

Town of Groton  
Select Board Work Session Minutes  
November 3, 2020

**In attendance: John Rescigno, Tony Albert and Sara Smith (Administrative Assistant - AA)**

**Absent: Ron Madan**

**John called the meeting to order at 11:00am.**

**John motioned to go into non-public session pursuant to RSA 91-A:3 II (c) at 11:00am, Tony 2<sup>nd</sup>, so voted.**

**John motioned to return to public session at 11:10am, Tony 2<sup>nd</sup>, so voted.**

**John motioned to seal the non-public minutes, Tony 2<sup>nd</sup>, so voted.**

***MS-434R***

Sara will be working with the DRA later today on the revised MS-434R. Once this is complete, the DRA can set the preliminary tax rate.

***Tax Rate***

The Town should be receiving the preliminary tax rate soon. Depending on when that is received, the Select Board will have to come in and discuss this, decide how much to apply from unassigned fund balance, etc. It hasn't been sent yet, so hopefully it will be by the meeting next week.

***Grafton County Tax Bill***

The Town of Groton has received the County Tax bill for 2020. The amount is \$216,652.00 and is due by December 17, 2020. In the past we have put a freeze on unnecessary spending until the taxes started coming in. Sara asked if the Select Board wanted to do this again. They agreed so she will create a memo. Sara will also hold the county tax bill until taxes start coming in, in December. In the past we have contacted the Windfarm to see if they will be able to pay the invoice early. The Select Board asked Sara to send this letter again.

***2020 Equalization Municipal Assessment Data Certificate***

The Department of Revenue Administration sent in the yearly equalization municipal assessment data certificate to be signed by the Select Board. The Equalization Ratio is where the assessments fall during the year and should reflect market value as close as possible to 100%. The State will review the information submitted, which will be reviewed by the State Department of Revenue. The Certificate is what the Town needs to submit to release the information to the State. Avitar does the work for us, sends us the form and once we send it back, they release the information to the Department of Revenue. The preliminary analysis indicates a median sale to assessment ration of 93.04% but since 8 sales wouldn't provide a large enough sample so they did an analysis of sales from 4/1/19 through 9/30/20 which indicates a median sale to assessment ration of 94.79% which they anticipate the final DRA ration to be similar, but we have not received those as of yet. **John motioned to sign the 2020 Equalization Municipal Assessment Data Certificate, Tony 2<sup>nd</sup>, so voted.**

***Cemetery Plots for Patti Bailey Harris***

At the last Select Board meeting Patti Bailey presented the Select Board with some emails that the Town had mentioned she would get 10 plots in the River Road cemetery as part of the sale. Those emails were from December 16, 2011. Sara had found emails from December 13, 2012 which stated that she would get two plots which are good for one casket burial each or four cremation burials each. Sara also located Select Board meeting minutes from December 18, 2012 that also states two plots.

The Select Board agreed to send a letter to Patti stating that after review it was found in more recent emails than what she provided, and in Select Board meeting minutes, that two plots, which are good for one casket burial each or four cremation burials each, was agreed upon so the Select Board will honor this agreement. The letter will also state if she doesn't agree with this, or has more recent information that shows otherwise, that she can meet with the Select Board or contact the Select Board office.

### ***Building Updated costs and Plans***

The Town received updated costs and plans from the architect for a four-bay building with the offices in the back. The cost was \$1,083,409.00 for this. The Select Board are meeting again with the Town on Tuesday, November 17, 2020. The Select Board asked Sara to send these plans and information to USDA to move forward with the grant and see what else the Town needs to do to get the funds obligated.

### ***Next Meeting on the building***

The next meeting on the building is November 17, 2020. Sara put together an updated flyer, which is online and on the bulletin boards. This is being handed out today. Sara asked if the Select Board thought these should also be handed out at the Transfer Station and if they wanted anything else done before the next meeting. The Select Board agreed to give copies to Richard to hand out at the Transfer Station for anyone that may not have voted.

### ***Email from Mike V- Fenoff retainage***

Mike Vignale sent an email that Fenoff is looking for a retainage reduction from 10% to 2% as allowed by the Contract. Mike doesn't see a huge risk and he is working to get the lien waivers for work completed to be sure they don't owe anyone any money before the Town does this. This is discretionary and up to the Selectmen so he asked that they let him know what they would like to do. The Select Board agreed to wait until the lien waivers are received before a decision is made.

### ***Email from resident on 148 Dodge Road- building permit concerns***

A resident that would like to remain anonymous emailed to ask the Select Board to check on possible permit violations. They have called the Town and have been made aware that there are no permits on file for 148 Dodge Road but they know that have found that since they have moved in about 2015 that they have put in a new heating system, roof, barn, and at least one shed and greenhouse, if not more. They understand that some items may be under 100 square feet but the barn is definitely bigger than that. They attached some pictures as proof. The barn was sent as a pre-fab but still would require a permit.

Sara drafted a letter like we have sent to residents in the past about construction without a permit. **John motioned to sign the building permit letter; Tony 2<sup>nd</sup> so voted.**

### ***Intent to cut, Map 4 Lot 6***

The owner dropped off an intent to cut for Map 4 Lot 6. The acreage of cut is about 2 acres. No bond is needed. **John motioned to sign the intent to cut for Map 4 Lot 6, Ron 2nd, so voted.**

### ***Intent to cut, Map 1 Lots 81 & 82***

The owner dropped off an intent to cut for Map 1 Lots 81 & 82. The acreage of cut is about 5 acres. No bond is needed. **John motioned to sign the intent to cut for Map 1 Lots 81 & 82, Ron 2nd, so voted.**

### ***Local septic approval- Map 1 Lot 53***

This is a revised Septic Plan and local approval for Map 1 Lot 53. All the information is correct. **John motioned to sign the revised local approval for Map 1 Lot 53, Tony 2nd, so voted.**

***Building Permit- Map 5 Lot 114-1***

The owner dropped off a building permit for a 10x16 shed. **John motioned to sign the building permit for Map 5 Lot 114-1, Tony 2nd, so voted.**

***Fines***

John mentioned that we should look at fines for items that we have sent letters on but have not been corrected, such as wood not being moved out of the right of way, etc. There are other items that we sent letters on, such as property clean up, where the letters mention if not cleaned up there will be a fine of \$50/day until it is cleaned up. The Select Board asked Sara to reach out to the attorney to see what we can do regarding this.

***1214 North Groton Road***

The Town had cleaned up the property and now trash is starting to build back up. The Select Board asked Sara to reach out to the attorney to see if there is anything we can do and if we are allowed back on the property to clean this up.

**Having no other business to conduct, John motioned to adjourn at 11:55am, Ron 2nd, so voted.**

Respectfully submitted,

Sara Smith  
Administrative Assistant