

Town of Groton  
Select Board Work Session Minutes  
April 1, 2025

**In attendance: John Rescigno, Tony Albert, Ron Madan and Sara Smith (Town Administrator)**

**John called the meeting to order at 6:00pm.**

***MS-232-R***

The Select Board received back the MS-232-R which is the DRA Revised/Reviewed Appropriations. They did not make any changes to the MS-232 that the Town submitted so there were no revisions.

***Invitation to bid for engineering for North Groton Road Culvert***

Sara drafted the posting for the invitation to bid for engineering on the North Groton Road Culvert Project. The Select Board reviewed the invitation to bid and are good with it as written. Sara will put this on the website on April 7, 2025 and in the April 10, 2025 edition of the paper. The bids will be due by 4:00pm on May 6, 2025 to be opened at the Select Board Meeting. The Select Board approved the posting and are good with Sara sending it to the newspaper this week to be posted April 10, 2025.

***Invitation to bid for Chip Sealing***

Sara drafted the posting for the invitation to bid for the Chip Sealing. The Select Board reviewed the invitation to bid and are good with it as written. Sara will put this on the website on April 7, 2025 and in the April 10, 2025 edition of the paper. The bids will be due by 4:00pm on May 6, 2025 to be opened at the Select Board Meeting. The Select Board approved the posting and are good with Sara sending it to the newspaper this week to be posted April 10, 2025.

***Building Update- Change order***

Sara wanted to provide an update regarding the progress of the town garage. Doug reached out to Casey and he mentioned that he is waiting for the weather to warm up and the road postings to be lifted before being able to continue with the work.

They also discussed the insulation detail around the perimeter of the concrete walls, which were called out on the plans to be rigid insulation on the exterior of the exposed concrete walls below the metal panels. This was not included in Casey's estimate, so he will provide a change order for the Town to consider providing it. The Select Board agreed to see what the cost is and to see if it is a requirement. This will be discussed at the next meeting after we get a change order.

***Email from Deb on RVs***

Deb emailed Sara and asked for the RSAs and research that the Select Board did on RVs in NH. This was done at the meeting during the elections and was done online but nothing was printed. Sara asked the Select Board if they remember the RSAs. She has not had a lot of time to research again yet and responded to Deb explaining this, explaining she would discuss it with the Select Board at this meeting and asked when they think they will be available to meet with the Select Board so we can try to have some information to her before then. Sara and John did look for an RSA and couldn't find one, just the information that the State of NH allows 180 days. The Select Board said we do not need to spend a lot of time on this since this is what they want to do. We can just be prepared to discuss it with the Planning Board.

### ***April 15th***

Sara is off on April 15<sup>th</sup> for some appointments. She is hoping to be back for the meetings. It was agreed that we should cancel the meetings for this day and if anything comes up, we can schedule a work session for the following week.

### ***Information from Dave Switaj***

Dave Switaj came in and went over the following with Sara:

- **Cameras:** He ordered the new cameras which will come with a new program. Sara has a picture of the camera with the way he wants to mount them. The Select Board are fine with that. We need to decide if we want to keep the cameras in the same locations and if we want to add any like outside, upstairs, etc. We also need to decide which ones we want to record. There are also some wireless ones but they require changing of batteries and if we are recording, we will go through a lot of batteries. The Select Board agreed to put them where they currently are and to add one outside and one upstairs. They think they should all be set up to record.
- **Computer updates:** Dave provided a list of computers that need to be updated. He will have to check with PD and TC to see if these will handle the windows 11 updates. Both of the desktop computers in the Select Board office did handle it and are all set. The laptop that is used for the meetings does not handle it and is over 10 years old. Dave recommended replacing this and sent quotes. The Select Board agreed this needs to be replaced and told Sara to go ahead and have Dave order it. Sara mentioned he will also be talking to the Chief about his computers.

### ***Highway Updates***

- Just a reminder that Bubba is on vacation until April 9, 2025. Fred will be covering during this time.
- Sara went over the following items regarding the Highway posting:
  - This was in the paper on Thursday, March 20, 2025.
  - This was posted on the bulletin boards on Thursday, March 20, 2025.
  - This position was posted on our employment page of our website on Thursday, March 20, 2025.
  - We have had one person that Bubba was talking to about the positing but they have not submitted an application yet. We have not received any other interest yet.
  - Sara mentioned that at a previous meeting the Select Board stated that they were going to discuss the Highway Attendant position and that it will be posted as part or full time at a meeting. The Select Board said they will mention it tonight at the Select Board meeting tonight.

### ***Inventory Form***

Sara provided the Select Board with some information regarding the PA-28 inventory forms. Per RSA 74:4-a states:

- I. Any municipality, by vote of its Board of Selectmen may elect not to utilize the inventory form or procedure. Such a vote shall automatically exempt all property owners and others within that municipality from all requirements and provisions of law relating to the inventory form.
- II. Every municipality, so electing shall notify the department of revenue administration in writing, no later than October 1 each year of its decision affecting the following prescribed filing period.

The Select Board asked Sara how much it costs to do this. She explained that the DRA sends her the blank forms but we use our ink to print on these forms, which was a little under 800 forms to print. She hands out the ones to those that come in to vote at Town elections and mails the rest. This year we only had

about 50 people vote so about 750 were mailed. It costs around \$500 every year on postage to mail these. Sara explained the process from beginning to end. The Select Board agreed that there is a lot of time spent on this and the cost and time does not seem worth it for the forms we get back with changes and for the amount the inventory penalties bring in. Tony said that we have building permits here in Town and Avitar visits the properties so he feels that changes will be caught without this form. He did not know that we could stop doing them. A lot of Towns do not use them and he could see using them if we didn't have building permits. The Select Board agreed that we should not do this anymore and we should look into the process of eliminating these forms. Sara will reach out to NHMA to see what the requirements are besides having a meeting and will draft something up for the Select Board to sign at the next meeting.

***Campground***

Sara informed the Select Board that Dave Leone came in with this list of changes to his campground. She also sent this to Avitar. Avitar may be submitting a request due to some changes to decks, handicap ramps, etc. The Select Board agreed they will wait and see what Avitar recommends and see if any abatements are needed at that time.

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

Respectfully submitted,

Sara Smith  
Town Administrator