

TOWN OF GROTON  
SELECT BOARD MEETING  
June 20, 2017

**In Attendance: Christina Goodwin, John Rescigno and Sara Smith (Administrative Assistant)**

**Absent: Kyle Andrews**

**Audience Members Present**

Christina called the meeting to order at 7:00pm.

**MINUTE APPROVAL**

**Christina motioned to table the Work Session minutes of May 30, 2017 until the work session on June 22, 2017, John 2nd, so voted.**

**Christina motioned to table the Non-Public Work Session minutes of May 30, 2017 until the work session on June 22, 2017, John 2<sup>nd</sup>, so voted.**

**Christina motioned to table the Work Session minutes of June 6, 2017 until the work session on June 22, 2017, John 2nd, so voted.**

**Christina motioned to table the Non-Public Work Session minutes of June 6, 2017 until the work session on June 22, 2017, John 2<sup>nd</sup>, so voted.**

**Christina motioned to table the Select Board Meeting minutes of June 6, 2017 until the work session on June 22, 2017, John 2nd, so voted.**

**Christina motioned to approve the Work Session minutes of June 13, 2017 as written, John 2nd, so voted.**

**Christina motioned to approve the Non-Public Work Session minutes of June 13, 2017 as written, John 2<sup>nd</sup>, so voted.**

**OLD BUSINESS:**

*Collapsed Buildings*

In January letters were sent regarding two collapsed properties, one on Nadeau Lane and the other on Halls Brook Road. The property owners never responded to the letters and their deadline was May 31, 2017 to correct the hazardous condition. It doesn't appear anything has been done and the letters that were sent stated that they would be fined \$50 per day.

The collapsed building on Halls Brook Road is still there. Sara will draft a second notice letter to be ready for Thursday for the Select Board to review. The letter will require the owners to contact the office with a plan by July 7<sup>th</sup>.

The collapsed building on Nedeau Lane was reported that it was cleaned up. The Select Board should drive by before the July 11<sup>th</sup> meeting and provide feedback to Sara. If cleaned up, Sara will draft a thank you from the Board.

### *Follow up on map/surveying issues*

A property on North Groton Road located some surveying issues that they submitted to Avitar for review. Avitar and the resident met with the Select Board to present their findings. The Town then reached out to the Attorney who recommended that the Town stay out of it and not make any changes until the issue is resolved between the parties.

Sara will reach out and explain the Town's Attorney recommended the Town should not become involved at this point. The land owners will need to resolve, and once they reach an agreement or get a court settlement, the town can adjust the tax map if needed.

### **NEW BUSINESS:**

#### *Roger Thompson- Pump Stations*

The Town was supposed to meet with Roger Thompson regarding pump stations as they had sent out letters to three different property owners regarding potential locations sites. Roger was unable to make the meeting, so he rescheduled for the meeting on July 11<sup>th</sup>.

#### *Excavation Issues*

There have been some ongoing excavation issues with a property owner in Groton. We have been working with Mary Pinkham-Langer from the Department of Revenue (DRA), and it was delayed from last year due to weather, etc. Christina recommended that the Board members review RSA 155E to be clear on the steps. Sara will email the RSA to the Select Board to review and this will be tabled until the meeting on July 25<sup>th</sup>.

#### *Records Retention Policy*

The Retention Committee met and finalized the proposed Records Retention Policy. Having no questions or concerns about the proposed policy, **John motioned to adopt the Town of Groton Records Retention Policy, Christina 2<sup>nd</sup>, so voted.**

Sara will provide all Departments with a copy of the policy and will also put it on the Town's website.

#### *Junkyard Reports*

Ken Knowlton visited all the properties that either have junkyards or have junkyard concerns and submitted the reports to the Select Board for review.

- Case 1 - is compliant. The fence was supposed to be installed but wasn't done yet. At this point it is not needed. We will keep this on the yearly check.
- Case 2 - Ken was unable to determine if it was in violation or not because the Board asked for a drive by inspection. The Board requested that Ken now do an inspection of the property. Sara will reach out to Ken to see if we should send the resident a letter.
- Case 3 - is in violation. We will send the letter that states the property appears to be in violation and to schedule a site visit with the Select Board and Ken.
- Case 4 - is compliant. The Board agreed to remove from the yearly check list and to place on the inactive list.
- Case 5 and 6 - Ken was unable to determine whether this property was in violation or not because he couldn't access the property. Sara will draft a letter requesting an inspection with the Select Board and Ken.
- Case 7 – This property was on the inactive list but the Select Board needs to go by the property. They will discuss it at the Select Board meeting on July 25<sup>th</sup>.
- Case 8 - is compliant. The Board agreed to keep on the yearly check list for now.
- Case 9 - is on the inactive list and can stay there.
- Case 10 - is compliant and will stay on the yearly check list for now.

- Case 11 - is compliant and will stay on the yearly check list for now.
- Case 12 - is compliant and will stay on the yearly check list for now.
- Case 13 - is compliant. The Board agreed to remove from the yearly check list and to place on the inactive list.
- Case 14, 15, 16, 17, 18, and 19 – All cases are on the inactive list and can stay there but will need to keep an eye on case 19.
- Case 20 - is compliant. The Board agreed to remove from the yearly check list and to place on the inactive list.
- Case 20,21,22,23 - All cases are on the inactive list and can stay there.

#### *Junkyard Licenses*

Doug Hutchins submitted a junkyard license renewal for his junkyard located at 141 Sculptured Rocks Road. We received the background check with no records to report. Ken Knowlton reported that he is in compliance and that the license can be renewed. **John motioned to approve the junkyard license renewal for 141 Sculptured Rocks Road, Christina 2<sup>nd</sup>, so voted.**

#### *Response to Class VI Road Letter*

Sara drafted letters to those that have previously maintained Class VI Roads to remind them to submit their changes to the Board for approval. A resident sent a letter back to the Select Board with their plans for road maintenance for Nedeau Lane and will continue to maintain the road along with removing rocks, ditching, rolling the road and filling holes and areas that may wash out due to rain. **John motioned to approve both the Class VI Road improvements request for Nedeau Road with conditions, Christina 2<sup>nd</sup>, so voted.**

It was agreed that Glen should go up and take pictures before, during and after. The condition set is if they remove any culverts, etc then those culverts must be disposed of properly and not left on the side of the road, as well as cleaning up the culverts that have been previously left on the side of the road. **Christina motioned to sign the approval and condition letter Thursday at the work session, John 2<sup>nd</sup>, so voted.**

#### *Warrant for unlicensed dogs*

Ruth submitted the warrant for unlicensed dogs to be signed by the Select Board. There is only one dog. **Christina motioned to sign the warrant for the unlicensed dogs, John 2<sup>nd</sup>, so voted.**

#### *Building Permit – Map 1 Lot 51*

The owner submitted a building permit for a slab foundation one story wood shop/garage. They checked off that the structure will be heated or cooled but didn't provide a PUC approval number for NH Energy Code. **Christina motioned to table the building permit application for Map 1 Lot 51 until the PUC approval is received, John 2<sup>nd</sup>, so voted.**

#### *Building Permit – Map 2 Lot 74*

The owner submitted a building permit for a 26x30 single level detached garage with no heat or cooling. **Christina motioned to approve and sign the building permit for Map 2 Lot 74, John 2<sup>nd</sup>, so voted.**

#### *Meeting with the Financial Auditors*

The Select Board originally requested to set up a meeting with the auditors for July 25<sup>th</sup>. That date doesn't work for them so they are requesting either July 11<sup>th</sup>, July 18<sup>th</sup> or the beginning of August. Sara will reach out to them to see if August 1<sup>st</sup> works.

