

Town of Groton
Select Board Work Session Minutes
April 16, 2025

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

Absent: Ron Madan

John called the meeting to order at 5:15pm.

Minute Approval

Sara thought it would be a good idea for the Select Board to do the minute approval so she can get the minutes online since the next meeting is not until May 6, 2025. The Select Board agreed.

John motioned to approve the Work Session Meeting minutes of April 1, 2025 as written, Tony 2nd, so voted.

John motioned to approve the Select Board Meeting minutes of April 1, 2025 as written, Tony 2nd, so voted.

NHEC Easement Paperwork

The Select Board signed the NHEC easement for the new Public Works building back on 1/21/25. Sara sent this easement with the check out on 1/23/25. NHEC cashed the check but are saying they never received the easement. Sara did email them on 1/23/25 and attached a scanned copy of the easement but they need the original to file with Grafton County Registry of Deeds. Sara did get them to let Casey move forward with the work since we have proof this was originally signed and sent. However, the Select Board needs to sign a new one and we need to have it notarized. The Select Board asked Ruth to come in to notarize the document. **John motioned to sign the NHEC Easement Paperwork, Tony 2nd, so voted.**

NBRC Grant paperwork

NBRC sent an email stating that our pre-application was accepted and we were invited to apply for the grant. Sara completed the application and all grant paperwork and had it ready for the Select Board to review and sign. **John motioned to sign the NBRC Grant Application and Paperwork, Tony 2nd, so voted.**

DOT- Single Audit Report letter

The DOT sent the yearly letter which requires a letter regarding federal funding, the road inventory form if any roads were added or changed and the list of town officials and hours to update if any changes. Sara drafted the letter stating that the Town did not receive \$750,000.00 or more in federal funds. There were no changes to the Map this year. There were three changes to the town officials. **John motioned to sign the DOT Single Audit Report Letter, Tony 2nd, so voted.**

Local Septic Approval- Nick Wilson- revised

The Town received a revised plan and local approval for Nick Wilson, Map 2 Lot 75, to show a new building size and location as well as new leach field and septic tank locations. **John motioned to sign the local septic approval for map 2 Lot 75, Tony 2nd, so voted.**

Building Permit Map 6 Lot 63-1

At the last meeting the Select Board tabled this building permit for Map 6 Lot 63-1 on North Groton Road. This is for a log cabin. They provided the DES septic approval but it was tabled because they did not submit the PUC approval. They have since sent in the PUC approval so we have everything we need. **John motioned to approve the building permit for Map 6 Lot 63-1, Tony 2nd, so voted.**

Building Permit Map 1 Lot 75

The Town received a building permit for Map 1 Lot 75 on North Groton Road. This is for a 28x54 cape style house and a 30x44 detached garage. They provided the DES septic approval and the PUC approval so we have everything we need. **John motioned to approve the building permit for Map 1 Lot 75, Tony 2nd, so voted.**

Goddard Road Building Permit Violation

The owners of a property on Goddard Road submitted their inventory form which stated they have an addition of a 10x16 shed on their property. We never received a building permit for this. Sara drafted a letter and printed the building permit guidelines and a building permit to send with the letter. **John motioned to sign the building permit letter for Goddard Road, Tony 2nd so voted.**

284 Halls Brook Road Building Permit Violation

The owners of a property at 284 Halls Brook Road submitted their inventory form which stated they have an addition of a 1500 square foot single family dwelling which is a log cabin on their property. We never received a building permit for this. Sara drafted a letter and printed the building permit guidelines and a building permit to send with the letter. **John motioned to sign the building permit letter for 284 Halls Brook Road, Tony 2nd so voted.**

Avitar Letters

Avitar sent over three letters, one to NE Power, one to NE Hydro and one to NHEC for us to put on our letterhead requesting that they send information to complete the utility values for tax year 2025 by July 1, 2025. **John motioned to sign the Avitar letters, Tony 2nd, so voted.**

Update on Inventory Forms

NHMA emailed Sara back and stated that this does not have to be done during a public hearing but it does have to be done at a public meeting. Sara will add this to the first meeting in May. She also drafted the notice to provide to the DRA regarding this. They need to receive this in writing prior to October 1, 2025. The Select Board reviewed and are good with it how it is written and agreed to put it on the May 6, 2025 meeting agenda.

Senate Bill 297

Sara asked the Select Board if they have all reviewed the information that has been in the review folder regarding Senate Bill 297. She explained that her and Ruth attended a webinar on it. It has passed the Senate but not the House yet.

Update on .gov

Sara and Dave Switaj met with Eric from the Overwatch Foundation today and with Dan and Madison from SNS. This was to do the initial assessment so that we can move forward with the project. We have a follow up meeting next week to discuss the assessment and information to see if we want to move forward.

Our biggest concern during this meeting is the Microsoft costs moving forward especially for the high value targets such as the Select Board office, the Town Clerks office and the Police Department since we all deal with high priority items and confidential items. For the first three years, the grant will provide \$2,000.00 per year to help with these costs. After the three years, it will all be the Towns responsibility. With our initial quotes, the grant should cover most costs leaving about \$1,000-\$1,500 a year for the Town to cover. After that we will have to budget for these costs. If the Town has to increase the budget an additional \$3000-\$3500 a year after the three years, is the Select Board okay with this and moving forward with this. We will have exact amounts next week but since we do not meet again until May 6, 2025 Sara wanted to confirm with the Select Board if there is amount that would be max that we would want to spend or else we would not move forward. Sara wanted to know if there is a certain amount they would not want to exceed. The Select Board are okay with moving forward with these amounts. They know that it will be expensive but is necessary with all the hackers and fraud out there today.

Update on Ron

Sara mentioned that she talked to Ron and he said that he will be there for another week. He has lifting restrictions for about 5 weeks after he is home. He will wait to see what the Doctor says regarding when he can come back. He definitely feels he should stop as a Selectman prior to our budget meetings but may be early depending on what the Doctor says. He will keep us posted.

Meeting with Bubba

Bubba met with the Select Board to discuss the following items:

- Highway Attendant Position: The person that was interested is not going to work out because it is too far for them to travel. Bubba said we will have a hard time filling this position because Towns all around us are also hiring. Sara will post the position on NHMA, Public Works page, and other sites. John mentioned that he sometimes uses Indeed but does not want us to pay for anything extra.
- Road Bans: Bubba mentioned that the DOT lifted the bans on the State Roads on 4/14/25. He lifted the bans on the main Town roads today and will lift the side roads on Monday 4/21/25. Sara will post this on the website.

Having no other business to conduct, John motioned to adjourn at 6:00pm, Tony 2nd, so voted.

Respectfully submitted,

Sara Smith
Town Administrator