

Town of Groton
Select Board Work Session Minutes
November 13, 2018

In attendance: John Rescigno, Kyle Andrews, Ron Madan and Sara Smith (Administrative Assistant - AA)

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

John motioned to go into non-public session pursuant to RSA 91-A:3 II (a) at 5:00pm, Kyle 2nd, so voted.

John motioned to return to public session at 5:15pm, John 2nd, so voted.

John motioned to seal the non-public minutes, Ron 2nd, so voted.

Budget Meetings

Advertising Regional Association Dues

Sara met with the Select Board to discuss this budget.

Advertising

Sara proposed a decrease of \$300.00 making it \$500.00 to match what we were two years ago.

Dues

Stayed the same

The Select Board was okay with the Advertising budget as is.

Executive

AA Wages

Sara proposed an increase \$1,289.00 making it \$44,533.00 to have room for a 3% merit increase of \$0.62 for 2019.

Selectmen's stipend

Stayed the same

Moderator/Assistant wages

This was a different budget meeting but this was a decrease by \$300.00 to \$150.00 because of less elections.

Other Town Meeting expenses

Stayed the same

Meeting expenses

Stayed the same

Contracted services (web hosting)

Stayed the same

Workshops/Seminars

Stayed the same

Telephone/Internet

Stayed the same

Mileage

Stayed the same

Supplies

Stayed the same

Postage

Stayed the same

Furniture/Fixtures

Stayed the same

Office Equipment Maintenance

Stayed the same

Hiring expenses

Stayed the same

Computer/Computer software maintenance

Stayed the same

Other office expenses (CU recordings, etc.)

Stayed the same

The Select Board agreed for Sara to check with Dave Switaj about her computer since it is the oldest and is on the list to replace next. She will get prices and see how much she can take from this year's budget or if will have to come out of the Capital Reserve Fund.

The Select Board was okay with the Executive budget as is.

Financial Administration

Financial Reporting (Town Report)

Sara proposed an increase of \$200.00 making it \$1,200.00. Last year the Town Report was \$1153.36 and they are expecting it to be the same this year.

Auditing

Stayed the same; waiting for costs

Assessing

Sara proposed an increase of \$3,400.00 due to the increase in charges that technically should have gone up last year. This is \$1034 for month assessing charge and the \$1585 for the CAMA work that is done each year. We were over because when we did the budget last year we didn't have the exact numbers for the yearly with contract because we were not 100% sure which company we were going with but we have since done a contact with Avitar.

The Select Board was okay with the Financial Administration budget as is.

General Government Buildings

Town Hall Repairs & Maintenance

Stayed the same

Town Hall Repairs & Maintenance Wages

Stayed the same

Town Garage Repairs & Maintenance

Stayed the same

Transfer Station Repairs & Maintenance

Norm proposed an increase of \$400.00 making it \$2,200.00 due to plans for improvements in 2019. These plans are to stain the building, replacing the warning sign which will be \$200.00, stone the area in front of the containers which would be about \$600.00, clean and repaint the office, and put in a window so they can see what is going on at the dump from the office. The Select Board told Norm to get a quote on these projects.

Cleaning supplies

Stayed the same

General Supplies

Stayed the same

Contracted Services (security, elevator)

Stayed the same

Town House Electric

Stayed the same

Town Heat

Stayed the same

The Select Board was okay with the General Government Buildings budget as is.

General Insurance

Property/Liability

Sara proposed an increase of \$730 making it \$8,838.00 due to the quote we received in the mail from Primex showing the increase.

Workmans Compensation

Sara proposed an increase of \$524.00 making it \$5,956.00 due to the quote we received in the mail from Primex showing the increase.

Unemployment Compensation

Stayed the same

The Select Board was okay with the General Insurance budget as is.

Legal

Claims, Judgements and/or Settlements

Stayed the same

Attorney Fees- General Advice

Stayed the same; over this year due to Special Town Meeting and other extra issues that came up this year

Junkyard Dog

Stayed the same

We went over this year for the attorney fees due to Special Town Meeting. Sara will reach out to auditor, DRA or NHMA about the budget to see if we can take it from somewhere else.

The Select Board was okay with the Legal budget as is.

