

Town of Groton, Vermont - Select board Minutes May 4, 2017 (approved)

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

Attendance for the meeting included: Debra Johnson, Brent Smith, Jim Cilley, Mark Shallberg, Bill Paton, Derek Curtis, Dan Webster, Lisa Hart, Sandy Ladd from R.R. Charlebois Inc., Russ Clark from Clark's Truck Center, Brock Houghton, Emily Anderson, and Makayla Millette

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

### **Review/Approve Minutes**

Wade Johnson made a motion to approve the minutes of April 6, 2017 with one correction made, Deborah Jurist seconded and motion passed.

### **Financials/Budget Update - Lisa Hart**

Personnel Policy Updates - Lisa said that there were 3 things not addressed when the Personnel Policies were done last fall. The Select board requested Lisa to find where these three changes should go in the Town of Groton Personnel Policy and bring to the next Select board meeting. Brent Smith said that there may be some more changes that need to be made to the Personnel Policies. The Select board asked Brent to bring them to the next Select board meeting.

Lisa handed out the budget update which is at 33% and will review this at the next Select board meeting. Lisa asked the Select board to email her any questions that they may have on the budget.

Lisa said that the Dental Plan needs to be renewed in July and she had briefly looked at the plan and noticed the rates are going up 2 percent. The Select board requested Lisa to bring this plan to the next Select board meeting.

Lisa had her yearly Workman Comp meeting in which everything looked good and the results will be sent in a week or so.

Linda Nunn, Dorothy Knott and Lisa Hart went to a VMCTA Seminar in Danville and Lisa learned that the warrants need to be signed by two of the Select board members. From this time forth, the warrants shall require two Select board signatures.

Lisa mentioned an invoice was received from Oakes on the Memory Wall. There was no Purchase Order requested for this invoice and signed by Peter Lyon. Mary said that Peter Lyon should have paid the bill and then should bring in the receipt to get reimbursed. Lisa was directed to call all the vendors and to inform them not to allow purchases for town items without a purchase order. The Select board Secretary was asked to write a letter to Peter Lyon stating to not charge for any more purchases to the Town of Groton without a purchase order.

A concern was brought to the Select board that a past Select board member, Peter Lyon has a key that goes to the Community Building and needs to be returned to the Town Clerk. The Select board Secretary was instructed to send a letter to Peter Lyon asking him to return the key to Linda Nunn.

Mary said that the key system in the Town of Groton needs to be looked at.

Lisa mentioned that the Merchants Bank is merged to Community Bank. Lisa had a letter for the Select board to sign.

Lisa had contacted Anderson signs who made the signs for the Community Building due to the signs not wearing well. The Fire Department's sign is made of metal and looks great. The company offered to do two signs for \$700 which Lisa thought was expensive and Andersons said they would work with the town for a lower price. Brent Smith was also working on getting a quote /information from another sign company.

Lisa, is checking on prices from Pete's Rubbish Removal dumpsters & stated that Pete's Rubbish does not provide recycle dumpsters. Lisa is going to check into other local garbage companies for their prices on roll off containers.

Lisa read a letter from Dan Webster, the health officer about the odor that Jim Cilley has been complaining about. It's apparent that the odor which Mr. Cilley has been complaining about was traced to a home across the street from the town office which is the O'Donnell-Leach residence. The odor is traced to their failed septic system. Dan Webster had explained that the State of Vermont will be dealing with this on Wednesday, May 10, 2017 at 10 AM to figure out what the quickest way to fix the septic issue. At this date, the State will have control of this issue. The Town will not be involved once the State is involved.

#### **Library - Amazon Account & Personnel Policy/Bill Paton**

Bill Paton said the Library orders supplies and DVD's from Amazon and since February, Amazon has been charging sales tax on these purchases. Bill Paton asked if the Select board would authorize the library to use the Town of Groton's exempt tax ID number so they would not have to pay the sales tax any more. Deborah Jurist made a motion to authorize the Library to use the Tax ID number on their Amazon Account and any other account in the future, Wade seconded and motion passed.

Bill Paton asked the Select board to add the following to the town's Personnel Policy, an Addendum D which exempts the library employees from the town policies and to use the library policies. The Select board will make changes on the Personnel Policies at the next Select board meeting on May 18th.

#### **Maintenance - Mark Shallberg**

Deborah Jurist made a motion to approve Donald Bliss assisting Mark Shallberg in the areas of mowing and snow removal, Wade Johnson seconded and motion passed.

FYI- Some BMU students will come to town and do lawn work for their community Service on May 19<sup>th</sup> 12-2.

The HWY Dept will be there to assist their duties.

### **Zoning - Brad Houghton/letters**

Brad sent an email and could not make this Select board meeting. It was discussed that Brad needs to come to one of the next two Select board meetings to discuss the letters that were sent out a while ago to Groton residents about cleaning up around their homes. The Select board Secretary will notify him of this. Also Brad needs to get together with Jim Downing on the rules of the state statutes. An email will be sent to both Brad and Jim.

### **Fire Warden - Wade Johnson**

Due to the amount of issues coming before the Select board this evening, Wade decided to wait until the next Select board meeting to discuss the fire warden issue.

### **AED Update**

There was discussion about the AED's and what to purchase, due to the amount of misunderstanding on this subject, at this time one AED with box is to be purchased from the Groton Food Shelf Fund. Derek Curtis will talk with Kathy Lambertson and Dorothy Knott about the purchase of the AED with box. Need confirmation of what one AED will cost if purchased individually.

### **Highway - bids for 6 wheeler**

Brent made a statement before the bids were opened on the 6 Wheeler. All bids were open by the Select board and the board members read each of the bid amounts and details about each truck, followed by discussion about each truck company on the differences and the truck option packages. The truck companies represented at the meeting were Sandy Ladd from R.R. Charlebois Inc., and Russ Clark from Clark's Truck Center. They responded with questions and answers to the Select board in a very professional manner. When all the discussion had ended, Mary Grant made a motion to accept the bid from Clark's Truck Company for the 7400 SFA 4x2 6 wheeler with plow package for +/- \$116,964 in which the present town 6 Wheeler with plow is being traded at an amount toward the new purchase of the 6 wheeler of \$37,000 which is already included in the price, Wade Johnson seconded and motion passed. This truck will be purchased with Reserve funds which have already been saved for this planned purchase.

### **Open to Public & Other Business**

Deborah brought up concerns about Peter Lyon and some of his dealings while he has been in charge of the Memory Wall and suggested that the board needed to act on some of these concerns. Select board member Wade Johnson suggested it should be done in an executive session. The meeting is scheduled for Friday, May 12th at 6:00 PM. It will be in executive session.

The orders were signed by the Select board.

Brent Smith thanked the Select board for acting on the 6 Wheeler tonight.

Wade made a motion to adjourn at 9:10 PM, Deborah seconded and motion passed.

Respectfully submitted,  
Debra Johnson  
Select board Secretary

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Mary Grant, Chair

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Wade Johnson, Sr.

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Deborah Jurist