

Town of Groton, Vermont - Select board Minutes July 20, 2017 (approved)

Select board Members in Attendance: Wade Johnson, Sr., Deborah Jurist, and Mary Grant

Attendance for the meeting included: Debra Johnson, Brent Smith, Lise Shallberg, Mark Shallberg, Carrie Peters, Lisa Hart, Jim Cilley, Linda Nunn, Jennifer Bone, Aaron Smith and Brian Wohlleb

Mary called the meeting to order at 6:30 pm.

Wade moved to approve the minutes of July 6, 2017 with one correction made, Deborah seconded and motion passed.

Jennifer Bone/Purchase Brown's Bistro Market to extend the My Farmer's Market

Jennifer Bone and her husband are in the process of purchasing Brown's Market Bistro to move and expand their market, which is now in South Ryegate. It is called My Farmers Market. The market has been successful over the past 2 years and in need of space to expand. There will be 20 or so VT and NH vendors and farmers working with and supplying them. There are vendors that are interested in serving breakfast, lunch and supper. There will be fresh produce in the market all year around. Jennifer said any funding would help with the first year being difficult. There is some work and repairs that need to be done before opening. There was a question about the parking situation. There are few ideas in using the white house next to the Brown's Bistro Market. The Bones would like to have the Farmer's Market in Groton open by fall foliage. They will be selling only natural products from Vermont.

Deborah suggested that the Mark Shallberg/Cilley Family issue be put towards the end of the meeting.

Highway/Brent Smith - Road Classification (railroad bed), turn around (Fortunati)

The road classification/railroad bed will be postponed until the next Select Board meeting. On the turn-around issue with Fortunati, a sign needs to be put up. Mary Grant suggested that the fire department use their hoses to clean off the sidewalks.

Brent handed the Select Board two RFP's for paving the sidewalks that came in. The first one was from Green Mt Paving for \$215 per ton, the other one was from Blaktop Inc. for \$203.44 per ton. Wade made a motion to accept the bid from Blaktop Inc. for \$203.44 per ton, Deborah seconded and motion passed.

Town Clerk/Linda Nunn - Central VT Humane Society Contract, Porta Potty at Frost Field, Local Emergency Operations Plan

Jim Downing picked up a dog in front of the Town Community Building today (7/20/17) and brought him/her to the town's Animal Control Officer. Brent said the dog has been claimed. The Select Board and Linda Nunn do not want to sign the Central VT Humane Society Contract. Linda Nunn said that she is looking into some other possibilities.

Mark Shallberg said there were concerns from Larry Daniels, Sr. about the Porta Potty at the Frost Field. Mark is going to speak to Gary Crane about having the Porta Potty moved down near the Crane's house

next year. Organized groups that are using the Frost Field are suppose to let Linda Nunn, the Town Clerk know when they are using the field so they can be put on the calendar and fill out the appropriate form. It was said that Hank Eaton is in charge of Little League that uses the Frost Field. Linda will contact Hank to get further information.

Linda Nunn brought the Local Emergency Operations Plan to the Select Board to be approved. Linda stated that the only change is that Andrew Dorsett's name has been taken off and Wade Johnson's name has been added. Linda added two names from the Town of Groton to the list of people who might need help in an emergency. Deborah made a motion to accept the 2017 Local Emergency Operations Plan, Wade seconded it and motion passed.

Mary wanted an update on the AED and the missing batteries and adult pads from the original order. Lisa said we received these items and are installed in AED, they were left on a neighbor's porch. Linda had contacted UPS about this shipping issue.

Cemetery/Great Road Cemetery

Wade asked Aaron Smith about the Great Road Cemetery as this is not being mowed. Deborah Jurist said that Peacham and Groton take turns mowing this cemetery from year to year. Aaron said this is Peacham's year to mow. Cheryl Stevens Cemetery Commissioner of Peacham needs to be contacted about the mowing of the cemetery. Aaron Smith will do this.

Mary Grant/Community Bldg Painting, Inventory

Mary said the outside entry way of the Community Building needs painting. Mary mentioned that the outside of the Community Building needs to be washed. Mary also mentioned an overhang she would like to be put out front of the town office. She would like Mark to get a price/estimate for what this project would cost. There was some discussion on this issue.

Brent brought up an issue of the back side of the park being used for walking dogs and people not cleaning up their dog's messes. A sign needs to be put up telling people to pick up their dog's messes. Linda said Brent should order these signs thru the company he uses for sign for the park.

Financials/Budget Update - Budget Questions and Tax Rate

There were no questions on the budget that was handed out at the last meeting that was at 50% Lisa handed out three new possible tax rates for the Select board to look at and decide what the tax rate should be. There was some discussion on what the tax rate should be. There were 3 options presented utilizing \$50,000.00, \$25,000.00 or \$0.00 of the Fund Balance. In view of the trend that state and federal governments are requiring local towns to pay for more services that were once supported by the state or feds, as was the case with the forest fire payments that the state has reduced dramatically, Deborah made a motion to use no money from the fund balance this year in setting the tax rate, Wade seconded and motion passed.

Lisa said that she has been updated from the Community Bank regarding the Reserve funds and the temporary line that was established when the merger took place with Merchants and Community Bank. Lisa was given a new resolution for the Board to approve which will collateralize our reserve money just like Merchants Bank did.

Lisa mentioned that she needs to borrow \$50,000 from the Union Bank Line of Credit and would like the Select Board to approve this request. This was approved.

Lisa discussed the financial questionnaire on office procedures. She had emailed each Select Board member this questionnaire last week to review this document for meeting. This questionnaire needs to be completed annually. Lisa handed out the completed questionnaire for the Select Board to look at and it was signed.

Lisa said that Linda Nunn had signed the PO for the AED and the AED was purchased and Lisa said it is now time to move the money from the Food Shelf to the General Fund and Lisa asked the Board to sign the Warrant to do so. This was signed.

Lisa said that tax time is coming up quickly. She is reviewing the insert that is enclosed with the tax bills. Lisa said it was time to review the Small Credit Balance Policy which states any over payment of less than \$5.00 will not be refunded. This document needs to be reviewed and signed by the Select Board. This was adopted. Lisa also noticed that the Town of Groton does not have a Tax Collection Policy. Lisa has been working with the Town of Ludlow looking at different Town Procedures and Guidance, they have been very helpful. Lisa has asked the folks from the Town of Ludlow about this policy and they sent Lisa a copy of their Town Policy to review. Lisa will be writing a policy up for the Town of Groton and bring it to the Select Board meeting to review.

Lisa also mentioned the person that had bounced a check made payable to the Town for \$21.00 came into the office and paid balance due.

Open to Public & Other Business

Brian Wohlleb mentioned that he heard some complaint about a brush pile he had on Welton Road. Wade Johnson, the forest fire warden will be contacting Brian about this brush pile.

The Groton Volunteer Fire Department left a purchase order along with a letter with Lisa about a trailer. This purchase order will be discussed at the next Select Board meeting.

Deborah said she is still working on recycling and cleaning up issues in the town. Deborah said there will be a car painted and put in the fall foliage parade. Deborah mentioned that she would like to see the town have a day they could bring their old tires in. The discussion about tires and a possibility of having a roll off container will be discussed further at the next Select Board meeting.

Sign Orders & Open Mail

The Select Board signed the orders.

Set Agenda for next Select Board meeting on August 3, 2017

Meeting called to order

Review/Approve Minutes - July 20, 2017

Department Updates - Highway/Brent - Road Classification, Railroad Bed; Town Clerk/Linda - follow up on Porta Potty at Frost Field; Fire Dept PO/Trailer;

Dormer in front of the town building

Tires/Roll off

Bidding process (over \$2500 would like to make higher)

Financials/Budget Update - Tax Collection Policy

Open to Public & Other Business

Sign Orders & Open Mail

Set Agenda for next Select Board Meeting on August 17, 2017

Adjourn

Deborah made a motion to go into executive session to discuss the memory wall and contracts at 8:00 PM, Wade seconded and motion passed.

Deborah made a motion to come out of executive session at 8:42 PM with negotiations and contracts are still pending and in regards to the memory wall, Wade seconded and motion passed.

Wade made a motion to adjourn at 8:45 PM, Deborah seconded and motion passed.

Respectfully submitted,

Debra Johnson

Select Board Secretary

Mary Grant, Chair

Wade Johnson, Sr.

Deborah Jurist

