. The copy of all this information was given to Mary Grant to discuss this with Rural Edge. Kristian has written a letter to Rural Edge but has not mailed yet due to showing the select board first. The selectboard told him to send the letter. Mary is going to tell Rural Edge the problem needs to be fixed correctly and they are to pay for it and all of the previous bill that they want the library to pay half. The library budget was briefly discussed.

Health Officer

Dan Webster, the health officer is dealing with the Barbara Johns well water issue. Dan is also working on the bad smell on the Gibney's property that is next to Jim Cilley's house. Linda said Dan is doing some tests on water in different areas to find out what the smell is. Jim Cilley spoke on this issue of this horrible smell. Jim said when the smell is really bad, he has to leave his house.

Town Clerk

Annie, the delinquent tax collector had been in the office. Linda spoke with her and said that maybe she should start training someone and maybe resign since she is so busy.

Nathan Puffer - ROW(Tom Staple Letter)

This is on hold for now.

Jim Cilley - Septic Issue

This issue was discussed earlier(under the Health Officer).

Animal Control Person

Linda has been checking with other towns to see who they have for an animal control person. All other towns in the area were having the same issue of not having an animal control person for next year since Josephine Guertin was their animal control person and is retiring at the end of the year. Mary suggested to find some people who love animals and have a place to keep them.

New Maintenance Janitor

The job description is being worked on and the wages have been put in the budget for the janitor.

Open to Public & Other Business

An email was received from the NEK Chamber of Commerce wanting the Town of Groton to join. The select board decided not to join at this time.

A letter was received from Vermont League of Cities and Towns on the membership for 2017 for the Town of Groton is going to be \$2145.

Next Agenda for Thursday, December 22, 2016

Meeting called to order

Review/Approve Minutes of December 1, 2016

Financials/Budget

Department Updates - Highway - letter; Listers - GIS software

Appoint Animal Control Person

Maintenance Janitor - Brent/update

Andrew made a motion to adjourn at 8:10 pm, Wade seconded and motion passed.

Respectfully submitted,

Debra Johnson

Selectboard Secretary

Mary Grant (Chair)

Andrew Dorsett

Wade Johnson, Sr.