#### *Question on permit, Map 2 Lot 51*

In January the Select Board signed a building permit for Map 2 Lot 51 for a 14x30 storage/seasonal camp. On the permit it states that it will have a chemical outhouse. Christina's concern is that she doesn't think it is a

seasonal cabin anymore but for a full time resident of Groton and it is not the property owners. Sara will reach out to NHMA to check on any additional regulations.

### **SELECT BOARD ITEMS:**

#### *Granite State Power Link*

Granite State Power Link (GSPL) reached out and requested the Select Board to send a letter of support. Christina feels that we shouldn't do a support letter yet as they have met with the Town once and it had 5 or 6 people at the meeting. They have held no other informative sessions and they didn't quite answer our questions at the first meeting. She would rather have a general consensus of the Town before we write a letter of support. Kyle and John agree with Christina.

GSPL did send letters to abutters within 300 feet of the project that advised of a session in Concord at the Concord Town Hall, June 22, from 5-7.

#### *Planning Board Files*

Deb Johnson reached out to see where the Select Board wants the Planning Board files to be stored or the possibility of a new filing cabinet. The Planning Board would like direction before they begin the organization process.

The Select Board agreed that the Planning Board should have a fire proof cabinet similar to the one the Supervisors of the Checklist just purchased. Sara will send them the information and anything else will wait have to wait until budget.

Sara will also explain that they can scan the file and it will go to the computer in the Select Board Office. It was suggested that it could be stored on the system or on a USB file.

#### *Lock issue*

Sara will contact the alarm company and see if they replace locks on cabinets. If not we will try to contact a locksmith.

#### *Driveway issue- North Groton Road*

The Town has been looking into a resident concern about a driveway on North Groton Road. Robert Ellis did the ditching and was at the meeting. He said this was done last year, he did what he was instructed to do and it was working as it should.

At this point the water is not undermining the road and the driveway is not causing safety issues. We will send a response that we will review the applications more closely going forward and take culverts into consideration on a case by case situation, but the Select Board does not feel that this driveway is an issue.

#### *Savage driveway permits*

Glen said that these driveways do not need culverts but the Select Board would like to review one more time before issuing. Sara will call Mr. Savage and let him know. The Board will review at this Thursdays Work Session.

#### *Assessment Review*

The DRA issued the assessment review report. The assessments, credits and exemptions and the assessment manual all comply. Current Use is the only item that is not in compliance, but most towns are not in compliance. The next town wide appraisal is scheduled for 2021.

### *Bridge Update*

Christina explained that letters with the Memorandum of Understanding were sent out Friday to the three abutters. The letters and the memorandums are for a temporary right of way so that access to the properties can be granted in order to complete the bridge project.

### *Building Project Update*

The Board and Committee have reviewed the submissions, met with the contractors and are reviewing references before a final decision is made. Sara will look into the companies that have done business with each submission and supply feedback before Thursday's meeting so the Select Board can make a final decision.

### *Town Pound*

The Board needs to reschedule the Town pound visit. This will be added to a Work Session agenda for consideration.

### *Conditional offers*

For the Custodial position, a conditional offer letter has been issued conditional upon a background check. The candidate has offered to clean in the interim. The Select Board approved.

For the Transfer Station Supervisor position, a conditional offer letter has been issued conditional upon a background check.

We are hoping to announce both hires by the next Select Board meeting.

### *Cemeteries*

The Board reached out to the Cemetery Trustees to advise that the Highway Department cannot maintain the cemeteries this year. Sara has confirmed that the Trustees are trying to hire someone to maintain.

### **QUESTIONS AND COMMENTS:**

#### *Jewell Hill Property*

EJ mentioned that there is a property on Jewell Hill that there is an oil tank that is leaning on the brook. Christina thinks that it was their bridge abutment at one time. The Select Board will take a ride by to review. EJ will show John on Friday.

**Having no other business to conduct, John motioned to adjourn at 8:16pm, Christina 2<sup>nd</sup>, so voted.**

Respectfully Submitted,

Sara Smith  
Administrative Assistant