



Select Board Policy

Reduction, Deferral or Waiver of Town, State and Federal Fees 19-01

I. PURPOSE AND SCOPE

The purpose of this policy is to regulate the reduction, deferral, and waiver of fees charged by the Town of Groton.

II. PUBLIC HEARING REQUIRED

Before considering any reduction, waiver or deferral of any fee, the Select Board shall hold a public hearing during a regularly scheduled meeting of the Select Board. Said Public Hearing Notice shall be advertised for two consecutive weeks at least 14 days prior to the hearing date, in a paper of general circulation of the Town, as well as posted on the Homepage of the Town of Groton website (www.townofgroton.org).

III. POLICY

LOCAL FEES ESTABLISHED BY THE TOWN OF GROTON:

- A. Local fees not authorized by state or federal law or regulation are under the purview of the Groton Select Board. Except as authorized by this policy, local fees established by the town of Groton may not be reduced, deferred or waived.
- B. Except for town Enterprise Funds, Groton Electric Light Department, and all other town entities whose costs are to be paid by users (rate payers) of the service (e.g. water, sewer, electricity, etc.) rather than all taxpayers in the municipality, payment of town authorized fees by town entities to one another is always waived.
- C. Building Permit Fees: Building permit fees are never deferred or waived, except as stated in Paragraph III(B) above. Occasionally, building permit fees may be reduced in accordance with the following procedure:
 - 1) To obtain a building permit, an applicant must submit the required documentation showing the anticipated cost of the project. No building permit application, whether with or without a fee waiver request, will be processed by the Town until the anticipated cost of the project is provided to and accepted by the Town Building Commissioner.

FINAL DOCUMENT

REVISION DATE: 8-20-2018

- 2) The Select Board, at its sole discretion and after a public hearing, may reduce a building permit fee by as much as \$5,000. A building fee reduction greater than \$5,000 requires a recommendation from the Select Board and an affirmative vote of a Groton Town Meeting. When the Select Board recommends a building fee waiver greater than \$5,000, the request will be placed as an Article in the Warrant for the next regularly scheduled Groton Town Meeting.
- 3) Should a party seeking a building fee reduction larger than \$5,000, ask the town to hold a Special Town meeting solely for consideration of their building permit waiver request, the applicant must reimburse the Town of Groton for the full cost of conducting a Special Town Meeting.

LOCAL FEES AUTHORIZED BY STATE AND FEDERAL LAW:

- A. Local fees authorized by State or Federal law or regulation are established and maintained by the Town entity charged with the responsibility for the administration of the State and Federal law and regulations associated with that entity's purpose.
- B. The Select Board cannot reduce, defer or waive fees mandated by State or Federal law or regulation
- C. Unless otherwise restricted by State or Federal law or regulation, the responsible Town entity that created the fee may reduce, defer or waiver any fees it establishes.
- D. The intent of this policy is not to interfere in any fashion with the Town's compliance with State or Federal law or regulation. In the event of a perceived conflict between this policy and State or Federal law or regulation, State and federal law and regulation will take precedent.

ADOPTED BY THE GROTON SELECT BOARD: 08/20/2018