Other General Government

Exigent/Hazardous Circumstances

Stayed the same

Forestry

Stayed the same

Tax Mapping

Sara proposed an increase of \$80.00 making it \$1,450.00 due to the increase with Avitar for 2019.

Grants

Stayed the same

The Select Board was okay with the Other General Government budget as is.

Parks Recreation

Maintenance of Parks

Stayed the same; we will stain this and get info on this. If we get a quote or contract then we can see about encumber these funds. It was agreed to do a warrant article for the basketball court.

Maintenance of Recreational Facilities

Stayed the same

Porta Potty

Stayed the same

Advertising

Stayed the same

Tapply Thompson Center

Stayed the same

Electricity

This line is new this year because of the electricity at the park.

The Select Board was okay with the Parks and Recreation budget as is. We may revisit the Maintenance line if the stain quote comes back higher.

Patriotic Purposes

Patriotic Purposes

Stayed the same

The Select Board was okay with the Patriotic purposes budget as is.

Personnel

Benefits not allocated to department (NHRS)

Stayed the same; if no Police Department we will have to revisit this.

Life and Disability

Stayed the same

Medical Insurance

Stayed the same; Bubba may change from receiving the buyout to a medical plan which would change these numbers so we will have to revisit this once he submits his paperwork.

FICA/Medicare

Stayed the same

The Select Board was okay with the Personnel budget as is.

Welfare

Dues

Stayed the same

Direct Assistance

Stayed the same

Tri-County Community Action

Stayed the same

Grafton County Senior Citizens

Stayed the same

Other Vendor Payments

Stayed the same

The Select Board was okay with the Welfare budget as is.

Health

Salary

Stayed the same

Supplies/postage

Stayed the same

Mileage

Stayed the same

Training

Stayed the same

Dues

Stayed the same

Water testing

Stayed the same

Legal

Stayed the same

Transport Central

Transport Central requested a decrease of \$88.00.00 making it \$20.00 for 2019.

CASA

CASA requested an increase of \$250.00 making it \$500.00 for 2019. They requested this last year as well and it was agreed not to increase it and keep it at \$250.00.

Mid State Health

Stayed the same; we haven't received the request for 2019 yet.

Pemi-Baker

Pemi-Baker requested an increase of \$32.00 making it \$2,785.00 for 2019. The Select Board is okay with the increase.

Voices against Violence

Voices Against Violence requested an increase of \$50.00 making it \$550.00 for 2019. They requested this last year as well and it was agreed not to increase it and to keep it at \$500.00.

Genesis

Stayed the same

The Select Board was okay with the Health budget as is.

Police

The Select Board reviewed the Police budget.

Police Chief Wages

The Select Board proposed a decrease of \$8,067.00 making this line \$50,000.00.

Full Time Police Officer

Stayed the same

Part Time Police Officer

Stayed the same

Telephone/Communications

Stayed the same

Dues & Subscriptions

Stayed the same

Equipment Repairs/Maintenance

Stayed the same

Office Supplies

Stayed the same

NH Special Ops

Stayed the same

Dispatch Service

Stayed the same

Prosecutor- Plymouth Law Center

Stayed the same

Vehicle Maintenance

Stayed the same

Cruiser Equipment

Stayed the same

Uniforms

Stayed the same

Books/Periodicals

Stayed the same

Equipment (Guns, Ammo, Taser, etc.)

Stayed the same

Mileage

Stayed the same

Postage

Stayed the same

Gasoline

Stayed the same

Advertising

Stayed the same

Training

Stayed the same

Animal Control

Stayed the same

Special Detail

Stayed the same

SOU Stipend

Stayed the same

Other questions/concerns

The Select Board agreed to keep the budget the same as last years but decreasing the Police Chief wages only. The Town will be voting at Town Meeting on the future of the Police Department so this budget may have to change depending on that.

