

Town of Groton  
Select Board Work Session Minutes  
October 24, 2017

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

**John called the meeting to order at 5:00pm.**

*Building Committee Meeting*

In attendance: John Rescigno, Kyle Andrews, Robert Ellis, Glen Hansen, Slim Spafford, EJ Thompson, Stacy Clark and Tony DaCosta from Turnstone and Sara Smith

Stacy and Tony from Turnstone came to meet with the Select Board and the building committee to provide an update as to where the project stands as of right now. They submitted plans and went over them with the group.

Tony explained that the site is the challenging part so as long as we can minimize the amount of site that of course will keep the cost of the site work down. He explained that they are still tweaking a little. They originally started with the building facing the street because they thought that would be ideal so you could see it when you drove up but because of access then they had to spin it. This way you don't have to drive out back you drive into the front. The thought process is to minimize the disturbance of site, they talked with Will and Jamie about septic location but due to personnel that the Town will have in the building, they believe that septic can be eliminated and run the septic in front of the building. They are currently doing this on one of their project where they have 15 people and the size of the septic is enough. By doing that, it does two things; it minimizes disturbance and it also kill two birds with one stone for lawn etc. The other option is that they can run guardrail along the backside, then the grade shouldn't matter. They did include the Town Pound on it. They are still tweaking to make the site work with salt and sand shed to the right. They are trying to compress as much as possible with still making sure it is manageable. They are also looking at parking with the option in the back or on the sides. Tony asked how many parking spots they would need. It was explained that the Highway would need about four spots and the Police would need about four spots.

Glen said one concern he has is that the salt transporting could eventually be delivered by tractor trailers and with the way it is set up they might not be able to get a truck into there. There is some options to shift where the building now to make this work.

Slim shared his concern of where the well is and how far away from salt shed it is. Tony explained it is about 80ft where it is right now but can be put anywhere. They just want to make sure the salt won't run down into the well. Glen also explained that the salt side of the shed has to be asphalt. It was recommended because of the roof height with the way the wind blows and the snow builds to switch the sand and salt so they were opposite of the way the plan is set up now.

Slim asked where the solar would go. It was explained that at the last meeting it was discussed and decided that it would be too costly to install the solar and it would take too long for the Town to get any benefits from

it so the building will be built without it. However, there are options so the building can be built for the future in case it is added later.

Tony went over the layout. It is 7,340 square feet. We originally said we wanted the building to be 120x100 and they got it down to 100x74. He went over each room and section of the layout. It is set up to have a shared conference room and shared break room. The police are all secured as well as the Highway Department. As required there will be one public bathroom in the front. Tony explained that right now they are looking at cement siding on the front but they can look at vinyl and other options.

Stacy wanted to make sure everyone is happy with the plans then they will move forward with the engineering and architect so we can get the information we need for January for Town meeting. Everyone was happy with how it looked.

They wanted to meet before to make sure there were not a lot of changes. It was agreed that the plans look good. Stacy asked who we have for insurance. Sara explained Primex. She said she is close to having the contract complete and will be sending an invoice.

Stacy asked if we had Town colors or what colors we would think we would want. It was agreed that we were thinking earth tones, greens and browns, etc. Jamie will put some ideas together. They can do a rendering that we can start posting if we want to.

Stacy said the other thing to think about is if there are subcontractors that we want to have in the bid process. We are looking to bid this in December. They will put a list together and then we can say if other should be added, etc.

The next building committee meeting will be in a month on December 5, 2017 at 5:00pm. Sara will send an email about when we need the GMP by to make sure this date will work and if it will be enough time.

**John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 6:00pm, Kyle 2<sup>nd</sup>, so voted.**

**Christina motioned to return to public session at 6:15pm, Kyle 2<sup>nd</sup>, so voted.**

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

#### *Building Permit- Map 5 Lot 416*

The owner submitted a building permit to complete the 80x80 building (where a skeleton exists) on their property on North Groton Road. **Christina motioned to sign the building permit for Map 5 Lot 46 for storage only and if any commercial use is intended in the future it needs to go before the Planning Board, John 2<sup>nd</sup>, so voted.**

Casey should reach out to the Planning Board as they are in charge of enforcing RSA-155E. He would have to file an intent to excavate with the Select Board. Sara will reach out to him and let him know.

