

Town of Groton, Vermont - Selectboard Minutes December 22, 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, Jim Cilley, Kristian Connolly, and Nathan Walton.

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

Wade made a motion to approve the minutes of December 1, 2016, Mary seconded and motion passed.

Annie brought handouts to give each selectboard member of what has been collected so far on the delinquent taxes. Annie brought in \$ collected from October 2016-December 21, 2016

Annie mentioned that she is having some trouble logging in on her computer at home. Mary asked Annie if she had got a new laptop yet? Annie said she had not. Gary mentioned that he could get a laptop for \$839 and Lisa said there was \$500 in the budget for a computer. Mary said that the tax collector needs a laptop to do her work. Mary asked Annie how much Annie makes from the penalty? Annie answered \$8,000 to \$10,000 a year depending on how much delinquent taxes there are. Annie said she does a spreadsheet for all the information she needs for the delinquent tax summary report for the town report. Annie went through her process from putting the check in the bank and putting the information on the spread sheet. Lisa stated that she found a chart/report in NEMRC that has all the information that could be used. Lisa tried to reconcile Bank Statements to NEMRC along with the money given to them by Annie and it is not balancing. Today, Lisa & Carrie worked with the CPA, Glenna Pound. Lisa and Carrie had the bank statements and spreadsheets and the balancing could not be done with just that information. The CPA is strongly recommending that the spreadsheets are not good internal quality control and not reconcilable to the bank statements. Carrie said that getting rid of the bank account for the delinquent taxes at the Wells River Bank would help. This way the money could go right into the Merchants Bank Account in the office. The discussion was very intense about delinquent taxes be given monthly to the treasurer, also of new changes made to make this process easier. Mary will check the statues on Delinquent Tax Collector as they are separate duties from Current Tax Collector. Accounts may not be mixed only though the NEMRC system. Further discussion needed.

Lisa stated that on January 4, 2017, Laurie from NEMRC will be working with Lisa to get Annie set up with passwords and train us in the Cash Receipts. And Lisa will train DTC. This will be done over the phone with NEMRC.

The selectboard suggested that there needs to be better communication about how the transfers are done and to incorporate necessary training to bring everything up to speed.

The selectboard chair said that the books need to be balanced by January 4th and talk with the Glenna. The selectboard chair said there needs to be a meeting soon with Annie and Glenna to get the books balanced. Annie said she has Tuesday, Dec. 27 and Friday, Dec. 30th available to meet with Glenna. An

email will be sent to Glenna to see which date she has available to help with this balancing of the delinquent taxes.

Gary Lamberton asked permission for the 302 Buckaroos to get permission to use the Highway Garage and Community Club Tables for the Annual Dick Page Ride In, in February, 2017?

Andrew made a motion for the Community club to use the Town Garage and Community Club Tables for the Annual Dick Page Ride In, in February, 2017, Wade seconded and motion passed.

Gary Lamberton asked the board if they wanted him to get the laptop computer? The selectboard put this on hold for now. Gary also stated that he is starting to work on the cameras in the Community Building. The selectboard thanked him for all his great work.

Nate Walton asked to have an indoor soccer program in the gym . There were concerns about light fixtures , the security cameras and ceiling being damaged. A selectboard member asked who was going to do the monitoring of this program. If the Recreation Committee Sponsors this program, the program will be free. This soccer will be only for high school students. The soccer balls which are foam balls will be used from BMU School. The program will be every Saturday night.

Andrew made a motion to authorize Nate Walton from the indoor soccer program to try out the soccer program for three different sessions being monitored by the Recreation Dept., Wade seconded and motion passed.

Jim Cilley wants from answers on the smell issue he is having. Jim Cilley has not received a call from the state yet. Andrew said the state has been called. Andrew will follow up with the state and then the state should be in contact with Jim Cilley.

Brent handed out form letters he had written to the selectboard members about turn around issues with 2 or 3 people. Brent also had a letter on Right of Way issues. Brent wants to have a form letter for these issues that he can hand out when he needs to. There was discussion on these issues.

Andrew made a motion to allow Brent to hand out the letters on Right of Way and turn around to people when needed, Wade seconded, and motion passed.

The selectboard asked Brent to send them an email weekly to let them know who a letter is sent to on the issue of Right of Way and turn around.

Brent brought up about the John Deer Snow blower has broken parts and need to make up parts until replacements can be made.

Listers - GIS Contract

There was much discussion on this GIS Contract. The contract is for \$2400 Annual fee and \$2500 set up fee. This company already does our map updates. This program is the next step up. It was said that the money is not in the budget for this year.

Andrew made a motion to authorize Kitty to enter into a contract for the year 2017 which is a one-time set up fee of \$2500 and annual fee of \$2400, Wade seconded and motion passed.

Animal Control Officer

There is nobody interested in the animal control officer for January 2017 yet.

Brent/New Maintenance Janitor

Lisa said that there are four people interested in the job. Lisa handed out the matrix system on how to score the applicants for this maintenance janitor position. Lisa said that the ad for this job needs to be changed. The mowing and care of the sidewalks and snow blowing was left out of the newspaper ad. Mary said that Brent is in charge of the new maintenance janitor so he and Phillip will be the ones to look over the job applications. The selectboard chair said that Brent is to decide who is the right applicant for the job and bring it to the next selectboard meeting on January 5, 2017.

The selectboard chair said that on Thursday, December 29, 2017 will be a selectboard meeting just for the budget. The selectboard needs to take the budget home and look over it for any questions they have. The selectboard asked for a list of the wage changes for everybody in the town and to email to the selectboard members to look over.

Wade spoke about the Barbara Johns letter that Linda has to give to Danny Webster, the Health Officer. Wade had somebody tell him there is a possibility of the smell issue that Jim Cilley is having could be from gassing off from a septic system. It could be from Gibney or from Houghton's septic system. It could be an improper vented system. Andrew needs to tell the state to check on Gibney and Houghton's septic systems and check to make sure their venting systems have been done correctly.

Wade also had talked to Jim Downing on the radar sign that he now has. The present radar system he has now, he can't make change the speed limit so he asked to get two cheaper ones that he can make changes to.

Jim Downing had spoken to Lisa about Tim Spooner from the Groton Garage, he does all the work on the cruiser and for the simple maintenance throughout the year and does not charge the town for anything. Andrew said that Lisa needs to find the tax donation form for Tim Spooner to use on his taxes as a right off. The selectboard asked Lisa to send him a thank you for all the work he has done on the cruiser this year.

Lisa had sent an invoice of \$855 to Scott Trojanowski for the repairs on the guard rails that an accident occurred back in the spring in which he has not paid yet. The town has already paid the bill and asked Scott at the October 6th meeting to pay it. There was discussion on whether or not to take this bill to small claims court. The selectboard asked Lisa to check with VLCT if they will take care of this on the town's behalf and if they do not do this for the town then to fill out a small claims court report for the \$855 invoice.

Lisa and Carrie brought up more issues why the spreadsheet should not be used by the delinquent tax collector. Lisa asked where to take the delinquent tax training auditing money from. The selectboard told her to take it out of the auditing budget. Lisa also mentioned that people the owe delinquent taxes have not received their Invoices from DTC so they do not know exactly what they owe and only have 6 more days to pay before their names are in the town report.

The selectboard chair discussed that she had got a complaint on the sanding of the roads and had looked at the Highway Operations Plan. Brent said that salt doesn't work if it is below 20 degrees. The Winter Operations Plan needs to have the approval date put on it.

The selectboard signed the orders.

The next selectboard meeting will be Thursday, December 29, 2017 at 6:30 pm only to discuss only the 2017 budget and any emergency that is needed. Lisa is to check with Glenda to meet either on the 27th or 30th to get the balancing done for the delinquent taxes.

Agenda for next meeting on Dec. 29, 2017

Meeting called to order

Review/Approve minutes

Financials/Budget & Capital Plan

Open to Public & Other Business

Set Agenda for next meeting

Adjourn

Andrew mentioned that the person hired for the Maintenance Janitor should have a physical done at the St. Johnsbury Occupational Health and the town will pay for this.

Mary made a motion at 8:20 to adjourn, Wade seconded and motion passed.

Respectfully submitted,

Debra Johnson

Mary Grant, Chair

Andrew Dorsett

Wade Johnson, Sr.