Other Budget Items

- CADY: Last year we said we would consider donating to CADY this year. It was agreed to add this into the Health budget. CADY was asking for \$1,000.00 but the Select Board agreed to do \$500.00 instead.
- Day Away Program: This is a day care program for adults in the early stages of Alzheimer's or dementia. They are requesting \$1,500.00. The Select Board decided to hold off on this for this year.
- The NH Lottery is requesting us to consider Keto. We agreed not to last year and agree not to this year as well. There is really no place in Groton for this to take place.
- The American Red Cross is also requesting money but we have opted out the last few years. It was agreed to hold off again this year.
- We talked about the old library and tearing it down. The warrant article was approved to do this last year but we didn't get to it with everything going on. It was agreed to wait another year before adding this to the budget.
- It had been mentioned that eventually the Town House parking lot should be paved. It was agreed that this can wait so it will be revisited next year. We could put stone down in front of steps if needed.
- Forester request for Town owned lands: The Forester emailed and asked if the Town had any interest in sustainable maintenance and planning for the forests owned by the Town. It was agreed that the Town does not have any interest this year.
- Carpet quotes- Sara did have Baker Valley Floors come give quotes for the carpet. They were the only ones around here. Every other place recommended she contact them. They gave three different options. We will see about doing the stairs and upstairs offices and hallway only in 2019. Sara will work on contract. We will encumber the money we don't use from this year budget line towards this project.

- Roof Concern: Sara had contacted three roof companies and all were supposed to come out and give quotes but only one has so far. This quote was for \$19,950.00 to remove all old shingles and replace with shingles or \$17,850.00 to go over existing roof with metal roof. He did say that we could get away with another five years. It was agreed to do a warrant article for a new Capital Reserve Fund. Sara will reach back out to see how long the roof is expected to last.
- Groton Historical Society plan for Town Pound. This includes clearing of the rights of way to see it from the road, signs for along the path, repairing stone walls, remove large trees, etc. Sara had left message on 7/12 and then talked to Slim to let him know that the Town would consider this we just need quotes but she hasn't received quotes. Sara sent a follow up email to Pam Hamel on 11/8/18 about this and reminding them we need this information to do a warrant article and the warrant articles are due 1/3/19.

Town Fire Pond

John mentioned that we need to move forward with this. Sara will reach out to Tim Pilcher, Mike Ethier, Dave Leone, Roger Thompson, Bubba, Tony Albert and John Fischer to see if they can attend a meeting on December 18, 2018 at 5:00pm to discuss this. Sara will also see if Frank Harris will come and provide a quote as well.

Property Concern

The Select Board send a letter to the owners of a property on North Groton road that has some serious debris and explained the property needed to be cleaned up. It has not been cleaned and appears to be worse. It was agreed to have Ken Knowlton look at this when he comes out to inspect another property on November 15, 2018 and then send a letter giving them 30 days to clean up the property and after 30 days we will reach out to the attorney if it is not cleaned up.

Kuplin Septic Plan/Building Permit

The Select Board wanted the Planning Board to review the building permit and septic plan before they approved it to make sure everything was included that was needed for this property and to avoid a cease and desist like has happened in the past. The next Planning Board Meeting to review the submitted materials was not until November 28, 2018. Aware that Mr. Kuplin would want a response as soon as possible, the Select Board asked if the Planning Board chair could look at the materials to provide preliminary comments. Though any comments would not substitute for a full Planning Board review, the chair came in for a work session with the Select Board. Deb said she is here not as the Planning Board since they have not met with the Planning Board on this so she cannot speak for the Planning Board.

The problem that she sees is the process, it appears the building permit and the plans are incomplete and you shouldn't give a building permit for just a foundation. This property is on an easement with a right of way only into their property, the state confirmed there has never been a driveway permit and they prefer a driveway permit before a building permit is done, there was concern with the state because the right of way is near a curve and she would want to look at this more closely before a driveway permit was given. The right of way was issued years ago so that the owner at the time could log in there and it was later used for gravel purposes. Deb is saying that since a house is being built they should apply for a driveway permit. Deb said the Planning Board hasn't reviewed it yet which is another reason the Select Board shouldn't sign it. John said that we have not been running the building permits by the Planning Board for regular homes. In this case it should be due to the fact that the access is a right of way/easement. The RSA said the planning board should be approving the building permits but this is not how it has been done in Groton for many years as the authority was given to the Select Board. As of now it has only been anything commercial that has been run by the Planning Board. The Select Board and Planning Board realized a few months ago that it should probably go back to the Planning Board which is why they have been working with Deb for months on a new building permit and have discussed

changing the authority back to the Select Board which is why we were scheduled to meet tonight anyway so we will discuss this after the Kuplin concern is addressed.

RSA 674:41 states that if the building is on a private road, easement, etc. the Planning Board should review and sign off on it. The Select Board would then have to confirm the release of municipal liability has been filled out.

Sara mentioned that North Groton Road is a State Road so we never would have asked for this release. It was explained that his property does not have frontage on North Groton Road and we would need the release form for this property even though this is on North Groton Road because the property is on an easement because of the right of way, or he would need to get a driveway permit for the property.

When reviewing the materials Mr. Kuplin provided, the Select Board and the Planning Board Chair considered the following:

1. The subject property, Map 5 Lot 46, has access to North Groton Road by Right-of-Way (easement) only. RSA 674:41 prohibits building on any lot unless "the street giving access" is a Class V highway or better; is shown on a subdivision or other plan approved by the planning board; or is a Class VI highway or "private road" upon which the board of selectmen has voted to authorize building permits under certain specified conditions. Street is broadly defined for the purposes of the land use control statutes and includes ". . . road, lane, alley . . . and other ways." RSA 672:13. The lot must have actual frontage on one of the five types of streets described in RSA 674:41, I. An easement giving access to a "back lot" over the land of another will not meet the statutory standard RSA 674:41, III.
2. The governing body (Selectman) must first consult with the planning board and the owner must record a notice in the registry of deeds acknowledging that the town is not liable for maintenance or damage that might occur on that road (RSA 674:41, I(d)). The Planning Boards review and the filing of Release must occur before the selectman can issue a building permit. Since RSA 676:12 prevents the issuance of building permits within the 120 days prior to the annual meeting, See RSA 676:12 (a) and (b), it not possible for Mr. Kuplin to meet the filing deadline.
3. Mr. Kuplin has not produced the granting document for the right-of-way to determine if its use can be extended for residential purposes or it can be classified as a private road. The right-of-way has historically been used for logging and material extraction only.
4. Mr. Kuplin has not produced a Driveway Permit from the State.
5. Mr. Kuplin acknowledges part of his property is in the Floodplain but has not submitted plans, drawings or other materials to allow the selectman to be assured he complies with Groton's Flood Plain Regulations. See Item VI of the Floodplain Regulations – The Regulation establishes a Permit system and review procedure for development activities in the designed flood hazard areas of Groton.

The Planning Board Chair informed the Select Board that since the Town will be voting on a zoning ordinance at our Town Meeting in March, RSA 676:12 prevents to issuance of building permits within the 120 days prior to the annual meeting. See RSA 676:12 (a) and (b). After the March Meeting all building permits would be reviewed. Since the Planning Board has not reviewed the submission and will not until November 28th, Mr. Kuplin may not be able to apply timely for a building permit but Deb did mention to the Select Board that if all of the other elements were taken care of prior to then that they may be able to work with Mr. Kuplin. Deb said they are willing to work with him but he may have to follow the new zoning ordinance which may not impact him at all.

What he needs to do now is:

- have the engineer show on the building permit and septic plan where the flood plain
- follow the flood plain ordinance
- go before the Planning Board on November 28, 2018

- demonstrate knowledge that he knows where the flood plain is and the stream is

Other concerns are he is hauling items into the property which is not allowed on the floodplain ordinance. She made Slim aware of this and asked that he make Casey Kuplin aware of this.

Building Permit Changes

Deb had created a new building permit and submitted it to the Select Board for review on August 2, 2018. The Select Board reviewed and sent some suggested changes back to Deb on September 5, 2018. It was also discussed that the Planning Board should be the ones reviewing and approving the building permits now with all the changes and with the zoning changes coming. The Select Board met with Deb to discuss when this will happen and what the process will be. The Select Board and Deb didn't get to go over this in detail because they ran out of time so they will have to reschedule this. The Select Board will pick out a date at the next work session and will reach out to Deb to see if that works for her.

Having no other business to conduct, Kyle motioned to adjourn at 7:00pm, John 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant