



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, April 24, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Laura Malloy, Vaughan Morgan, Steve Smith

Members Absent: Randy Bunnell, Paul Stanley

Staff Present: Paul Sanderson, Town Administrator

Also Present: Susan Parker – Greenland/Newington PDA Representative; Chief Ralph Cresta – Fire Department; Chip Hussey – Chairman, Conservation Commission

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken, and it was announced a quorum was present and the meeting was being live-streamed and recorded.

I. APPOINTMENT

1. Boston Post Cane

In September 2017, the Board of Selectmen presented Dr. Elmer Sewall, Breakfast Hill Road, with the Boston Post Cane as the oldest resident in Greenland. Dr. Stephen Sewall, his son, has returned the Boston Post Cane to the Board of Selectmen; Dr. Elmer Sewall recently passed away at the age of 104.

Dr. Sewall stated that these are troubled times where traditions are often set aside. He would like to see this tradition continued.

The Boston Post Cane tradition was established in 1909 by The Boston Post newspaper. A special cane was given to the Board of Selectmen in 431 towns in New England, to be presented as an honor to each town's oldest resident. The recipient will hold the honor as long as he/she lived (or moved from the town).

Note: A replica of The Boston Post Cane is given to residents. The original Boston Post Cane is kept at the Town Hall.

2. Susan Parker, Greenland/Newington PDA Representative: PDA Update

Susan Parker, Greenland/Newington PDA Representative, updated the Board on the latest PDA meeting held Thursday, April 20th. Noting that businesses are changing the way they operate, the PDA may rethink parking lots and some of the buildings at Pease. Supply chain issues and products that are imported and using water may increase in frequency due to the nature of advanced technology and the elements required to produce those items, many of which are not manufactured in the US. Pease, on behalf of the State, is looking at other business opportunities in a more creative way.

Fuel Tanks: S. Parker will have a map noting the location of fuel tanks after May 01st. NH Air National Guard: The gallonage is not supposed to be a known fact; it is supposed to be part of their top-secret

DRAFT: SUBJECT TO CHANGE

supply. Port City Air has a north and south tank on their property. Million Air is proposing to site their fuel tanks on a relatively small parcel, within feet of Hodgdon Brook. S. Parker will be attending a meeting that will explain the fuel farm. S. Smith stated it was a storage location.

PDA and Federal Money: The PDA will be receiving \$416,430 in federal funds for airport improvement projects. The FAA is aware that there is a massive amount of concrete on the aprons and taxi ways on Pease. There will be a 5% match with DOT: \$23,135 has been earmarked for Taxi Way A (North Design).

Pease Aviation Partners: S. Parker read the motion that passed regarding the extension of certain time frames for the review of the Site and Subdivision Application for a proposed development at 53 Exeter Street by Million Air. There will be a public hearing on Friday, June 30, 2023. The Conditional Use Permit was referred to the Capital Improvement and Land Planning Committee on April 10th. There will be a Capital Improvement and Land Planning Committee meeting on Tuesday, May 02nd, at 2:00 p.m., 55 International Drive.

S. Parker briefly reviewed the Portsmouth Planning Board meeting on Thursday, April 20th. The next meeting of the Portsmouth Planning Board will be held on Thursday, May 04th. S. Parker added that the tenants at 100 New Hampshire promised to do a traffic study on Rt. 33 and I-95 after occupancy of one year. New projects and planning of traffic effects will be given to the State for their use.

3. Chip Hussey, Conservation Commission Chairman: Summer Intern

Chip Hussey, Conservation Commission Chairman, stated that the summer intern program has taken place for the last several years. It cannot be called an 'intern' program: DOT regulations indicate interns must be affiliated with a school, which the Conservation Commission is not. C. Hussey continued they are actually looking for a part-time seasonal employee.

The Conservation Commission was seeking Board approval to advertise to fill that position. The Conservation Commission will interview the candidate and make a recommendation to the Board of Selectmen, who does the actual hiring. The successful candidate will have to do a background check. The rate of pay has been budgeted at \$15 per hour as it has been for the last several years; mileage may be included. The total budget for this position is \$1,000. A certificate of vehicle insurance will have to be provided.

TA Sanderson stated that the primary concern is insurance. The individual can be hired as an independent contractor or a temporary Town employee. TA Sanderson continued that an independent contractor would have to provide their own insurance. This contract would not be lucrative enough. As a temporary Town employee, they cannot be an intern and must be supervised by a Town employee. In past years, members of the Conservation Commission supervised the individual. TA Sanderson clarified that the individual must report to a Town employee: be dispatched, sign out and turn in timecards. The individual should not be driving Town vehicles but can use their own: coverage is limited to \$500 by Primex in property damage and no liability insurance.

TA Sanderson summarized that a Town employee must be the supervisor and a certificate of liability must be provided by the successful candidate. A funding source is available within the Conservation Commission's appropriation as well as a non-lapsing warrant article. There would be a slight impact on the Town's worker's comp coverage.

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C. Hussey stated that approximately 20 properties are monitored, noting there will be some changes in the way the program was done. S. Smith added that the individual would start at the end of May or first part of June.

MOTION: V. Morgan moved to authorize the Conservation Commission to hire temporary summer help at the rate of \$15 per hour (approximately). Further, the requirements as noted by the Town Administrator must be met. Second – L. Malloy; all in favor. MOTION CARRIED

II. PUBLIC COMMENTS

Richard Winsor, 48 Winsor Green Road: He was available if anyone wanted information about 80 Rochester Avenue, Pease. He attended the Planning Board Public Hearing in Portsmouth on Thursday, April 20th. He recommended that the Board consider ‘following on’ with that issue. R. Winsor felt there was some interest by members of the Portsmouth City Council but did not feel they had the authority to do anything. He continued that it was very clear that the Board was very unaware of their relationship and role as an advisor to the PDA. R. Winsor suggested it would be in the Town’s best interest to appeal their decision within 30 days with the goal of helping them understand their role and scope of authority. He felt that would be very beneficial even if there were no change in the outcome.

III. APPROVAL OF MINUTES

1. Monday, April 10, 2023

MOTION: V. Morgan moved to approve the minutes of Monday, April 10, 2023. Second – L. Malloy; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

TA Sanderson noted there was a teleconference of the Executive Committee on Wednesday morning, April 26th at 9:30. Action items in Operating Areas 1 and 2 will be discussed. TA Sanderson will participate in that meeting.

2. Audit Update

TA Sanderson noted progress was being made: working with the QuickBooks consultant, direct deposit was successful. The conversion to TD Bank is going very well and is virtually complete. Computer updates are still in progress.

3. Personnel Policy Update

The Board was given the first key area to work on in the Personnel Policy: wages and leave time. TA Sanderson reviewed some of the points to be considered when reviewing this portion of the policy: compensation and how it works with the Section 125 Cafeteria Plan through Health Trust, short-term and long-term disability, the NH Retirement System, longevity, etc. TA Sanderson explained the concerns with longevity and suggested the Board find a way to recognize the service of the Town’s long-term employees without calling it ‘longevity’.

TA Sanderson stated that the Board's help would be needed to meet with department heads and guide them through the process. V. Morgan suggested that department heads meet with their staff and discuss any revisions and/or additions they would like to see in the Personnel Policy. He also recommended forming a committee, including department heads. V. Morgan will meet with TA Sanderson to prepare a memorandum to department heads. L. Malloy clarified that the wages and leave time were the only items being reviewed at this time. S. Smith recommended the Board have a work session after meeting with department heads. He continued that he met with TA Sanderson and V. Morgan regarding longevity and implementing a step system.

Responding to L. Malloy's question regarding a time frame, TA Sanderson suggested they work backwards from the start of budget season. The Board should have a first draft of the Selectmen's budget in October to give to the Budget Committee around November 01st.

4. Update: Roads

The summer road projects started with approximately \$250,000 in encumbered funds in a contract with Bourassa Paving for work that could not be done in 2022. Work has been done at the intersection of Sunnyside Drive and Maple Drive. A crushed culvert has been repaired that caused a complete failure of the intersection. The intersection of Holly Lane and Grove Street failed due to rutting. They excavated that area, graded and backfilled and built up the base of the road to hold more weight in that area. A report, including pictures, is available.

Lane Avenue and Moulton Avenue have been identified as areas to be reclaimed. Bourassa is waiting for access to a milling machine. At the last Planning Board meeting, it was noted that Moulton Avenue would be the access point for Eversource to bring in heavy equipment to put in new poles for the Seacoast Reliability Project. Altus Engineering and Bourassa Paving have been notified; work on Moulton Avenue may have to be modified.

TA Sanderson has met with the City of Portsmouth regarding Portsmouth Avenue. They will be installing a new water line from Portsmouth Avenue up Tide Mill Road to Rt. 33, under Rt. 33 to the proposed Montessori School on Tide Mill Road. If no further work is needed, including the gas line, Greenland will share the cost with Portsmouth for grading and repaving. TA Sanderson will try to coordinate with the property owner of 529 Portsmouth Avenue (corner of Portsmouth Avenue and Cemetery Lane) so the road will not have to be opened up again when the new structure is built.

TA Sanderson has met with the Homeowners Association at Osprey Cove; the road is in pretty bad condition. They will be working on the cul-de-sac to excavate the mound in the middle, creating a rain garden for infiltration, fix drainage problems in the immediate area, and have the utility companies do any work that needs to be done before paving, which may not be done this year.

Depending on the funds available for summer projects, TA Sanderson may ask Altus Engineering for recommendations for other work that needs to be done.

School Crosswalks: An agreement has been reached with the School regarding the RRFB beacons on the crosswalks. District 6 has been notified.

Rt. 33: The safety project is scheduled to begin on Wednesday, May 03rd. The project encompasses Rt. 33 from Winnicut Road to Stratham Hill Park. Work will not occur on weekends and holidays, night work will be done to avoid peak traffic times, daytime lane closures will be restricted to between 8 am and 1

DRAFT: SUBJECT TO CHANGE

pm, traffic backup during lane closures will be restricted (flaggers and other traffic control will be on-site), the on-site Construction Engineer has the ability to discontinue work if the backups become too severe. This information has been shared with the Greenland and Stratham Police Departments.

