

Town of Groton
Select Board Work Session Minutes
January 08, 2019

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

Absent: Kyle Andrews

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

Evaluations

Since Kyle wasn't at the meetings it was agreed to wait until next week to do the reviews. Sara will type up what was turned in.

Meeting with William Haynes

Captain William "Bill" Haynes came to meet with the Select Board because there was a rifle assigned from DLA that Groton Police Department has possession of. Agencies who have DLA property are required to inventory and certify possession annually. Bill came to Groton to have a select board member added to FEPMIS and certify and account for the M16. He signed onto FEPMIS and set John up with an account. Bill, John and Sara went into the Police Department together. John opened the sealed evidence envelope to get the keys. Bill and John went through the guns and were unable to locate the M16. Sara reached out to EJ. EJ talked to Bill and explained that the gun is at the Hill Police Department. Bill will look into this and keep the town posted on what the next step would be. He showed John what to do in the system if he needs to sign off on the gun.

Bill explained there are other items that the Town could take advantage of. There is cold weather gear, ATV's, radios, etc. that we could use. It has to be law enforcement and you have to use it under the program for a year and then it can be turned over to the Town. He will send us information on that.

John locked the evidence room back up and John and Sara put all paperwork and keys back into the envelope with Bill watching as a witness. They then sealed everything back up with evidence tape as it was before and put it back where it was before.

On Call for Highway

A few weeks ago, there was a flood warning. Bubba asked Jeremy to stay close and be on call which made him think that he should get paid hourly while on call. Sara looked into this and every Town does this differently. Some Towns don't pay, some pay \$5.00/hr., some pay \$2.00/hr., some pay a flat rate of what would be equivalent to two hours of overtime. The Select Board agreed we should do something. John suggested that we do \$50 a day when you are on call. Ron agreed. **John motioned to pay employees when they are on call \$50 per shift, Ron 2nd so voted.**

Also, it was agreed to pay Jeremy \$50.00 for the day he was on call.

Floodplain issue- Beaver Pond Road

Sara had reached out to Jennifer Gilbert regarding the Floodplain concern and meeting with the Select Board. She had agreed to meet either January 15th or February 5th. Sara thinks January 15th would work better because February 5th is budget unless the Select Board wants to wait until after budget.

In the meantime, Jennifer stated that notification to the property owner about the requirements of the town's floodplain regulations is needed so he is aware of what the ordinance requires. The enforcement process to address this issue is the same as any other non-compliance of the town's zoning regulations since it is a town's

ordinance. Her suggestion is that the letter should at a minimum explain that the town has a floodplain ordinance, which regulates development in the mapped floodplain areas, that the Select Board has been made aware of development that has occurred in the floodplain and the floodway, that the property owner needs to complete the town's floodplain permit for all the development activities (past and future), and that no further development activities should occur in the floodplain/floodway until the Select Board reviews and decides on the permit application and accompanying documentation.

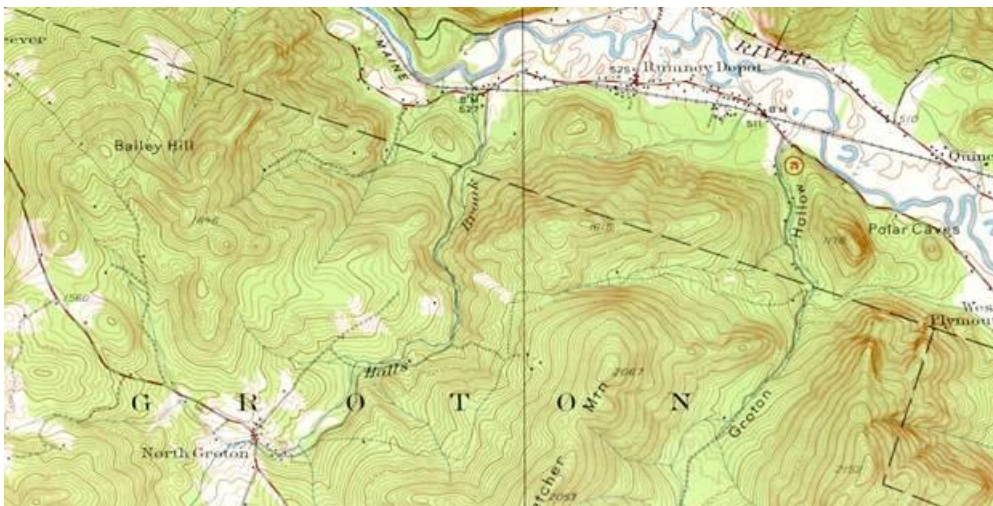
Sara drafted this letter. The Select Board agreed to send the letter now and send it out. Then the Select Board will meet with Jennifer on January 15th at 5:00pm for the next steps. **John motioned to sign the letter regarding the floodplain issue, Ron 2nd, so voted.**

Mapping Issue

Sara had reached out to Avitar regarding the email Deb Johnson had sent which stated that she telephoned Avitar about the odd notch in the northern boundary of Groton. Avitar responded with that they looked into where that notch may have come from. It was part of the original map going back to when Terramap/Avitar (Avitar bought Terramap 2008) took over the maps for Groton. This notch however was verified by a survey done for the wind farm. If you were to review plan number 14627, it also shows the notch. Sara forwarded this information to the Select Board and to Deb Johnson. Deb sent it to Dan and he said *“from what read below, the notch exists and is a matter of survey record related to at least when the wind farm was verifying property boundaries. For a boundary survey such as that, the surveyors would have done extensive deed research, so it must exist.*

The notch currently IS shown on the tax maps, which is where I picked up the notch itself and the true layout of the eastern boundary. The former boundary shown on maps we have produced for Groton used the USGS topo map municipal boundary. However, the USGS data is known to be inaccurate in many locations around NH, and especially in the Groton/Hebron/Alexandria area. I believe that is a product of antiquated data gathering and mapping back when the USGS topos were created; the Federal government just could not verify every nook and cranny of every town boundary, so they guessed.

Here is a screen shot of part of the 1928 USGS quad for Groton. No notch. I rest my case.



I recommend the Town pursue the issue of the notch and the true eastern boundary with Avitar/Terramap to learn more about their source information. Their project notes and deed research along the boundary should

be best-available information. I am glad that Sara Smith dug deeper into this with Avitar; I was a bit skeptical of the conversation I had with the young woman in their office as the answer did not seem to match the due diligence I would think a tax map maintainer would follow.

Alternatively, someone at the Town Offices or a local historian might research the original plat layout for Groton, from back when the town was formed and incorporated. In Sutton, where I live, we have a 1700s parchment plan in the Town safe that shows the boundary and first subdivision. Alternatively, perambulation records may show the existence of the notch, and may shed light on the eastern boundaries. The perambulators are supposed to keep a record of the Town boundary stones and other markers they find. It would help if someone can find the survey plan he cites below at the registry of deeds. Luckily, it would not be difficult to go back to what we had with the notch. It's all sitting in my GIS data."

The Select Board asked Sara to forward the latest email back to Avitar and see what they say from there. We need to get this figured out.

EMD Meeting with Paul Hatch

Paul Hatch reached out to Sara and asked for updated Emergency Management contact information. Sara replied and Paul will update his roster. He also requested to set up a meeting to touch base on where things are at regarding emergency management, discuss any concerns or what direction the Town would like to go in the future. Sara didn't know if we should schedule this now or wait until after the budget hearing.

Sara will reach out to Paul to see if we can wait until after February 5th to meet.

Town Report

John did the letter from the Select Board. We still need to come up with a dedication and a cover photo. It was agreed on who to dedicate the Town Report to. Sara will work on this dedication. As far as the cover, Sara will take a few pictures of the new bridge and see how they come out to use one of those.

Warrant Articles

The Select Board went over the warrant articles that were submitted so far and the list Sara made. The Select Board will review them all over the next week and be prepared to discuss next week when Kyle is here. The following were discussed regarding warrant articles:

- The operating budget will have to be updated if we make any changes to the budget
- Sara created a warrant article requesting to establish a new Capital Reserve Fund for "Grants" and to put the \$184,000.00 into it if we are awarded the Grant for the three larger culverts on Sculptured Rocks Road.
- Finishing North Groton Road: There was a warrant article to finish the work that was done last year that was submitted by the Highway Department and Road Committee
- There was another Warrant article submitted for North Groton Road to work on the road from Halls Brook to where the Town originally started the road project. This was also submitted by the Highway Department and the Road Committee.
- FEMA: Due to the October 2017 Storm damage, the Town will get FEMA funding. FEMA only covers 75% so our 25% would be \$123,529.88. We have already spent some of this so Sara will work with Bubba on this to see how much of the \$123,529.88 we have already paid and how much we actually need to come up with. Sara will have this by the next meeting.
- Excavator: Bubba submitted a warrant article for an excavator which will use some money from the Heavy Equipment Capital Reserve Fund. The excavator is \$85,000.00 but we have \$55,000.00 in the CRF.

- Truck: Bubba submitted a warrant article for a new Truck with plow and wing for \$90,000.00. There is currently a little over \$13,000.00 in the CRF that we could use of leave there. We have put a lot of money into the Dodge. Sara and Bubba will work together to see how much we have put into the Dodge.
- Last year we talked about putting all of the CRF into one warrant article since we do them every year.
 - Last year it was agreed to not put any requests in to put money into the Perambulation Capital Reserve Fund. It was agreed to leave this out again this year.
 - Last year it was agreed to not put any money into the Fire and Equipment.
 - Police Cruiser: Not sure if we should put any money in here since we don't know the future of the Police Department
 - Public Works: Sara put \$25,000.00 for now but wasn't sure if the building committee was submitting anything
 - Disaster Relief: Do we want to put more than \$5,000.00 into it since we have taken so much out for the October 2017 storm.
 - Electronic Equipment and Software: This was created last year and we put \$5,000.00 into it. We need to decide how much we want to put into it this year.
- The Highway Department and Road Committee decided to change the wording on the Groton Paved Roads Warrant Article to be Groton Roads and they requested to put \$25,000.00.
- We got a quote to fix the basketball court and it will cost \$9,000.00. The Select Board agreed to let the Town vote on this.
- The Old Home Day Committee submitted a warrant article for fireworks for \$2,500.00.
- Voting Booth: Should this be a warrant article or increase the budget for supplies/advertising election? Tony got a quote and it is about \$1,141.00.
- We received the request from the Groton Historical Society for the same amount as last year of \$1,000.00.
- We received the request from NLRA for the same amount as last year of \$1,000.00.
- Sara created a warrant article for the Police Department to abolish it and about contracting services but we will know more after the January 15th meeting.
- Sara is waiting on information from Waste Management with costs but in the meantime added the warrant article as discussed to stop recycling.
- The library submitted the usual warrant article for the contract with Hebron Public Library.
- There was a request from NH Lottery for the Town to put Keno on its warrant. The Town doesn't have anywhere that this would take place so this is not going on our warrant.
- We talked about the roof and the carpet for the Town House but we have over \$41,000.00 in the Town House Capital Reserve Fund that can be used. The companies that looked at the roof said we have about 5 years. The carpet is up to us when we want to do it.

Budget

Sara printed an updated budget from all of the meetings. The Select Board will review the budget over the next week and be prepared to discuss next week when Kyle is here. The following were areas that needed to be revisited from the other budget meetings:

- Election- Computer Maintenance /Software: it was agreed to revisit this to see if we can lower this
- Ballot Clerks: no need to revisit
- Assessing: We ended up having to pay some of 2018 out of 2019 due to amounts and being over so maybe we should increase this to \$15,000. John said we should increase this for now.
- Treasure- Mileage: If there is no Police Department this could be lowered
- Health Insurance: Sara pointed out that Bubba went with a 2-person plan so this changed the amount of this

- Cemetery Site work- River Road Cemetery: Elizabeth never got the Select Board the contract or other information to encumber the funds so we will need this on the budget next year.
- Grants: Due to the grant to update the hazard mitigation plan we needed to increase this line for the costs
- Fire Contracted Services- Hebron: Sara explained that due to the meeting with Hebron she increased this line
- Lakes Region Mutual Aid: They gave us an estimate of about \$11,700.00 so it was agreed to put this as \$12,000.00.
- Maintenance of Parks: we talked about increasing this line for stain; we didn't get any quotes before the end of the year so we couldn't encumber these funds
- Day away program: The Select Board previously voted against budgeting any money for the day away program. Sherry Nelson dropped off a write up about the program for the Select Board to review. The request was for \$1,500.00.
- Bridge House: We received a request from Bridge House requesting a donation of \$2,000.00.

The Select Board will review the warrant and budget and make notes for next week's meeting.

Zoning Board Concern

Sara explained to the Select Board that she has called Glen a few times over the last week regarding the Zoning Board. She originally talked to him and let him know that once he appoints Ann, Bubba and Gary and they sign the forms then they need to have a meeting. Sara explained the Casey Kuplin situation and what needed to happen for that. She also explained she created the form Casey needs to fill out but the Zoning Board needs to have a meeting and adopt this form first. They also need to appoint a fifth member. Sara never heard from Glen so she called him and left messages. She hasn't heard back from him so she talked to Ruth and confirmed that both Ann and Bubba have been appointed and signed the form so they are all set. Gary still needs to come in and sign his form. Sara emailed Bubba and Ann what the next steps should be and the form that they need to review and adopt. Sara talked to Bubba and told him that he should talk to Ann and come up with a meeting date and then contact Glen to let him know. They will need to have the meeting to adopt the form, appoint a Chair and appoint the fifth member. Once the form is filled out by Casey and turned in, the Zoning Board will need to meet again to review the form and discuss if it should be approved or not. The Select Board agree with the steps that Sara has taken and that a meeting needs to happen asap.

Having no other business to conduct, Ron motioned to adjourn at 6:55pm, John 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant