

Town of Groton  
Select Board Work Session Minutes  
June 13, 2017

**In attendance: Christina Goodwin, Kyle Andrews, John Rescigno and Sara Smith (Administrative Assistant - AA)**

**Christina called the meeting to order at 5:13pm.**

***Building Committee Meeting***

***Other Committee members in attendance: EJ Thompson, Glen Hanson  
Committee members absent: Robert Ellis, Slim Spafford***

**Project Manager/Contractor Discussion**

The Building Committee met to discuss the breakdown that CCI sent for the phases of the building project as requested.

The majority of the Committee was leaning towards Turnstone overall but the CCI price was better. CCI's costs do not appear to be fully what the Board is looking for; someone to cover the project from start to finish. Sara will reach out to a few places and see how they feel about the work that both companies did, how it was working with them, did they manage the entire project, did they stick to the prices, would you use them again, etc.

The Building Committee is okay with the Select Board making a decision after we get more information. As of this meeting, and pending the reviews, the Committee is recommending the Board consider Turnstone.

***Driveway permit***

Sara had reached out to the State regarding the permit that was received for the driveway on the property to see if it could be renewed. The State asked if it would be completed in the 12 months. It was agreed that if the permit is renewed that the driveway will be completed in the 12 months. Sara will respond.

***Bridge Project Discussion***

Mike Vignale, of KV Partners LLC, recommends doing a memorandum of understanding (MOU) for the temporary easements. Christina explained they did this with Bristol for the Safe Routes to School projects and it worked out well. The Town's Attorney prefers recorded easements but said that the town could certainly proceed with these MOUs, particularly if the time period for which we need them is short and the property owners are cooperative. If we proceed with the MOU's, the Attorney would recommend putting an end date. This project is a short window that the Select Board thinks we can move forward with the MOU. In Christina's experience, a property card, a cover letter, a picture of the project and a copy of MOU are sent to the property owners. Sara will create a cover letter that states if any questions or concerns to contact the Select Board office. Sara will also add July 3<sup>rd</sup> to have MOU back and a project completion date on or before 12/31/17 at the end of the MOU. These letters will be sent certified mail.

### ***Driveway concern***

The Town received a complaint about a driveway on North Groton Road that has previously been discussed and was installed approximately 2-3 years ago. Kyle went and looked at it and the water was running over the driveway and he feels it isn't working as it should without a culvert. The driveway permit was approved and didn't require a culvert. Sara pulled the driveway permit and unofficial minutes to be reviewed by the Select Board and Glen.

We reached out to NHMA to inquire about requiring a culvert or a new driveway permit. NHMA did say that *"Even where the driveway was previously built in compliance with a driveway permit—or even in an instance where a driveway was built before permits were required—if the responsible town official/board determines that the driveway has become a threat to the public way, the landowner can be ordered to repair or remove the hazard. Circumstances can change that would now require a culvert where perhaps one was not necessary a few years ago. This could include that the driveway does not have a culvert and the absence of proper drainage is causing flooding or other problems to the public road."*

Glen stated that the way that it was done was working last year. Bubba did the ditching last year so Glen feels like he would have to talk to Bubba about this and look at it. It seems like if we fix it the way the resident is asking will cause more problems. We could do some ditching.

The Select Board will all look at this and we will plan on talking about this at next week's meeting.

### ***Driveway permits***

Christina mentioned to Glen that they reviewed the driveway permits from the Savage subdivision and just wanted to make sure that none of the driveways need a culvert. Kyle mentioned that with this most recent concern on North Groton Road they wanted to meet with him about these. Glen said that if they do these as they have planned then they culverts are not needed. Kyle said he is okay with that.

It was agreed to have two conditions added to the driveway permits; that the owner must notify the Public Works Director at least 72 hours before they begin installation and that there will be a final inspection and approval on completion as well. Sara will add cover letter with these conditions for these permits and will change the driveway permit to reflect the conditions going forward.

### ***Sign on Province Road***

Glen has the post and the signs, but they haven't been installed. Kyle asked what the sign says. Glen explained it says "not a thru road, bridge closed" and it is black on yellow and will be going in a concrete footing.

Sara will send an email with this information and let the concerned resident know June 30<sup>th</sup> is the estimated date of completion.

### ***Motorcycle sign***

Glen put the signs out on North Groton Road so that motorcycles proceed with caution as the road is in rough shape and the Board is concerned with its use during bike week. John had asked Sara to reach out to NHMA to see if the Town is liable since they are aware of the road condition. NHMA stated that *"within 72 hours thereafter, [to] develop a plan for repairing such highway . . . and shall implement such plan in good faith and with reasonable dispatch until the highway . . . is no longer insufficient, as defined by RSA 231:90, II."* RSA 231:91, I. *The town is only liable if it fails to fulfill these duties.*" There is a plan to fix these roads so the Board believes we are all set. We are moving forward with the project just not this year. This preserves our immunity from liability.

### ***North Groton Road***

Christina explained that the quotes were for \$5,500.00 for the reclaiming of the section of North Groton Road as recommended by the Road Agent and Road Committee. Christina told Glen we need to know the other costs associated with this project. Glen said it would be \$600.00 for rentals and then it would be the time and labor of the Highway Department but it is hard to give an exact amount for this.

John asked exactly where the reclaiming would be. Glen explained that it would be from where the road project ended last year to right before the crest of the hill. Glen said because it is being reclaimed and not paved he knows it will be affected by rain and will have to be followed up on and maintained. Kyle said if it rains a lot we will have to grade it again and it will cost each time. Kyle is just concerned about the maintenance costs with and without the rain. John asked what the maintenance cost will be for a year on this. Glen said it will depend on traffic and weather conditions but maintenance should be done monthly to every three months dependent on these things. John asked about plowing in the winter time and how it would affect the road. He said they have a test area on Sculptured Rocks Road and they plow Edgar Albert Road and it is fine.

Glen said the key is to do the reclaiming on a hot day so the grinded material will mold better and heats up to give a firmer structure.

John asked about the culverts on the road and if these will need to be replaced. Glen said that they are further down so they would not need to.

Kyle asked if this is really what Glen would recommend and Glen confirmed that it is so that we can fix this part of the road with the money we have since the road project was voted down this year. Christian explained that the Road Committee met on this and also thinks that this is the best option for this year with the amount of money we have to spend.

Christina asked how long the process is. Glen said it should only take a few days. Christina said that GMI quote is for 12 inches and the R& D quote is for 8 inches but we want the 12 inches. Glen will reach out GMI to get the timeframe and recheck the pricing. If the timeframe falls in line and the cost is okay then the Select Board would like Glen to move forward.

Christina would like an idea of the cost of the man power and grading by Tuesdays meeting. Glen stated that we should recommend this is done by July 10. If it can we need to put signs out immediately and we would have to create the letters to the abutters and notify the NHEC, Fire and EMS, etc.

### ***Update of park projects***

Glen said that due to the weather and other projects all he has done is cut the grass but he is planning on doing the rest of the projects on the checklist next week. Glen mentioned that as far as the baseline on the ballfield, he tried pulling weeds but it is too far gone so he is going to take the skid steer and dig down and put stone dust down.

### ***Fletcher Road Update***

Glen explained that they worked on Fletcher Road and are almost done. They went from George Fletcher's 2<sup>nd</sup> driveway and out just past O'Hearn's driveway. They used a lot of material. He said there are 5-6 loads removed, which will be reusable on Province Road. They did 4 inch ledge pak, and created a ditch line but he still needs to have a little more rip rap and a final grate on it.

***River Road***

It was asked if the snowmobile club has done anything to River Road yet. Glen said he hasn't heard anything. The Select Board said we will wait until the end of July and then reach out to the snowmobile club on this.

***Memo from Sara***

Sara had originally put in a request to leave early on Monday, June 26<sup>th</sup> for an appointment. This has been moved so she submitted a memo with the change. She no longer needs to leave on this day but will now need to leave early on Wednesday, June 28<sup>th</sup>. The Select Board approved this change for her time off.

**Christina motioned to seal all of the non-public minutes, John 2<sup>nd</sup>, so voted.**

**Having no other business to conduct, Kyle motioned to adjourn at 7:40pm, Christina 2<sup>nd</sup>, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant