

Town of Groton  
Select Board Work Session Minutes  
September 10, 2024

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

**John called the meeting to order at 2:00pm.**

***HMGP 4516 Grant paperwork- North Groton Road Culvert Project***

Sara explained that she received an emailed stating that the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is pleased to provide our community with a 4516 Hazard Mitigation Grant Program (HMGP) grant (CFDA # 97.039) to the Town of Groton to update the culvert on North Groton Road. This is to replace the current culvert on North Groton Road with an open bottom box culvert. This is a 90/10 grant meaning that the federal portion is 90% and the towns local match will be 10%. The amount of the Federal portion of this grant is \$450,000.00. The amount for the local cost share is \$50,000.00. They enclosed the Grant Agreement for the community to enter into with the State of New Hampshire. The next step in the process is to execute the Grant Agreement and obtain approval from the Governor & Council. They need the following from the Town of Groton:

- An executed Grant Agreement that needs to be signed and initialed by the Select Board
- A copy of the Meeting Minutes which must acknowledge the community's acceptance of the ***terms and conditions of the grant as well as match requirements.***
- Copies of current Liability and Workers Compensation Insurance Certificates.
- Copy of your community's most recent Audit or MS-535.

The Select Board reviewed the grant agreement and the terms and conditions of the grant as well as the match requirements. **John motioned that the Select Board, in a majority vote, accepted the terms and conditions of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$450,000.00 for mitigating local infrastructure (culvert); Furthermore, the Select Board acknowledges that the total cost of this project will be \$500,000.00, in which the town will be responsible for a 10% match (\$50,000.00) and accept the match requirements; additionally, all Select Board members agree to sign the HMGP 4516 grant agreement; Tony 2<sup>nd</sup>, so voted.**

Sara will make sure that she sends a copy of these meeting minutes over with the grant agreement. She sent the request to Primex on 9/9/24 requesting the current liability and workers compensation insurance certificates and she has received those already so she will send this. She also has the most recent MS-535 that she will send with this as well.

***Timeline for Special Town Meeting***

Last week Sara talked to our attorney and she put together the timeline for the special town meeting if this is needed for the towns portion of the grant for the North Groton Road Culvert Project. However, on Monday morning Austin from HSEM called Sara when she sent the timeline over. He said that timeline would be acceptable but also explained that the project was awarded without the funds being available and we would be getting the award letter and grant agreement soon. Sara asked if this means that they could wait until March Town Meeting to raise these funds. He said it does. She explained that it costs more money to have the special town meeting and it is supposed to be considered an emergency so if it can wait, then it would be better for everyone to not waste the courts time and the towns money requesting a special town meeting when it can be done in March. Austin explained that no funds would be reimbursed for the project until the money was raised so if the Town was planning to start the project before March that may be a problem. Sara explained to Austin that with the time of year and weather we would not be starting any projects until after the March Town Meeting any way. Also, we wouldn't be able to start anything without the Town voting on it. If they vote in March that would

give plenty of time for the RFP's, etc. to be started before the work would start. Sara told Austin she would run this by the Select Board to see how they wanted to proceed and would follow up with him regarding this.

The Select Board agreed that if we do not need the funds now, that it would look better if it was not rushed and if we could add it to the warrant at March Town Meeting like we do for all other projects. This would make it so that people can be made aware well in advance, more people can attend and more people can vote on it. Also, we are only supposed to request special town meetings in the event of an emergency situation and since we do not need the funds right away and the project would not start until next year anyway, this is not necessarily an emergency anymore and we should only request these in the events when we really do need one. The Select Board agreed that we should wait and submit the warrant article for this in March. Sara will let Austin and our attorney know.

### ***Building paperwork update***

Before we can start any work, we need to have the preconstruction meeting. However, before we can have the preconstruction meeting, there are certain steps that need to be completed and documents that need to be completed and submitted. We had received a form that was called "preconstruction requirements" and it was split into three steps.

Step one was completed and all items/documents were emailed on June 27, 2024 and July 3, 2024.

Step two is where we are at right now. The following are the items that need to be signed or some that need do not need to be signed but need to be reviewed and sent over:

- The notice of award of contract has already been signed by both parties but it is part of step two of the preconstruction requirements so this will be sent over with the rest of these documents.
- AIA A101-2017 Agreement Between the Owner and Contractor: **John motioned to sign the AIA-2017 Agreement Between the Owner and Contractor, Tony 2<sup>nd</sup>, so voted.** Casey will now have to sign this.
- Attachment to AIA-2017 RD Instruction 1924-A Guide 27 Attachment 3: The Select Board completed this and signed this on August 20, 2024. Casey will need to sign this.
- AIA A201-2017 General Conditions of the Contract for Construction: There is not a place for the Select Board to sign this, just the contractor. Casey will need to sign this.
- The contractor's performance bond, payment bond and power of attorney bond: These have all been received. The Select Board do not need to sign them but it is part of step two of the preconstruction requirements so this will be sent over with the rest of these documents.
- The contractor's certificate of insurance: This has been received. The Select Board do not need to sign it but it is part of step two of the preconstruction requirements so this will be sent over with the rest of these documents.
- The certificate of owner's attorney RD Instruction 1942-A, Guide 18, page 7: This will be signed by our attorney once they receive all of these documents signed by Casey or the Town or both. This is part of step two so it will be sent over with all of these documents.
- DOL Financed Contract Instruction 1901-E, Exhibit C: The Select Board signed this on August 20, 2024 and it was mailed on August 21, 2024 but it is part of step two so this will be sent over with the rest of these documents.
- RD 1942-A Notice to Proceed: We had previously signed one but Sara drafted a new one due to all of the delays which reflects a new start date being September 11, 2024 so that the year timeframe goes until September 11, 2024. **John motioned to sign the updated RD 1942-A Notice to Proceed, Tony 2<sup>nd</sup>, so voted.**
- Kuplin Land Services Invoice/Total costs: not required but is included for review

Once Casey comes in and signs the forms, Sara will send them to the attorney for review. The attorney will complete the certificate of owner's attorney RD Instruction 1942-A, Guide 18, page 7. Once the attorney sends that form to Sara, she will send that certificate with all of the other signed forms to USDA. Upon review and concurrence of all of the above information, a virtual preconstruction meeting/conference can be scheduled.

Attendance for the Preconstruction meeting/conference should at a minimum include an owner representative, the project architect, clerk of the works (in our case this is the same as the architect), contractors' representative with the authority to act for the contractor and agency representatives.

The following items are to be submitted at/after the Preconstruction Meeting/Conference:

- Signed version of RD 1924-16 or other record of Preconstruction Meeting/Conference. This will be filled out during the meeting so this will have to be submitted after.
- Building Permit and any other required permits. The Town does not think a building permit would be required. It seems silly because it would be the Town requesting and the Town approving it.
- Notice to Proceed RD 1924-A, Guide 19, Attachment 8, filled out by Owner & Contractor. This was signed above so we will present this before the meeting but can present this at the meeting again if needed.
- List of subcontractors and material suppliers. The Select Board agreed that Casey would be in charge of putting this list together. Sara said she can assist him with this if needed.
- Schedule of Values. We should ask for clarification on what they are looking for. If this is the costs, we do have the most recent invoice that we submitted in the email we sent before this meeting and we can provide this again.
- Project Schedule. The Select Board agreed that Casey would be responsible for this.

The Preconstruction Requirements State that the Owner must comply with all Agency regulations and meet all loan and/or grant requirements during all stages of the project.

#### ***Local Septic Approval Map 6 Lot 63-5***

The septic designer brought in the local septic approval and plan for Map 6 Lot 63-5. All the information on it is correct. **John motioned to sign the local septic approval for Map 6 Lot 63-5, Tony 2nd, so voted.**

#### ***Transfer Station Building***

On Monday September 9, 2024, Norm approached Sara and stated that someone hit the building which caused some damage. Sara asked if he took pictures. He said he did not. She asked him to take pictures. Sara filled the Select Board in on her conversation with Norm. Ron said the damage is not bad and Norm feels we can fix it. Sara asked the Select Board how we should proceed. The Select Board agreed that since no one saw it happen and we have no proof of anything, we cannot accuse anyone. We do need the pictures and then can submit a claim that the building was hit and we are not sure when or who did it. Sara will tell Norm that we need this information. We will then get a quote to repair it.

#### ***Siding***

The Select Board think that the contractor should replace the siding in the front and near the AC unit with the rough siding to match what was already there. They agreed that anything they can see should be the rough and he can use the other stuff on the back. Sara will talk to him tomorrow.

#### ***Crosby Driveway***

There was an agreement in place that as long as the property was subdivided that the Town would replace the culvert at her property that should have been replaced years ago when the town did the road work. The subdivision is complete and the owner reached out regarding this. The Select Board agreed that we should take care of this. Sara will talk to Bubba about this.

**Having no other business to conduct, John motioned to adjourn at 2:36pm, Tony 2nd, so voted.**

Respectfully submitted,

Sara Smith  
Town Administrator