



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, April 16, 2018 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Vaughan Morgan, Jim Rolston, Paul Sanderson

Staff: Karen Anderson – Town Administrator

Chair Sanderson opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

I. APPROVAL OF MINUTES

1. Monday, April 02, 2018

MOTION: V. Morgan moved to approve the minutes of Monday, April 02, 2018. Second – C. Deorocki; all in favor. MOTION CARRIED

II. OLD BUSINESS

1. Coakley Update

The 2017 Annual Report for Coakley Landfill has been completed and filed with the EPA and NHDES. Copies are available on the NHDES website. The report shows all the wells that have been tested and the corresponding results as well as the history of the wells. Jillian Lane will be going to Washington, DC this week to speak on behalf of safe drinking water. V. Morgan, on behalf of the Board, stated that J. Lane should “keep up the good work” and was sure she would do well. Chair Sanderson added that the articles in the paper regarding J. Lane’s situation were compelling.

Chair Sanderson stated that the Coakley Landfill Group applied to the EPA for their fish testing protocol, which was not approved; modifications will be needed. K. Anderson noted that was discussed at the meeting at Bethany Church: the proposal was presented and it fell short of the EPA requirements; both parties were going to work together. Chair Sanderson added that the emergency catch and release order expires in September. K. Anderson stated that the catch and release program was explained and discussed at the meeting at Bethany Church.

2. Willowbrook Avenue Reconstruction

The Board received copies of the bids, the award notice and the available funding. The 2013 warrant article approved for road reconstruction was \$300,000; approximately \$45,000 has been spent on engineering for Willowbrook Avenue and Great Bay Drive West, leaving a balance of \$254,860. The Willowbrook Avenue construction cost low bid was \$283,940. If the box culvert is required, the

additional cost will be \$79,500; the engineering and on-site construction services will add \$35,000 to the project cost. The additional funding needed for Willowbrook Avenue is approximately \$144,000 (worst-case scenario). The balance of the Road Improvement Capital Reserve Fund: \$69,228.74; General Road Maintenance Capital Reserve Fund: \$381,232.91; 2018 Operating Budget: \$200,000; Highway Safety Grant: \$12,739.30.

K. Anderson has spoken to the Town Attorney regarding Great Bay Drive West. He has re-drafted the agreement for the Brackett's, removing the Board's concerns about the road being built to Town standards and changing the description of the three paved driveways requested by the Brackett's to "a gravel access to his land". The Town has agreed to gravel an access, not calling it a driveway. In addition, the Town proposes to remove the trees in the right-of-way and up to 8' beyond; Mr. Brackett had requested any diseased trees be looked at and removed without a limit noted. The Brackett's may have received the revised agreement.

V. Morgan agreed with K. Anderson that \$12,739 remaining in the Highway Safety Grant should be used, and the balance taken from the General Road Maintenance Capital Reserve Fund; enough would be remaining to cover Great Bay Drive West. K. Anderson told the Board the engineering amount for Great Bay Drive West is not shown on this breakdown. Willowbrook Avenue will start April 30, 2018 with tree work. Two property owners who had given the Town temporary construction easements around the culverts have moved. The process had to be restarted with the new owners, resulting in a delay.

V. Morgan requested a price for Portsmouth Avenue and Annes Lane. K. Anderson responded that she has asked the Road Agent which projects he wants to bid.

Chair Sanderson stated that he intended to vote "no" and not approve the Willowbrook Avenue funding due to the box culvert issue. He felt the box culvert was completely unnecessary. The wetlands permits were submitted under the signature of the engineers, suggesting that a 4' culvert was sufficient. A letter from the Conservation Commission has pushed this towards a box culvert, which is completely unacceptable. If the wetland permit requires the box culvert, the Town can appeal. V. Morgan was in agreement with Chair Sanderson.

C. Hussey disagreed with the Board, stating that the box culvert was brought up years ago. There are multiple scientific reports on storm drainage that it should be changed to a box culvert to allow animals to travel between Willowbrook on the east and west sides. Chair Sanderson asked what documentation they had that a box culvert was necessary at that location; C. Hussey responded there was documentation. There was further discussion about the replacement of the culvert. C. Hussey will provide the documentation for the next meeting.

A pre-construction meeting will be held this week. Chair Sanderson stated it was important that all parties were aware of the Board's discussions and the Town doesn't have a permit in hand.

Chair Sanderson updated the Board that he met with the Road Agent last week. Delineators are on backorder and that project will take longer; pavement markings will be done this year: the Road Agent is in the process of putting together the linear feet for the bid process. Chair Sanderson will continue to work with the Road Agent on upcoming projects.

Further discussion on the Willowbrook Avenue reconstruction was tabled pending information regarding DES permitting. The Board was in agreement tree removal should be done and work should continue.

3. Van Etten Drive Correspondence

The Board reviewed a letter from the Greenland Meadows Homeowners Association stating their concerns about unfinished work. The Board received a similar letter in the fall regarding work that still needed to be completed. The Board voted at that time to reduce the bond from \$30,000 to \$5,000. At the meeting, the developer told the Board he would take care of the outstanding items; they have not been taken care of to date. V. Morgan suggested a letter be sent to the developer, asking him to address those bullet points. C. Hussey stated that paving plants don't open until May 01; K. Anderson noted paving was for curbing. Chair Sanderson stated that the broken tree may not be the developer's responsibility; it's beyond the right-of-way. K. Anderson added the key would be when the tree broke vs. when the land was turned over to the association. The Board suggested the water flow at the noted driveway location during a large rain event be documented. C. Deorocki stated that the developer needed to have a plan to correct the issue, regardless of the current water flow.

J. Rolston questioned how far the Board let these types of things go; today's rain event was unusual. V. Morgan felt it wasn't the Board of Selectmen's purview; it needed to be resolved between the buyer and developer. He also questioned why the bond couldn't be released if all the other issues were completed. Chair Sanderson responded the Town owned the road in perpetuity; the Board needed to make sure the developer did everything required from an engineering perspective to prevent an ongoing problem. If the bond is released, the Town owns the property. C. Deorocki stated he didn't want the bond released until everything was done, especially the berm. He thought the berm was proposed and accepted when the bond was reduced from \$30,000 to \$5,000. He felt the Town's responsibility had been met. Chair Sanderson responded that there was an engineering estimate; C. Deorocki understood it was set to be built. K. Anderson noted that the house in question existed prior to the subdivision being built.

K. Anderson will send a letter to the developer asking that the work be completed no later than May 15, 2018. Dennis Malloy, 10 Van Etten Drive: Asked what the recourse was after May 15, 2018. Chair Sanderson responded that there would be a hearing with the developer, and the Board would indicate to him that the bond would be used to accomplish the work.

4. Other Old Business

- Krasko Field Building: K. Anderson has not received measurements for the RFP. The Rec Committee told the Property Maintenance Supervisor that they needed the scoreboard and wanted a substantial enough building. The value in the warrant article was for a small utility building to house the electrical services with the intent of moving everything to the other shed. Chair Sanderson requested that the Board schedule a meeting with the Rec Committee; C. Deorocki was in agreement. An "off" Monday night was suggested by Chair Sanderson; he would like some clarity on the outstanding maintenance issues. There was also a concern that Rec Committee minutes and agendas weren't on the Town website.
- Pickle Ball: The pickle ball lines have been done; the nets will go up this week when the rain stops. An announcement was put on the Town's Facebook page about pickle ball; we received a notice from Facebook that the announcement was the Town's highest viewed post, shared the most times and has reached over 150 people.
- Cannons in Remembrance Park: The carriages on the cannons need to be sanded down to the wooden bases and painted with an oil paint. V. Morgan will work with C. Hussey on this project. Volunteers may be needed.
- Veteran's Park: A tree split behind Veteran's Park. C. Hussey contacted Lang's Landscaping. They will look at the tree to determine if it should be replaced. This is an old planting.

- School Board: C. Hussey met with the School Board prior to the Selectmen's meeting. They will take it under advisement to close school on voting days. Talley Westerberg, Holly Lane, asked that V. Morgan extend her appreciation to C. Hussey and the Board of Selectmen for trying to get the school to close on voting days.
- Senate Bill 438: Chair Sanderson didn't think the bill had been resolved. This bill would allow towns to postpone local elections due to inclement weather. Chair Sanderson suggested that if the bill passes, the Town may want to consider moving to a May meeting. K. Anderson noted that a May meeting worked really well if a town was on a fiscal year; a May meeting is difficult staying on budget if the town was on a calendar year.
- Chair Sanderson thanked C. Hussey for being proactive about Veteran's Park.

III. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Bi-Weekly Report

A copy of the Town Administrator's Bi-Weekly Report for the two week period ending April 06, 2018 is on file.

- Requests for Proposals: K. Anderson outlined the RFP's that have been sent: replacement of the Fire Department roof, screened loam for the season and replacement of the building trim on the Town Office. They were reviewed and approved by the Property Maintenance Supervisor before they were sent. RFP's for the design/planning for a new fire station, replacement of the shed at Krasko Field and replacement of the shed at the Transfer Station will be done this week. Chair Sanderson stated that the Board may want to consider if the maintenance building is gone and the Fire Station is no longer used as the Fire Department, where Public Works would be housed winter and summer. K. Anderson stated that the plan was to temporarily house Public Works at the Fire Station; however, it hasn't been determined. Some space in the garage would be shared until the Fire Department could move into their new building. Chair Sanderson suggested it may be a good opportunity to see if anything could be put at the Transfer Station; the biggest problem would be electrical. If design review is being done on the Fire Station, having an electrical review at the Transfer Station would be a good idea. Compactors need to be replaced and electrical service for those is also an issue. K. Anderson responded that the electrical service is strong but limited to one side. Chair Sanderson clarified that he does not want a redesign of the Transfer Station. K. Anderson will work with the Property Maintenance Supervisor on the size building he would need.
- State Proposed Road Resurfacing: The State proposes the following roads to be paved in 2018—Great Bay Road, from the intersection of Rt. 33 to the intersection of Bayside Road and ¼ mile to the end of the State maintenance area, including both ramps at the Great Bay/Bayside Road intersection and the railway crossing. A small section is the Town's responsibility.
- Comcast: Effective May 09, 2019, Comcast will be moving several channels from the basic package to the expanded basic package.
- Mosquito Control: The State has signed a special permit for mosquito control for 2018. Larvaciding will continue to be done; there must be a known emergency for adulticiding to be done.
- Graded Exercise: The graded exercise for the Greenland Emergency Management team went very well. Tim Collins, Emergency Management Director, and Bill McLaughlin, Assistant Emergency Management Director, did a wonderful job. There were no significant findings or complaints.
- Coakley Meeting: Updated earlier in the meeting.

2. Committee/Commission Appointments

Terms for two members of the Conservation Commission have expired: Bill Bilodeau and Chip Hussey. B. Bilodeau has requested to be reappointed for a three year term; K. Anderson recommended reappointing C. Hussey for a two year term. The Conservation Commission should have five members; there are currently four.

MOTION: V. Morgan moved to appoint Bill Bilodeau to the Conservation Commission for a three year term, ending in 2021. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: V. Morgan moved to appoint Chip Hussey to the Conservation Commission for a two year term, ending in 2020. Second – J. Rolston; all in favor. MOTION CARRIED

Terms for two members of the Recreation Committee have expired: Ken Avery and Steve Sargent. K. Avery has requested reappointment for a three year term; S. Sargent has not requested reappointment.

MOTION: C. Deorocki moved to appoint Ken Avery to the Recreation Committee for a three year term, ending in 2021. Second – V. Morgan; all in favor. MOTION CARRIED

The Rec Committee should have seven members; there are currently six. A notice for volunteers for the Rec Committee and Conservation Commission will be put on the Town's Facebook page. Newly reappointed members will need to be sworn in before their next meeting.

J. Rolston noted that the new Treasurer hasn't been introduced to the Board. K. Anderson will invite Mark Raque, Treasurer, and Eli Tretter, Police Department Administrative Assistant, to meet the Board.

3. Abatement

Chair Sanderson recused himself; the resident is a neighbor. The resident at 28 Osprey Cove has requested an abatement for the 2017 assessment. The house has been on the market for over \$2 million for several years. It has recently been back on the market for \$1.29 million; the Town assessment is \$1.7 million. The assessor was able to assess the property (interior and exterior), and recommends the abatement. The value would be reduced from \$1.69 million to \$1.27 million; the value to be abated is \$421,100. If the Board denies the abatement, the owner has the ability to request a review through the Board of Taxes and Land Appeal.

MOTION: V. Morgan moved to grant the abatement to the property owner at 28 Osprey Cove in the amount of \$7,007 plus interest. Second – C. Hussey; three in favor, one abstain (C. Deorocki), one recuse (Chair Sanderson). MOTION CARRIED

4. 300th Anniversary Logo

J. Rolston reported the 300th Anniversary logo has been selected (copy on file) by the judges and Committee. There has been a discussion with a local embroiderer/screen printer about the feasibility of putting the logo on hats, clothing, etc., to sell as a fundraiser. There may be some modifications to the design that was selected; it's too busy for embroidery. The logo was done by Dean Katiniotis, a Greenland resident. J. Rolston has spoken with K. Anderson about handling any donations; they agreed it would be best to go through the Treasurer. The Board of Selectmen will accept the donations marked specifically for the 300th Anniversary, and there will be a separate line item. V. Morgan asked a letter be

sent to D. Katiniotis. J. Rolston suggested a certificate as well as a picture in the paper and on the Town website.

5. Other New Business

Bond Release: A bond release has been requested for March Farm Way. Altus Engineering has recommended the Town withhold \$7,000 as a bond. The Town is currently holding a bond in the amount of \$202,384, a cash landscape bond in the amount of \$5,600, and a Soil and Erosion Control Bond in the amount of \$40,000. The developer is requesting the release of the \$202,384 Surety Bond. If the \$202,384 bond is released, the Town would hold the remaining bonds totaling \$45,600.

MOTION: V. Morgan moved to release the bond in the amount of \$202,384. The Town will hold the remaining two bonds (total amount of \$45,600) until all outstanding items are completed and approved by Altus Engineering. Second – C. Deorocki; all in favor. MOTION CARRIED

6. Liaison Reports

- C. Deorocki stated that he had requested Department Head reports rather than Liaison reports. He questioned why some Department Heads submitted reports and others didn't. The Building Inspector, Town Administrator, and sometimes the Police Chief submit reports; he would like reports from Maintenance and the Fire Chief. C. Deorocki added that the more information the Board has, the better they can work together. Liaison reports should be done as needed; Department Head reports should be done at least monthly. Chair Sanderson suggested reports be done similar to the Town Administrator's. Predicting problems that are about to happen should be included.
- Police Officer: J. Rolston asked if the new police officer had been hired. V. Morgan will check with Chief Laurent. Chair Sanderson mentioned that State-wide all police departments are having a difficult time finding qualified candidates or people interested in the position. D. Malloy added that the unemployment rate is so low in the State, economic growth will be difficult.
- Fire Department Grant: Greenland did not get the grant for the Scott Packs. V. Morgan and K. Anderson stated it was a very competitive grant to receive; Greenland was in the first round of denials. Greenland received the grant several years ago and a warrant article was done this year in case the grant was denied; a strong financial need couldn't be shown.
- Road Races: Two races in Greenland are up-coming: the Half Marathon (Sunday, April 22, 2018); five officers will be working traffic control. The Maloney Race will be held on Sunday, April 29, 2018; set up will be similar to last year. Information has been posted on the Town's Facebook page.
- Speeding Complaints: The Police Department has received speeding complaints on Winnicut Road, Portsmouth Avenue, Newington Road and Post Road. The Police Department will be putting up the speed trailer in May.
- Snow Plow Contract: Chair Sanderson has met with the Property Maintenance Supervisor/Road Agent. He is aware he will be working with C. Deorocki on the snow plow contract; C. Deorocki has spoken with him. Chair Sanderson felt they could make progress when they met.
- 300th Anniversary: J. Rolston would like to get banners for the light posts. K. Anderson will let him know the number of light posts.
- Vacation: J. Rolston has approved K. Anderson's vacation requests for next week and a week in August.

IV. ACCOUNTS PAYABLE – THURSDAY, APRIL 19, 2018

1. Payroll Manifest 07A

MOTION: J. Rolston moved to approve Payroll Manifest 07A in the amount of \$3,545.65. Second – V. Morgan; all in favor. MOTION CARRIED

2. Payroll Manifest 08

MOTION: V. Morgan moved to approve Payroll Manifest 08 in the amount of \$55,267.99. Second –J. Rolston; all in favor. MOTION CARRIED

3. General Fund Manifest 08

MOTION: C. Hussey moved to approve General Fund Manifest 08 in the amount of \$381,961.20 (School - \$225,000). Second – V. Morgan; all in favor. MOTION CARRIED

Chair Sanderson questioned the bill to Howard Fairfield for snow plow blades. He was unsure if at the end of the season the Town should be spending \$1,800 for replacement blades. Is this the time of the year to do that if the Board was unsure the contractor would be back next year? C. Deorocki responded it's in the contract, but doesn't state "right now". He continued it would have to be researched if the contractor does it every year at this time. The bill last year was \$8,000. K. Anderson suggested the blades could be marked "inventory" and not installed until the contract was awarded.

V. ADJOURNMENT

MOTION: V. Morgan moved to adjourn at 8:17 p.m. Second – C. Deorocki; all in favor. MOTION CARRIED

NEXT MEETING

Monday, April 30, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, April 30, 2018