#### *Building Permit- Map 5 Lot 93*

The owners submitted a building permit for a 16x16 screen house on their property on Forest Hills Road. **John motioned to sign the building permit for Map 5 Lot 93, Kyle 2<sup>nd</sup>, so voted.**

### *Memo- 2017 Annual Town Report Submission*

Sara submitted the memo she created which gives a deadline for annual town report submissions to be submitted by Thursday, December 21. Sara wanted to make sure this date was okay with the Select Board and it is.

### *Hazard Mitigation*

We received the Hazard Mitigation Plan concurrence request, which indicates it needs to be reviewed every three years. This is the three year concurrence, so the Town reached out to June Garneau for more information. June said to review table 9.1 action items so Sara had sent this to the Select Board. It was explained by June that we do not have to make official changes to the plan; FEMA simply requires a "review" of the Plan. Any changes that we wish to make can be incorporated into the 5-year update when it is done. Any current documentation can be kept by the Town and/or forwarded to June and she will keep them documented for future use. **Christina motioned to sign the concurrence and submit to FEMA, Kyle 2<sup>nd</sup>, so voted.**

Sara will ask June if Groton had to pay a portion and if so how much so we can plan to budget for this next year. She will also ask June what year does this need to start and what year it needs to be completed.

### *Ethier concerns*

It was agreed to ask Mike Ethier to meet with the Select Board and Mary Pinkham-Langer . We have questions regarding his property and concerns about activity on it and we want to meet with him on what is being done. Sara will see if November 7<sup>th</sup> at 3pm works for Mary and Mike.

### *Planning Board*

Sara will reach out to NHMA to see what do we do if we cannot fill positions and if we do not have a quorum, if we cannot meet, etc. Sara will also get the confirmation of what the quorum amount is.

The Select Board agreed that we need to look at hiring someone to do the minutes for the meetings for all committees, such as Planning, Zoning, Conservation, etc. We should start advertising now for this and it should be a stipend \$1200 per year which would be a monthly stipend of \$100. Sara will write up the advertisement and will have it state that this is for all committees that meet monthly and a back ground check will be required.

Sara will order a digital recorder for this position.

### *Coolidge Woods Road/Province Road*

We have been going back and forth regarding what is the best option to do with Coolidge Woods Road/Province Road. We had reached out to NHMA and they provided some advice on our options. The Select Board doesn't feel comfortable closing down the road so the Town has chosen not to move forward with your request. Sara will send him a letter.

### *Town owned property*

After research it was agreed that this is grandfathered as a buildable lot due to the size. Sara will write a letter which will state that he will have to still meet zoning ordinances in the future otherwise. Sara will send this letter from her on behalf of the Select Board.

### *Property concerns*

- 1210 North Groton Road- has been cleaned up
- 1214 North Groton Road- has been cleaned up

- 593 North Groton Road- it is getting bad; back out of compliance; Sara will send a letter; notify the board of your plan to come into compliance or schedule a meeting; give him two weeks to respond; from Sara on behalf of Select Board; have EJ check across the street
- Trailer next to Tolman's garage- this is fine; there are no issues here
- Tolman- he brought a storage trailer in; Are these taxable? Sara will send Mark an email to get clarification on moveable trailers, storage when taxable and when it is not.
- 404 Halls Brook Road- they were supposed to get back to us by July; Sara will check with Ruth to see who paid 2015 taxes and will send another letter and send it certified
- Brock Lane- there are no concerns with the vehicles; the Select Board will drive by; will keep this on the list
- Nedeau Lane- will need to do an administrative warrant; Sara will send all information to the attorney and have her assist with this. When we go we will have the Select Board, EJ, Ken Knowlton

#### *Toilets in the Townhouse*

Sara will have a plumber come look at the toilets in the Town House. We are not sure if it is an issue with the power flush or other issues.

#### *Pump Stations*

Sara will follow up with the attorney about the sample easement for pump stations.

#### *Porta Potty at Spec Pond*

We will look at putting a porta potty near the no parking beyond sign. This will need to be chained and needs to be 30 feet back. We will have it delivered for the same time of year that we do at the park. This will have to be added to the budget.

**Christina motioned to return to public session at 7:00pm, Kyle 2<sup>nd</sup>, so voted.**

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

**Having no other business to conduct, John motioned to adjourn at 7:34pm, Kyle 2<sup>nd</sup>, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant