

Town of Groton  
Select Board Work Session Minutes  
October 3, 2023

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

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

***Meeting with June and Olin Garneau- All Hazard Mitigation Plan Update (John, Ron, Tony, Sara, Chief Baga, Bill, Patti, Jamie Mouton)***

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.

Today's agenda:

- Introduction
- The process
- Meetings
- Today's Topics
- Homework
- Future Meetings

*Introduction:*

- a) Evolution of Hazard Mitigation Plans & Community Wildfire Protection Plans
- b) Reasons for Hazard Mitigation and Update
- c) Community involvement to solicit input on how to mitigate the effects of hazards
- d) Devise a plan that lessens, diminishes, or eliminates the threat of Hazards to the town

*The process:*

- a) Funding: 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.
- b) Review of 12 Step Process & the team
- c) Collaboration with other agencies (i.e., HSEM, WMNF)

*Meetings:*

- a) Community Involvement - Public Notice & Press Release
- b) Stakeholders
- c) Signing In, Tracking Time, Agendas & Narrative

*Today's Topics:*

- a) Table 2.1, Town Statistics
- b) Table 3.1, Hazard Identification & Risk Analysis (HIRA)
- c) Hazard Descriptions

- d) Tables 4.1-4.4, Critical Infrastructure & Key Resources (CIKR)- we did not get to this but will pick up with this next time.

*Homework:*

- a) Homework – Critical Infrastructure & Key Resources (CIKR)
  - a. Sara will send the MS-1 to June
  - b. Deb Johnson will look into the date the site plan was updated.
- b) Digital Photos – contributions welcome

*Future Meetings:*

- November 7, 2023 at 4:00pm
- December 5, 2023 at 4:00pm
- January 2, 2024 at 4:00pm
- February 6, 2024 at 4:00pm
- March 5, 2024 at 4:00pm

***11/9/23 Current Use Training***

Sara received an email from the DRA that there is a current use training in Campton on Thursday 11/9/23 from 9am-12pm. Sara would like to attend to see if there are any changes. She would have to post the office closed during that time. The Select Board approved her attending this training.

***Email from attorney***

We received an email from a title attorney requesting information regarding property information. They had requested information because it still shows the father owns the property but there should be a trust on the property. We had paperwork from 2011 from the son and that Pam had discussed with Laura, our attorney. We sent this paperwork. They were also asking for our attorneys contact information so that they can discuss this with them. Laura emailed Sara that the Select Board have to approve this and allow Laura to speak with them regarding this. **John motioned to approve Laura to speak with the title attorney, Tony 2<sup>nd</sup> so voted.**

***Email from NHEC/Fiber***

Tina from Broadband sent an email asking if we would be willing to give a testimonial on the fiber services once they are installed and active. We would get a \$100 credit on our fiber services. The Select Board agreed that the Town would take part in this.

***40 Blood Road***

At the last meeting we sent the owner a letter because someone said that the owners were building an addition. The owner called Sara and said that there is no addition and nothing new is being built. They said that they built this 20 years ago before a permit was needed and the only new thing being done is the siding but it states they do not need a permit for this. They also said that there is no living space above the garage; he said if anyone has questions, they can call him and he provided his number. The Select Board agreed that they would drive by and see if they have any concerns.

***Update on building plans***

The USDA architect sent over their questions and concerns regarding the new plans and Sara sent them to our Engineer and Architect the same day. They are working on getting these answers so we cannot move forward until they do. Sara followed up on 9/25/23 and they are working on a quote to put this

rest of this together. They also said that sending the project out for bid and getting a contractor is realistic for this year and the building to start in the Spring.

### ***Updates on building repairs***

All of the repairs that Mr. Maintenance was contracted for are complete. Since the last meeting the follow was done:

- The front deck has been sanded, painted and stained.
- The front door has been scraped and painted.
- The cover for the AC condenser has been built and is now complete.
- The door at the Transfer Station has been replaced.
- The ceiling at the Transfer Station is complete.
- The window latch in the meeting room has been replaced and it now works as it should.

Sara wanted to add that Mr. Maintenance was great to work with. He did a few extra things that were not on the list and didn't charge extra, such as touch up paint in other areas while they had the paint out. Sara said she would definitely recommend him to others and would work with him again at the Town if we need him for anything.

### ***Budget Meetings***

#### **Moderator's Budget**

Amy Prive-Hardy submitted the budget but didn't feel there was a need to meet since it was only minor changes.

#### **Moderator Salary**

Stayed the same. The Select Board agreed this should be increased to \$700 since there are more elections in 2024.

#### **Workshops/training**

The Moderator recommended an decrease of \$100.00 making it \$100.00 since she will not have as many trainings this year.

#### **Mileage**

The Moderator recommended an decrease of \$100.00 making it \$100.00 since she will not have as many trainings this year.

#### **Ballot Clerks/Counters**

Stayed the same. The Select Board agreed this should be increased to \$1,600.00 since there are more elections in 2024.

#### **Assistant Moderator**

Stayed the same

The Select Board is okay with the Moderator budget as is.

#### **Library Trustees Budget**

Library Trustees didn't feel there was a need to meet since everything is staying the same.

Wages

Stayed the same

Library expenses

Stayed the same

The Select Board is okay with the library budget as is.

**Cemetery Budget**

Jonathan attended the meeting to discuss the Cemetery budget.

Repairs & Maintenance

Jonathan proposed an increase of \$2,000 making this \$4,500 to be able to take down trees at the Bailey Hill Cemetery.

Wages

Stayed the same

Supplies

Stayed the same

Mileage

Stayed the same

Fuel

Stayed the same

Advertising

Jonathan proposed an increase of \$30.00 making this \$80.00 for the crypt keeper licensing for the online burial plot database. The Select Board agreed this should be changed to licensing.

Site Work- River Rd Cemetery

Stayed the same. It was agreed if work is done this year that this will decrease for next year. Sara also told Jonathan that if they have the contract, they can put in a request to encumber the funds that they don't use this year for this line.

Other Concerns:

The Select Board discussed the concern about the cemetery trustee resignation and how the concern came up about them not being able to meet unless the building is open. It was agreed that one of them should have a code and key. Sara thought Jonathan did for the Zoning Board and if so, she would email him and let him know since he has this, he can use it for Cemetery too so they can have meetings whenever. They also agreed that we should order a filing cabinet so they can lock their items up in the big meeting room since they currently leave their items in Ruths office. Sara will also email this to Jonathan and see if he approves ordering a filing cabinet out of this year's cemetery budget.

The Select Board was okay with the Cemetery budget as it is.

### **Treasurer Budget**

Pam Hamel attended the meeting. There was only one change to the budget.

#### Stipend

Stayed the same

#### Deputy

Stayed the same

#### Mileage

Stayed the same

#### Supplies

The treasurer proposed an increase of \$10.00 making this \$25.00 since she will need to purchase some notebooks and file folders.

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

### **Supervisors of the Checklist Budget**

Pam Hamel and Gina Rescigno were able to attend but Virginia did not attend. Pam explained that they indicated the estimated number of hours for each election under the comment section. She also explained that the amount is significantly higher than last year due to 4 elections in 2024.

#### Town Elections

The Supervisors requested an decrease to \$475.00. This is based on 10.5 hours.

#### Town Meeting

The Supervisors proposed an increase to \$270.00. This is based on 6 hours.

#### Wages: State Primary

The Supervisors proposed an increase to \$655. This is based on 14.5 hours.

#### Federal Election Primary

The Supervisors proposed an increase to \$655. This is based on 14.5 hours.

#### Wages: November elections

The Supervisors proposed an increase to \$655. This is based on 14.5 hours.

#### Pre/Post Election Meetings

The Supervisors proposed an increase to \$810. This is based on 6 three-hour sessions.

#### Training

The Supervisors proposed an increase to \$480. They increased the number of training hours in anticipation of changes or clarifications needed for the Federal elections.

#### Mileage

Stayed the same

Supplies

The Supervisors proposed an increase to \$125. They need notebooks, envelopes, stamps etc.

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

**Conservation Commission Budget**

Virginia submitted the budget but no one was attendance to discuss the Conservation Commission budget.

Conservation

The Conservation Commission proposed a decrease of \$200 making this \$300

Workshops/Seminars

Stayed the same

Postage/Supplies

The Conservation Commission proposed an increase of \$200 making this \$200 for signs for road clean ups.

Mileage

Stayed the same

Other/fishing derby

Stayed the same

Water Testing

Stayed the same

The Select Board was okay with the Conservation Commission budget as is.

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

Respectfully submitted,

Sara Smith  
Administrative Assistant