I-95 Projects: Work and diversions have started on this project, which may cause problems during the summer.

5. Other Old Business

MS-232: The Board signed the official MS-232 to be submitted to DRA.

Trustees of Trust Funds: TA Sanderson recently met with the Trustees of Trust Funds. They have renewed their request to pay the bill to Michael Chubrich in the amount of \$1,108.08 for his services to conclude the Emma Perkins Trust. TA Sanderson explained that the previous Board had considered this request and denied it because M. Chubrich is a retired attorney and cannot charge for legal services. The Trustees budget was amended at the Deliberative Session to add \$1,200 for this purpose; the budget was amended passed at Town Meeting.

MOTION: V. Morgan moved to approve the payment of \$1,200 to Michael Chubrich for services provided to the Trustees of Trust Funds. Second – L. Malloy; all in favor. **MOTION CARRIED**

L. Malloy noted that there should be preventative measures in place so something like this does not happen again. TA Sanderson stated he has tried to work with the various Boards advising them if they propose to expend funds, there needs to be a discussion with the Selectmen to authorize the expenditure in advance.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Department Head Liaison Reports

V. Morgan explained that each liaison would update the Board during the Selectmen's meeting. He gave a brief report on the Building Department and Fire Department, adding there was a desperate need for a new fire station. An exploratory committee will be formed to examine the need for a fire station/Town Hall. The committee will hold public meetings and report to the Selectmen on a regular basis. V. Morgan has contacted nine people to participate on the committee. L. Malloy requested the last site plan and cost estimate that was done for the fire station. V. Morgan will be emailing committee members regarding the preliminary meeting.

L. Malloy questioned what information should be reported to the Board. V. Morgan explained that in the past he received a monthly report on activities within the department or Town that were not confidential.

TA Sanderson noted that Bob Dion, Planning Board Chair, is Greenland's representative to the Rockingham Planning Commission. B. Dion questioned if the Selectmen would like to have an RPC update. V. Morgan suggested reports be made on a quarterly basis unless there is anything that the Board should be aware of in the interim.

DRAFT: SUBJECT TO CHANGE

L. Malloy commented that at the last meeting, Frank Hansler discussed the needs of the different departments in Town, including the School. She is working with F. Hansler to create a spreadsheet of vendors providing services to the Town entities. That spreadsheet would be available to the various departments and School. V. Morgan suggested that a central purchasing point could be created for services at a lesser cost. L. Malloy would like to discuss the possibility of a hybrid of those vendors doing outside work vs. inside work. She also suggested a facilities manager should be considered.

5. Other New Business

Transfer Station: There is a large amount of brush and wood to be chipped at the Transfer Station. York Woods Tree Service has been contacted by Bob Grodan. They have provided an estimate in the amount of \$7,000 to chip and haul the brush away.

TA Sanderson explained that under the Purchasing Policy it would be sent out to bid. Bids were not sent out due to the amount of brush. It is also consistent with the bid received in 2019 from Dirt Doctors for a much smaller volume. It was clarified that the Town is not contracted with any vendor.

TA Sanderson noted that brush was not chipped in 2022 or this year; there was no record it had been done in 2021. S. Smith stated that the brush would be chipped on a day the Transfer Station was not open. This type of expense is included in the Transfer Station budget. There is not an ongoing contract for brush chipping, but it can be put out to bid in the future.

MOTION: L. Malloy moved to accept the estimate from York Woods Tree Service, not to exceed \$7,000 for grinding the brush at the Transfer Station and hauling it away. Second – V. Morgan; all in favor. MOTION CARRIED

A new employee has been hired at the Transfer Station. He is ending his service with the Marine Corps and is currently in a training program at Novel Iron Works.

VI. CONSENT AGENDA

1. Exemptions and Veterans Credit--The assessor has made the following recommendations:

- Disabled Exemption: R10, 27K—**DENY** (exceeds both income and asset limits)
- Elderly Exemption: U9, 7—approved (\$90,000)
- Solar Exemptions: R2, 71 (\$22,500); R5, 3B (\$30,000); R7, 11C (\$22,500); R7, 29 (\$22,500) -- approved
- Solar Exemption: R17, 7—**DENY** (installed after 04.01.2023)
- Veterans Credit: R21, 10R—**DENY** (has a home in Greenland but does not live here)

2. Payroll Manifest: \$92,160.33 (Regular: \$69,037.29; Retroactive: \$23,123.04)

3. General Fund Manifest: Total: \$677,638.02(Town: \$122,638.02; School: \$555,000)

MOTION: V. Morgan moved to approve the Consent Agenda as presented. Second – L. Malloy; all in favor. MOTION CARRIED

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VII. NON-PUBLIC

MOTION: V. Morgan moved to enter into non-public session under RSA 91-A:3, II(e), at 7:37 pm. Second – L. Malloy. Roll call vote: V. Morgan, yes; L. Malloy, yes; S. Smith, yes; all in favor. MOTION CARRIED

The Board returned to public session.

VII. ADJOURNMENT

The meeting was adjourned.

NEXT MEETING

Monday, May 08, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant