

**GREENLAND BOARD OF SELECTMEN  
MEETING MINUTES**

Monday, July 19, 2010

**Members Present: Chair Mo Sodini, Paul Sanderson, Charles Cummings, Vaughan Morgan and John Penacho**

**Staff: Karen Anderson, Town Administrator**

**Agenda**

Chair Sodini opened the Board of Selectmen public meeting at 7:00 P.M. He announced that a quorum was present and the meeting was being recorded.

**Appointments**

**1. Robert Cushman, Building Inspector, re: enforcement action update**

Robert Cushman, Building Inspector, approached the Board to discuss code enforcement actions. Mr. Sodini stated after reviewing the June code enforcement actions, the Board noticed that there are a couple enforcement/violation items that have pending for a few months and asked Mr. Cushman if he needed any help in resolving them. Mr. Cushman stated his priority is making sure he makes error free judgment calls. He noted code enforcement is steady, with most violations being quickly resolved. He explained the process in which he has always followed, which starts with a phone call within the first month, followed by a letter if there is no response. Mr. Cushman stated the Winnicut Road violation that is listed on the June actions, has been long-standing and is a landlord/tenant problem, but has recently been resolved. He indicated the Stratham Lane violation would take a little more effort.

Mr. Cushman stated he tries to obtain voluntary compliance. He noted he would like to continue with his current practice, but perhaps monitor the enforcement a little tighter. Mr. Sanderson stated he has encouraged Mr. Cushman to seek voluntary compliance in all cases, except life safety violations.

While Mr. Cushman was still present at the meeting, the Board asked to discuss the Chick property with him. Mr. Sodini stated he had asked Mr. Cushman to look at the property in regard to its potential for a cemetery. Mr. Cushman noted he did go out for a site walk and showed the Board a map of the area. He stated the property has a lot of wetlands on it. Mr. Cushman suggested the Town hire a wetland scientist to delineate the wetlands. The Board felt it was time to talk to the City of Portsmouth about the future of that land. They asked that Ms. Anderson invite Peter Rice and Dave Allen from the City of Portsmouth into an upcoming meeting.

**2. Trustee of Trust Funds, re: update**

John Soltis and Mike Marsh, Trustees of Trust Funds, approached the Board to update them with Trust Fund matters. Mr. Soltis indicated they want to make the Trustees more accessible to the Board. He stated in April 2009, they switched to Weyland Capital and have found them to

be very good, with a conservative approach. He noted the cost for using Weyland Capital is 9% of the assets, which he feels is fair. Mr. Soltis stated that prior to this year, the costs came from funds, but a recent change in the State law will require the costs to come from the general fund. After the discussion, the Board requested that quarterly reports be given to the Town Administrator for her to forward on to the Board for review.

Mr. Soltis asked that the stipend for the Trustee of the Trust Funds bookkeeper be reinstated. Ms. Anderson explained they cannot reinstate it in 2010, due to the Town Meeting vote, but it could be considered for the 2011 budget season. Mr. Soltis asked that the funds that were appropriated and are due by the end of the year, be closed out soon. Ms. Anderson stated she was going to request it in the next manifest.

### **Administrative & Other Items**

#### **1. Annual Inventory Form, PA-28**

The Board reviewed the Department of Revenue Administration PA-28 Inventory of Taxable Property Form for 2011. Ms. Anderson reminded the Board that last year they had decided not to send out the inventory in 2010, but wait until the Town is due for another revaluation, as the information/data is not used in between and very time consuming. After the discussion, the following motion was made:

**Motion 1: Paul Sanderson moved to not use the PA 28 Annual Inventory form for the year 2011. Charles Cummings seconded the motion. All were in favor. MOTION CARRIED.**

The Board proceeded to sign the form.

The Board discussed past inventory fines that have never been collected, regarding residents who were fined for not sending in the information. They discussed writing off the fines as "bad debt" for auditing purposes.

#### **2. LUCT/Current Use Release**

The Board reviewed a land use change tax/current use release for 37 Skyview Drive, in the amount of \$10,558.00. After the review, the following motion was made:

**Motion 2: Paul Sanderson moved to approve the land use change tax/current use release for 37 Skyview Drive, in the amount of \$10,558.00, as presented by the Town Administrator. Charles Cummings seconded the motion. All were in favor. MOTION CARRIED.**

#### **3. Transfer Station, re: staffing**

The Board discussed the staffing at the Transfer Station. They recommended that Kevin VanEtten be the Transfer Station Supervisor. The Board concluded that his cash handling as the Deputy Treasurer would be an internal control problem. Ms. Anderson stated she would speak to Jim Rolston, Treasurer, regarding appointing someone else as the Deputy Treasurer.

The Board also discussed writing an ordinance regarding recycling for this upcoming year. They suggested Ms. Anderson insert an article in the Town's quarterly newspaper, The Grapevine, that changes at the Transfer Station are coming in 2011.

#### **4. Conservation Comm., re: non-public session attendance**

The Board discussed the July 12<sup>th</sup> Conservation Commission meeting, regarding the number of members needed to make a quorum and the non-public session. At the 2010 Town Meeting, it was voted to increase the members from 5 to 7; the problem is that the Conservation Commission currently only consists of 5 members. Mr. Sanderson stated the Conservation Commission needs two more members and suggested two of the Selectmen become members until volunteers and alternates come forward. The Board asked that the website be updated with a request for Conservation Commission members.

The Board also discussed who could attend a non-public meeting. Mr. Penacho had been present at the Conservation Commission meeting when that Board went into non-public and he had been asked to leave. Ms. Anderson indicated even though Mr. Penacho is a Selectmen, the Conservation Commission does not have to allow him to be part of the non-public meeting.

#### **5. Fence at Caswell Park**

The Board continued their discussion regarding the release of liability/fence installation at Caswell Field property line. The Board agreed to send a letter of apology to Mr. Bacon and to put up the fence on the Town's property as a preventive measure. They further agreed that this is not a resolution to Mr. Bacon's matter. Mr. Cummings noted he still wants an official release signed by Mr. Bacon. The Board wanted it noted that upon the successful erection of the fence, the release of liability would become effective on completion of the fence.

#### **6. Accounts payable manifest #15**

The Board reviewed accounts payable manifest #15. After the review, the following motion was made:

**Motion 3: Vaughan Morgan moved to approve accounts payable manifest #15, dated July 22, 2010, in the amount of \$861,001.55 as presented. John Penacho seconded the motion. There was a vote of 4 for and 1 abstained (C. Cummings). MOTION CARRIED.**

#### **7. Payroll manifest #15**

The Board reviewed payroll manifest #15, dated for July 22, 2010. After the review, the following motion was made:

**Motion 4: Vaughan Morgan moved to approve payroll manifest #15, dated July 22, 2010, in the amount of \$42,036.14 as presented. John Penacho seconded the motion. All were in favor. MOTION CARRIED.**

## **8. Accounts payable manifest #7 - Medical Trust**

The Board reviewed accounts payable manifest #7, which is a transfer for medical trust. After the review, the following motion was made:

**Motion 5: Vaughan Morgan moved to approve special accounts payable #7 manifest for the transfer for medical trust, dated July 22, 2010, in the amount of \$1,666.08. This information is confidential and will not be released to the public. Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.**

### **MINUTES**

The Board reviewed the minutes of July 5<sup>th</sup>. Mr. Sodini stated he had contacted the secretary with a minor editorial change to the minutes and the change had already been made. After the review, the following motion was made:

**Motion 6: Charles Cummings moved to approve the July 5<sup>th</sup> minutes as amended. Vaughan Morgan seconded the motion. All were in favor. MOTION CARRIED.**

### **Other Business**

1. Ms. Anderson was given the name of an arborist to contact, regarding the trees at Veteran's Park, as was discussed at the July 5<sup>th</sup> meeting. She stated she would contact him (Fred Borman, Rockingham County Forester).
2. Mr. Sanderson updated the Board on the lot line change requested by the Gills at the last Planning Board meeting. He explained that the proposed plan involved dissolving the common lot line between Lot 9 (currently 81.16 acres) and Lot 8K (currently 5.4 acres off Moulton Avenue), which would increase Lot 8K from 5.4 acres to 74.21 acres and, in essence, shrink Lot 9 from 81.16 acres to 12.49 acres. Lot 8K has close to 800 feet of frontage off Moulton Avenue and Lot 9 would be accessed by an existing 25-foot right of way off Sleepy Hollow Drive, with 51.7 feet of frontage. Mr. Sanderson stated the Planning Board wanted confirmation that the Sleepy Hollow access made Lot 9 an approved back lot, so he requested the Building Inspector pull the plans. While reviewing the plans, he noticed Note 9, which requires the access be used only for a public road into a development, connecting to Moulton Avenue. However, Note 4 (on the same plans) refers to the access being a public road or a driveway. The Building Inspector also found Planning Board minutes from a previous lot line adjustment for the Gills that took place after the original above-mentioned plans, and was approved, which confirmed the access could be used for the Gill backlot (Lot 9).

Mr. Sanderson stated Mr. Loughlin has correspondence from the Gordon's attorney with the proposal for Stearn's Way roadway. Mr. Sodini stated he would attend the August 5<sup>th</sup> Planning Board workshop meeting for Mr. Sanderson, as he will be unavailable to attend.

3. The Board reviewed a hand drawn picture of the proposed 3-sided recreation sign that was discussed at the April 12, 2010 meeting.

Having no other business to discuss, the following motion was made:

**Motion 7: Charles Cummings moved to adjourn the meeting at 9:16 P.M. and Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.**

Transcribed and typed by:

Amy Leonard  
Selectmen's Secretary

Attachments:

1. Agenda, dated 7/19/10

Approved by the Greenland Board of Selectmen on August 9, 2010.