

Town of Groton
Select Board Work Session Minutes
December 4, 2018

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

John called the meeting to order at 4:00pm.

Meeting w Meeting with June Garneau- All Hazard Mitigation Plan Update (John, Kyle, Ron, Bubba, Sara, Paul Hatch)

June introduced herself to the group and explained that they have been doing Hazard Mitigation Plans and Emergency Operations Plans. She did the last Hazard Mitigation plan in Groton. She also introduced her son Olin Garneau.

The All Hazard Mitigation Plan is a requirement and to remain eligible for presidential disaster declaration funds after any kind of declaration we have to update the plan. This is one of the reasons why we are working on updating the plan. We will work off of the old plan but there are more hazards we will have to address this time which we will go over tonight. These are within the new state hazard mitigation plan which came out a month ago, which we will use as well.

Community involvement is important. It is important to have all Town related officials at the meetings like we do today. We do need to put out a press release which June will send to Sara. It should be posted at the Town House, Transfer Station, online and wherever else we want to but we need to let her know where. It is not required to put this in the newspaper. June also mentioned that we will need to add all the upcoming meetings to the calendar to allow the public to attend. The need to prove to FEMA and Homeland Security that it was posted and the public was informed and invited to attend.

There was a handout that went over the 12-step planning process, the team members, contact information, etc. June asked that everyone read this over. The 12-step process does not mean 12 meetings. We should be able to cover all these steps in about five meetings which are two hours long. She likes to try to schedule them once a month but sometimes that doesn't work. She also said that it would be a good idea to contact Maxam to let them know about the meetings since they do have hazardous materials.

June asked that everyone read the packet that she handed out for homework. It lists acronyms, goals, objectives, a list of hazards which include the new ones as well. The last page is a work record. June explained that any time spent on this outside of the meetings should be tracked and that includes reading the packets, working on projects that were assigned, etc. At the end, if we need to add this time in to make our match we will.

The total grant fund for this is \$9,999.75. The amount the town must show in "in-kind match" is **\$2,333.25**. They put in \$25 an hour so since there are 6 here tonight for 2 hours that would be 12 hours which would be \$300.00 towards the match. The blue form is good in case we run light at the end. It is important to always track your time.

The way this program is funded is that FEMA gives Homeland Security a pot of money. This is called PDM17. Out of this pot they fund various towns that need the update and the Towns hire an independent contractor such as herself. Her fees are paid in three stages. The first payment is due soon which is for a little less than

half the total amount. The second payment is when the plan goes to Homeland Security for approval and then there is a small amount at the end when the plan is all completed and delivered.

The grant expiration does not expire until January 30, 2021. However, the plan expires this coming June. Her experience is that as long as we are in the process and can prove that, if there is an emergency after it expires, she may need to drop everything to complete this first. There shouldn't be any issues.

June walked through the table for Town Statistics with everyone at the meeting who gave input to make sure this was correct. Sara will get her the housing statistics off the MS-1. Deb Johnson will check the dates of the zoning ordinance and the subdivision regulations to make sure it is correct and will let June know. June will get some of the information regarding the conservation land and fill that in.

June walked through the table for hazard threat analysis. Everyone at the meeting worked together to come up with the best ratings for each category.

June asked how many miles of road the Town maintains. Bubba said 16. June asked how many of those are paved. Bubba guessed 10 but wasn't sure. Sara explained we have a spreadsheet that we started which tracks all of the roads, what class, what type (gravel vs paved) and how many miles they are. We can look at that and let her know. June also said that she will check this against GIS too.

June asked if we have any red listed bridges. We explained that we did but it is being replaced and is almost complete as we speak.

The Town set up more meetings with June to continue this process. The following are the meetings the Town scheduled with June:

- February 5, 2019 at 4:00pm
- February 19, 2019 at 4:00pm
- March 19, 2019 at 4:00pm
- April 16, 2019 at 4:00pm

Things to follow up on:

- Sara will file the contract/agreement
- Sara will look into the grant payments and what we are required to do for invoices, reimbursement, etc.
- Sara will get the information off of the MS-1 that was needed for the statistics
- Deb will look into the dates of the zoning ordinance and subdivision regulations
- Sara and Bubba will work on the list of roads and how many are paved vs gravel
- Sara and Bubba will work on the culvert worksheet that June will send via email. There are three tabs on this spreadsheet. The first tab "asks" for information on culverts that need to be done in the next five years. The second tab is June's vision of a "Storm Water Maintenance Plan"; there will be a Mitigation Action Item in the Plan that will suggest that the Road Agent prepare a "Storm Water Maintenance Plan" sometime over the next five years (the life of the Plan). June explained that for now, all we have to worry about is the first tab.
- Sara will post the press release at the Town House, Transfer Station and online.
- Sara will add all meetings to the calendar.

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

John motioned to return to public session at 6:15pm, Ron 2nd, so voted.

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

Memo from Sara

Due to upcoming appointments, Sara requested the following time off:

- Tuesday, December 11, 2018: leave early at 1:30pm
- Monday, January 7, 2019: leave early at 1:45pm

John motioned to approve Sara's time off, Ron 2nd, so voted.

Over expenditure of a line info

Before the last meeting, Sara had reached out to the auditor about going over on a budget line. His response was "Typically what happens is that the Selectmen acknowledge the over expenditure on the line item at a meeting and then move that the expense will be covered by a line or other lines that have remaining budgets. You are allowed to over expend a line item, you cannot over expend the grand total budget without State permission though but going over on a line item is ok as long as you can offset the over with an under." The Select Board asked that Sara reach back out to clarify if the line can be in a different budget and if the grand total budget he mentioned is the overall budget. She did this and he did confirm that it can be taken from a different budget and that by grand total he means the overall budget. It was agreed to move some of this to the Police budget.

Floodplain permit

The Select Board asked Deb what information she received from Jennifer Gilbert regarding the floodplain permit that is needed for the property on the Cockermouth. Sara and Deb updated an application. Deb will look at her emails and see what Jennifer said. Sara will touch base so we can see where we need to go from here. Sara will send the updated floodplain permit to the Select Board for review and will put it on the next agenda to decide if they want to approve the permit so we can use it going forward.

Attorney for Ordinance

Deb asked the Select Board if they were okay with the Planning Board getting information from another attorney who specializes in land use and the ordinance. This is not to hire anyone but to look into costs and options. It will not cost the Town any money. This has to be done before Town Meeting because this is being addressed at Town Meeting. Also, if there are any costs related there are Planning Board funds that could cover the cost. The Select Board agreed that Deb can move forward to make sure that there is no conflict of interest and to make sure they can meet the scope of work and timeline.

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.

RSA 674:41 requires the release form. There are two ways to do this. The RSA states the resident has to send it to the Grafton County Registry of Deeds once they sign it and the board counter signs it or the Town could send it in but we would have to charge the resident for that fee as well and then we would cut the check. Deb said that she called the registrar and is looking to see if other towns are doing this. If they aren't we may not need this. If they are we can see who files them. She will follow back up with the registrar and will also ask about costs.

Deb said that the RSA states that the Planning Board cannot approve the building permits.

It was agreed that we should hold off on building permit changes until we know if the zoning changes because this may require the permit to change again so we might as well do it all at once. It was agreed to meet back up after Town Meeting to look at changes to the building permit.

Having no other business to conduct, Kyle motioned to adjourn at 6:58pm, John 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant