

Town of Groton
Select Board Work Session Minutes
August 6, 2019

In attendance: John Rescigno, Tony Albert, 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 (b) at 5:00pm, Ron 2nd, so voted.

John motioned to return to public session at 5:30pm, Ron 2nd, so voted.

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

Sara's Time off Memo

Sara requested the following time off:

- Thursday, August 8, 2019- leave at 1:00pm
- Thursday, August 22, 2019-Monday, August 26, 2019
- Wednesday, August 28, 2019- come in late after I bring Caleb to school (Probably be here around 845am)
- Monday, December 23, 2019 (after I do payroll)- Tuesday, December 31, 2019

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

Transfer Station Operations Plan

The Transfer Station Operations Plan was created and then put on hold until the recycling was decided on. Norm went back through it after the recycling was decided on and him and Sara made some changes. **John motioned to adopt the Transfer Station Operations Plan, Tony 2nd, so voted.**

Building Permit Information from Deb

Sara explained that she did send the latest questions to Deb and she did respond. Sara put these responses in the Select Board's folders. Below are the questions and Deb's responses.

- The Select Board thinks we should remove the accessory dwelling unit line from the form since we do not have any ordinance or anything on accessory dwelling units at this time.
AH, but we do – Groton has a zoning ordinance w/Flood Ordinance as part of the town's zoning and subdivision and site regulations! There are also State Laws that must be considered in any building situation, e.g., wetland requirements, the state's SWQPA., ETC. How can the selectman or PB (if asked by the selectman to assist) know if the Accessory Dwelling Unit meets the requirements of all town and state regulations if we don't require this line on the building permit? Just as importantly, there are requirements within the state RSA addressing Accessory Dwelling Units that are mandatory and must be met by an applicant. It is important to leave the accessory dwelling line in. There are additional reasons (from the comment above) why the selectman should keep records of all accessory dwelling unit building permits and send a copy of those records to the planning board:

Separate conveyance (from the principal dwelling) of an Accessory Dwelling is prohibited, unless allowed by the Town which would now be in conflict with the Town's Subdivision Regulations.

1. *The Accessory Dwelling Law (RSA 674:71 -73) allows these units only to the extent that it be constructed within or attached to a single-family dwelling (which is defined as the principal dwelling). While 674:73 says that a town may permit detached units, the town is not required to and the selectman would be in conflict with the Town's Subdivision and Site Regulations to do so. The Town's Subdivision and Site Review Regulations don't allow more than one separate*

residence to be built on a lot. A dwelling unit within or detached would be in compliance with the subdivision and site regs., while a detached accessory unit would not.

2. *Part II of the RSA indicates w/o a zoning ordinance speaking to the issue, one accessory dwelling unit is deemed a permitted accessory use (accessory means, to the principal house) – no other permits shall be required... only a building permit.*
3. *Part V says a permit to construct an accessory unit shall make adequate provision for water and sewage... and prior to constructing an accessory dwelling unit an application for approval for a sewage disposal system shall be submitted in accordance with RSA 485-A... There are other mandatory requirements that must be met as well – including other town regulations. These include our Flood Ordinance, Subdivision and Site Regulations, and as mentioned above, there are state laws as well.*

- *What is the benefit of having the intended occupancy on the form? Because if the Building Application is for an Accessory Dwelling Unit the town may require the owner of the principal dwelling demonstrate that either the principal or accessory dwelling is his/her principal place of residence. In addition, it is a way to determine if the dwelling is for residential or commercial use and if the applicant needs to go through Site Review.*
- *Why was the PUC approval removed from the heated or cooled section? We think it is beneficial to have that on there. Yes, my error.*

It was agreed to table this until the next meeting. Sara gave copies of the questions and answers to all Selectmen and they will review it and be prepared to discuss at the next meeting.

Mike Ethier Concerns

Sara reached out to Jennifer Gilbert after the inspection at Mike Ethier's property. Jennifer emailed back about concerns due to the storm but never mentioned if she was willing to meet with the Select Board and Mike. John emailed to see if she could meet with the Select Board. She emailed back to let her know some possible dates and times to meet. She does have some availability this week but is out the week of August 12. She will also coordinate with FEMA Region 1 staff on their availability. Sara will see if August 20, 2019 at 5:00pm will work and if not what she will ask Jennifer for some dates and times work for her.

Fire Pond/Cisterns

Tony and the Hebron Fire Department tested the spot and it is a good spot. Tony said the next step if we agree to it would be to get a permit. The Select Board agreed this is a good spot. Tony will come in and work with Sara for the permit. Tony will check with Hebron on who they got their permit from and Sara will email the contact she has. **John motioned to start the process for the permitting for the dry hydrant off North Groton Road, Tony 2nd, so voted.**

Money Transfers/Storm Damage

Sara talked to NHMA and DRA and there are a few options. The first option that we can do now is the Board of Selectmen can motion to move a certain amount from the Police Budget to the Highway budget and the motion should explain why such as July 11, 2019 storm damages. Our overall budget is a bottom-line budget so the money isn't physically moved but the Highway budget would be that amount over budget and the Police would need to be that much under budget with the bottom line being at or under budget. We can only transfer from line items that have money, not from a 0.00 line item.

If we notice we are going to go over the bottom line and still need money, we can write in for an emergency expenditure which DRA would help us with and we can take money from the fund balance but that is only if we

are going to go over the bottom line. In this case we would also need to have a revenue source allocated, such as FEMA funds. This would go in front of the director of the DRA for approval.

As far as getting a loan or bond, the town has to vote on this so it would have to be a special town meeting which they do not recommend this time of year and recommend this be an absolute last resort. They do not recommend it now because as we know it has to go through the courts for approval and that can take time and we are already so late into the year that the meeting might not happen until the end of the year so it would be better to try to budget it for next year instead.

The Select Board, Sara and Bubba went through the Police Budget and found \$53,000.00 that could be used.

Meeting with Bubba

The Select Board met with Bubba to discuss the following:

- Mike Latulippe submitted a quote for \$60,000 to get Sculptured Rocks Road in the condition to pave. He didn't put on the estimate that he will be grading and compacting so we will ask him to add that. The Select Board agreed this needs to be done. **John motioned to grant the \$60,000.00 for material on Sculptured Rocks Road and to grade and compact it, Tony, so voted.** Sara will let them know.
- Mike Latulippe submitted a quote for \$5,000 to remove the existing culvert pipe near Seven Kids Lane and to attempt to clean and reinstall. Also, this covers installing a new 36" culvert if it cannot be cleaned out. They will also clean out the river channel at both ends. We have a wetland permit for this culvert already. The Select Board agreed this needs to be done. **John motioned to grant the \$5,000.00 for cleaning and possibly replacing the culvert on Sculptured Rocks Road, Tony, so voted.** Sara will let them know.
- Mike Latulippe submitted a quote for \$14,000 to get Edgar Albert Road in the condition to be able to plow it in a few months. He will clean the ditches, re-grade the existing road, add ledge pak to create a road crown and compact it. The Select Board agreed this needs to be done. **John motioned to grant the \$14,000.00 for Edgar Albert Road repair, Tony, so voted.** Sara will let them know.
- Mike Latulippe submitted a quote for \$50,000 for Province Road which would be on top of the quote they already provided for work. This is in addition due to more damages experienced in the July storm. The Select Board agrees this will need to be fixed but we cannot do anything until we receive the money from FEMA so we have to hold off on this for now. Sara will let them know.
- We had already received a bid and awarded a contract for paving of Sculptured Rocks Road. We still haven't received any FEMA money so this project is on hold until we receive that money.
- Bailey Hill needs work before winter. Bubba will reach out to Dave Leone regarding this.
- It will cost about \$5000.00 to finish Blanchette Lane. Bubba will reach out to Mike Ethier regarding this but this may have to wait until next year.
- The North Groton Road paving project started today and should be finished by tomorrow. This is being done by Bryant Paving.
- The Highway Department borrowed some asphalt from Bryant Paving and used it to fill some pot holes on Sculptured Rocks Road.
- Bubba wanted to stress that Town employees need to be careful using their own vehicles since Primex wouldn't cover his truck. Sara explained if it was his white truck or Jeremy's truck it probably would be covered because they were actually in those trucks working for the Town with them. If it is left there it won't be covered but if they are driving it for work it will be covered.

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

Respectfully submitted,

Sara Smith
Administrative Assistant