



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, June 11, 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; Paul Hayden – Property Maintenance Supervisor, Road Agent; Jim Marchese – Building Inspector; Ralph Cresta – Fire Chief; Tara Laurent – Police Chief; Jeannie Cadarette, Kenny-Lynn Dempsey – 911 Representatives

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

I. APPOINTMENT

1. Chief Cresta: Fire Department Roof

Chief Cresta introduced Justin Ball, Tecta America, to the Board. J. Ball reviewed the Fire Department roof quote and specs. He distributed pictures of the existing metal roof; core testing showed that there is a 4' high section from the edge of the roof that runs the entire length of the building on either side that's wet. There are various areas on the roof that are also wet. They didn't feel there was any damage to the integrity of the metal. However, water is infiltrating the spray foam: it's disintegrating and the coating is gone over a large portion of the roof.

The proposal is to remove the existing spray foam roof, getting down to the clean surface. The void between the ribs will be filled with flute filler (EPS). They recommend using 1.5" PolyISO insulation on the entire roof. A .060 EPDM rubber membrane will be fully adhered. Snow fencing would be used around the perimeter of the roof during the removal process to catch the spray foam. Clean up on the ground will be done each day, and a dumpster will be on site. A wood nailer will be installed on the perimeter to accommodate the insulation. J. Ball explained the steps in the roofing process.

Once complete, there is a 20 year warranty from the manufacturer. Tecta America will own the roof for the first two years; any issues with the roof would be taken care of by them at no charge. After the second year, it would revert to the manufacturer's warranty; they would cover anything dealing with the membrane and labor. After completion, a representative from Tecta America and the manufacturer will do a final inspection, taking care of any final punch list items. The warranty will then be issued by the manufacturer. The time frame, from start to finish, will be approximately two weeks.

Tecta America is a national company. They were formerly Delta Roofing, which has been in business since 1988 and later purchased by Tecta America. The main branch is located in North Billerica, MA.

J. Ball explained the "Alternate" section of the quote, which deals with diverters. There is snow and water shed on the existing roof because there isn't much of a pitch. The pitch on the proposed roof will

increase slightly. They recommend snow diverters over doors and entry ways for the trucks. J. Ball explained they will stagger the diverters to cover the entire span and how they propose to install them. The diverters will be included in the full system warranty. Chief Cresta recommended the diverters be installed.

If the work scope of the project changes due to unforeseen repairs, the cost would be based on time and materials or a solid price. The project would stop and a representative would review with the Town what was found and needed to be done. J. Ball didn't anticipate an issue; the edge is wet but the field is fairly dry. P. Sanderson questioned if a provision for additional work should be included. J. Ball responded that from doing an interior check, they didn't foresee any deck work that would need to be replaced. There was no surface rust on the top of the roof; it was on the underside. C. Hussey asked about protecting the venting system for the heaters on the side of the building. J. Ball didn't feel that it would be a problem. C. Hussey suggested diverters be installed over the venting system. J. Ball will include a cost for additional diverters.

Roof maintenance was recommended. Tecta America does annual inspections; the cost would be approximately \$300 to \$400. Seams would be probed, and diverters and edge metal checked. Chief Cresta was unsure the satellite on the roof was being used, but will look into it.

J. Marchese asked the Board if they understood that R38 insulation factor is required in this climate zone; R9 is being installed. He asked if they would consider doubling it to R18; there would be return on their investment as far as energy efficiency. P. Hayden responded there is insulation on the inside. There was a brief discussion about additional insulation. C. Hussey noted that the roof will be over the bays; the living space is separate. C. Deorocki commented that the fate of the building is still uncertain if a new Fire Department is voted in. This was about a roof; interior insulation can be done in the future not knowing what's going to be done with the building if the plan is to go ahead with a new Fire Station.

Based on Tecta America's summer schedule, the project will be started in the fall with a completion date between October 15, 2018 and November 01, 2018; it will be done before any snow. If there is a leak before that time, a repair will be done at no charge; J. Ball will add that stipulation to the contract. He will also confirm the time frame with K. Anderson.

MOTION: C. Deorocki moved to go forward with the rubber roof on the Fire Department, not to exceed \$59,000 in case of any unknown damage, waive the bidding process because there is no conflict of interest, and authorize the Town Administrator to sign the contract. Second – Chair Morgan; all in favor. MOTION CARRIED

II. PUBLIC HEARING

1. Acceptance of Donation - \$200 to Fire Department: Girl Scout Troop 51031

Girl Scout Troop 51031 donated \$200 from their cookie sales profits to the Fire Department to be used for a new dispatch console. P. Sanderson opened the meeting to public comments; there being none he closed the public hearing and returned to the Board. Chair Morgan extended his gratitude to the Girl Scouts on behalf of the Town.

MOTION: J. Rolston moved to accept the \$200 donation to the Fire Department from Girl Scout Troop 51031. Second – C. Deorocki; all in favor. MOTION CARRIED

2. E911: Renaming and Renumbering Roads (RSA 231:133 and RSA 231:133-a)

This was the first public hearing for the proposed 911 address changes: 86 through 256 Great Bay Road, 8 through 73 Dearborn Road and 4 through 10 Great Bay Drive. Chief Laurent explained to those present that for the last several years they have been working with the State to update within the Town in an effort to get closer to the 911 standards and recommendations. The idea is to make it easier and quicker for first responders in an emergency as well as mutual aid from neighboring towns. They are currently working on changing the “Bay” names, keeping the historical nature of the Town in mind. Extending Dearborn Road to the intersections of Rt. 33 and Great Bay East and West has been recommended. Rather than the typical 50’ between driveways as required by 911, 73’ increments were used in order to not affect every address on Dearborn Road. Multiple units within a residence will also be standardized.

Residents will receive an informational packet in the mail before the changes become effective. Utilities, the Post Office and mapping agencies (example: Google Maps) will be notified by 911; residents will need to contact their mortgage company, credit card companies, banks, etc. (a suggested list will be provided in the informational packet). The effective date will be after the holidays.

Chief Laurent explained why the name was being changed to Dearborn Road: if it became Great Bay Road, there would be residents on old Great Bay Road with the same number as those on the new Great Bay Road. In making the entire road Dearborn, numbering isn’t an issue. J. Cadarette added that part of the effort was to retain the history in that area as well as trying to lessen the impact of residents. 911 promotes logical addressing and helps communities when problematic intersections are identified. J. Cadarette, responding to a question, explained that driveways accessing more than two addressable structures would be named and become a private drive. Chief Laurent noted that the packet would include information on the best way to number houses/driveways. J. Cadarette recommended that house numbers be posted at the end of the driveway and explained the numbering system used by 911.

Chief Laurent stated that deeds will not have to be changed; they are done by map and lot, and that will not change. Town Office records will include the old address as well as new address. Residents were told that changes cannot be made until the effective date, which is Thursday, January 03, 2019. 911 will not update their systems with the new addresses until the effective date.

Many residents were pleased that the name of the road would remain Dearborn. It was suggested by one resident that Dearborn Road, Great Bay Road and Great Bay Drive all be renamed and renumbered. A non-binding straw vote was taken by P. Sanderson to keep the name Dearborn or rename the road; the consensus was to name the road Dearborn. The next public hearing to accept the proposed name and numbering changes will be Monday, June 25, 2018.

There was a discussion about communities using 911. J. Cadarette explained that the 911 mapping system has been in use for 20 years. She noted that of all the communities she has worked with, Greenland does it right and sets their residents up for success; communication and support is excellent.

III. APPROVAL OF MINUTES

1. Tuesday, May 29, 2018

MOTION: Chair Morgan moved to approve the minutes of Tuesday, May 29, 2018, as written. Second – C. Deorocki; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Recreation Buildings

- **Krasko Field:** J. Marchese recommended getting an estimate on fixing the building. Only one corner of the building has been jeopardized; the remaining corners appear to be in good condition. There was an expense in the electrical update to the building, which is on a concrete pad. If changes were made to the grading and vegetation moved back, the building might be saved. P. Hayden stated that several years ago a spring opened up and caused the collapse. A drain and pipe down the right field side was added behind the backstop. He was told it would cost more to repair than to replace because of the spring. A new building will be in the same location, but smaller. It will not be on a concrete pad but will be a small wooden building on blocks to house the electrical panel. J. Marchese noted that there are major electrical aspects to the structure for the building and the field. C. Deorocki stated he would like to see the estimate for repairs as well as moving the electrical. He felt the best bet was to repair the building; \$15,000 is available. He suggested three estimates to repair the building and the electrical wouldn't have to be moved, and outside grading done. C. Deorocki was very concerned about the electrical panel in Building 2 being covered in electrical tape; children and coaches access the building and it's a major hazard. J. Marchese recommended an estimate from a stone mason to repair Building 1. A drainage swale would need to be created around the back side of the building and water from the hill channeled away from the building. P. Sanderson asked P. Hayden to get estimates for repairing the building, making no other decisions. Estimates will include the stone mason, the installation of a swale, and moving the electrical if the building were replaced. J. Marchese recommended "moving on" with Building 2, which seems to be underutilized and in poor condition. P. Hayden stated that the building is used for storage in the winter. C. Deorocki asked if a shipping container or dry storage could be used. Climate control is not needed. K. Anderson noted that the pump system for irrigation is in Building 2. Part of the estimate for Building 1 should include storage if Building 2 were removed. An alternative may be needed for additional storage. C. Deorocki suggested removing both buildings and starting over. P. Hayden was in agreement with C. Deorocki to build one nice building and consolidate. C. Deorocki suggested a portion could be a storm shelter pavilion type building. P. Sanderson asked for estimates for the next meeting. C. Hussey recommended a good foundation under the new building.
- **Maloney Field:** From J. Marchese's perspective, the steel cable from the fence to the tree is an issue for users of the ball field. It's at neck height for a child. P. Hayden stated that cars were coming off the power lines and tearing up the fields. More reflective signs can be added. J. Marchese recommended something that could easily break away. Large blocks and rocks were also suggested. D. Beck offered large rocks from her property. J. Marchese didn't look at the shed at the top of the hill; K. Anderson noted it was fairly new. The cable will be replaced with large rocks.
- **Caswell Field:** Small repairs are needed to the dugouts. There is not a fencing problem; maintenance is needed. The field needs to be dealt with from a maintenance perspective. C. Deorocki stated the Rec Department is looking into subbing out the maintenance. J. Marchese's suggestion for the building was to replace the T111 siding that had pulled away. P. Hayden reported the estimate to repair will be \$600. J. Marchese also suggested adding gutters. P. Hayden stated that the roof shingles and floor are new. Minor maintenance is required for this building.

P. Sanderson summarized: Maloney won't cost a significant amount of money; Caswell will require someone to do the T111 siding; the estimate P. Hayden received required him to do the demo and disposal of material, and someone else would do the boards, including new trim. C. Deorocki suggested using the Rockingham County work program to do some of the scraping and painting. He requested that

the Building Inspector and Property Maintenance Supervisor prepare a plan to have the T111 and trim replaced, and the Town Administrator contact the Rockingham County work program. It may solve the problem of not enough manpower and time.

2. Coakley Update

K. Anderson attended the meeting at Public Works on Wednesday, June 06, 2018, regarding the Breakfast Hill water main project. The initial kick-off of the work plan will be Monday, June 25, 2018, with the subsurface field work followed by survey work during the week of July 02, 2018. There will be a meeting with the Board of Selectmen and public in September. Completion of the design, ready for construction, is projected for December. The costs are covered by the \$200,000 grant.

K. Anderson reported that the meeting itself was good as well as knowledgeable. Portsmouth very clearly stated that when the project was ready to go, they would not be contributing any funding. This would be at Greenland's expense, or Greenland could get loans or grants. Representatives from Clean Water and MTBE were present and explained the funding cycles and scenarios. The deadline for 2018 funding is June 19, 2018 for December 2018; the deadline for 2019 funding is June 2019 for December 2019. They looked at 2019 for engineering and 2020 for construction. K. Anderson found that to be discouraging; the idea was to prevent the foreseeable problems from Coakley. Accounting for hydrants will be important to ensure enough flow and need to be included in the process; there are currently dry hydrants in Falls Way. The design for demand is approximately 48,800 gallons per day, with minimum pressure of 35; DES was concerned with pressures. The engineers will be looking at different ways to improve the pressure for the new line, which currently doesn't meet State standards. Irrigation demands are not included. The Town will inform residents through social media when field investigations are taking place.

After the line is installed, Seavey Way will come off the Rye Water District line and be transferred to the Portsmouth line. The line will be looped down Lafayette Road to the existing line. Underwood Engineers is designing the water services for all properties; the installation from the road to the buildings will be the responsibility of the property owner. It will be the Selectmen's decision if connecting will be mandatory; the recommendation is that it be mandatory because private wells are pulling the water away. If the Town, State and federal level are going to contribute to the line, private wells need to come off line; the State is supporting this and it has been required in other areas. DES expects some "push back" from residents whose wells are testing clean to connect to Portsmouth water, which has a PFC level of 7.

J. Rolston found the attitude of the City of Portsmouth discouraging as the primary entity that caused the problems. K. Anderson briefly updated the Board on the meeting on Thursday, June 06, 2018. C. Deorocki asked that a water line update be included on the agenda when possible.

3. Library Bond

K. Anderson has solicited several banks for Library bond proposals. Two banks have submitted proposals; the Provident rate has not been received. The next Bond Bank sale will be January 09, 2019; applications are due November 09, 2018. The 20 year rate was 3.24%. Northway Bank would only do a 15 year rate at 3.65%. Optima Bank, currently holding the bond for Dearborn Road/Caswell Drive, offered a 20 year bond with three options; option 3 may be the best at a 10 year adjustable rate of 3% (option 2 was a 5 year adjustable; option 1 was a classic rate).

K. Anderson recommended Optima Bank, option 3 with a 10 year adjustable rate of 3%. There would be no pre-payment penalty to pay off the Dearborn Road/Caswell Drive bond early, if it were possible to do. Chair Morgan was in agreement that Optima Bank offered the best option. K. Anderson suggested waiting until the next meeting to see if Provident submitted a rate; C. Deorocki was in agreement.

K. Anderson explained the 10 year adjustable rate; P. Sanderson added there are no caps and it's a complete floating rate. There is no pre-payment penalty clause. The consensus of the Board was to wait until the next meeting.

P. Sanderson stated that he would not be voting in favor of the bond, regardless of the rates. It was his feeling that the underlying project was not sound. He stressed that he was concerned about title and the amount of variances the project has from the Town's Site Plan Review Regulations. He can't support the concept for a 9,000 sq. ft. building on a 13,000 sq. ft. lot and 5' setbacks. The Subdivision and Site Plan Review Regulations call for a 25' buffer when a non-residential use abuts a residential use. P. Sanderson was also concerned about septic because of a 600 gallon per day limit, which includes the Parish House. There are some substantial limits that make the underlying concept unsound.

Chair Morgan has spoken to several Planning Board members who have many unanswered questions. The Planning Board and Building Inspector are here to keep the structures in Town safe, and they feel there are too many questions that include stormwater, drainage, parking, and backing out onto a major road (has there been a study done by DOT). P. Sanderson added that the Selectmen recognize the Library doesn't have to comply with every aspect of the Zoning Ordinance. The Subdivision and Site Plan Review Regulations are there for a reason. He didn't dispute there was a need for an improved Library program.

J. Rolston questioned P. Sanderson if there was ever any way he would be in favor of the expansion at that location. P. Sanderson responded it was the size. He felt there were things that could be done on the site without doing such violence to the Town's regulations. C. Hussey asked if they should be looking to do some of the basic background work, i.e. test pits, and should a payment plan be set up so they can move forward. P. Sanderson responded that he would support learning as much about the site as possible.

C. Hussey suggested seeing what they had to work with before moving forward with the design. He added that he was torn; 3/5 of the residents said they wanted it. He didn't feel it was the right size building; however, he wasn't going to tell residents the Board wasn't going to do it. Chair Morgan added that as Selectmen they had an obligation to act in the public's best interest no matter how the vote goes. J. Rolston noted that professionals have been hired who have said it's going to work. C. Deorocki stated that he was against the site and has never wavered since he was elected. It can be done, but should it be done? He didn't believe so. He couldn't do it if he was building a structure like that, and felt it was an insult to anyone building in this Town. It's too big a building on that spot. He wanted a new library, but didn't want a library there. J. Rolston stated the majority of Town's people wanted it there. C. Deorocki understood that but didn't think it was feasible; there were too many entities involved. The Town's people voted for a new library, not necessarily that concept. M. McLaughlin responded that was what they voted for. C. Hussey stated they succeeded in selling it to the people. C. Deorocki stated they proved they could do it, not that they should do it.

P. Sanderson responded that he didn't want to question anyone's good faith. His role was to serve as the checks and balances. With his experience on the Planning Board and seeing what other buildings

were like, he could not support the concept. C. Deorocki stated that the Library did the best job they could and it was absolutely 100% great work proving it could be done.

C. Hussey stated that two of the problems were septic and drainage. M. McLaughlin added that the size of the building was also an issue as well as parking. P. Sanderson noted it was all of the performance characteristics in the Subdivision Regulations. M. McLaughlin was distressed at P. Sanderson's attitude toward the Library as a whole. She told the Board that the majority of citizens wanted the Library at the current site with an addition. They were told the area by the Town Hall would be the same square footage as the current location, and that was why they opted to stay where they were. There was no other location with an affordable price at the size they wanted. P. Sanderson stated when the testing comes back from the site they'd see what could be done. M. McLaughlin stated that if three Selectmen were going to vote against it, the Library may need to look at how much they take off the building in order to satisfy the Selectmen. M. McLaughlin will be taking the information back to the Library Trustees and Building Committee.

4. Other Old Business

- The Lonza letter was mailed to the Portsmouth Planning Board two weeks ago. Chair Morgan would like to stay on top of the issue due to the impact on the Town.
- J. Rolston and C. Deorocki received an email from Chair Morgan regarding the tour at Pease with Captain Martin. He asked that they respond to her if they were available.
- J. Rolston thanked K. Anderson for contacting the paper about Paul Hughes' obituary.
- Town Car repair: It's still in the parking lot and has been used by the Building Inspector. K. Anderson hasn't heard back from Metropolitan Insurance, the fireman's insurance carrier. Primex stated the Town would have to go through his insurance.
- Coastal Way: Seal coating was briefly discussed.

V. NEW BUSINESS AND ADMINISTRATIVE

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

- Commercial Revaluation: Most of the commercial reval has been completed. Field review should happen soon as well as residential field review. K. Anderson explained the error in Vision with the Sales Analysis portion of the program. The residential assessor has lost two days due to the problem; his contract may need to be extended. If the problem isn't resolved quickly, it will be too close to September 01 for the MS-1 Report and tax rates.
- EMS Warm Zone Grant: The Fire Department received a grant for ballistic vests and helmets in the amount of \$4,899.85. The equipment has been ordered and received; the paperwork has been sent to the State for full reimbursement.
- FEMA: The last storm was approved by the President for FEMA reimbursement. The Town will be receiving funds to be returned to the snow budget.
- Conservation Commission Intern: Laura Byergo, Conservation Commission Chairman, had spoken to the Selectmen about the possibility of an intern helping to monitor conservation lands over the summer; by statute, conservation land should be monitored once a year. K. Anderson met with one of the candidates, Joshua Churchill. He is on summer break from college and studying forestry and wildlife management. The project will run for approximately three weeks (120 hours); funds for the position will be taken from the Conservation Commission three year non-lapsing warrant article. The Conservation Commission will meet J. Churchill at their meeting on Wednesday, June 13, 2018; the Selectmen will meet him on Monday, June 25, 2018. A background check is being done because

he will need to access private property. P. Sanderson and C. Deorocki were in agreement that they would be comfortable hiring him if approved by the Conservation Commission.

2. Veterans Credits

The resident at 507 Portsmouth Avenue has applied for the All Veterans Tax Credit in the amount of \$500. He qualifies based on time served and NH residency. The credit will be effective in 2019.

MOTION: Chair Morgan moved to approve the All Veterans Tax Credit in the amount of \$500 for the resident at 507 Portsmouth Avenue, effective in 2019. Second – J. Rolston; all in favor. MOTION CARRIED

The resident at 29 Cherry Hill Drive has applied for the Veterans Tax Credit in the amount of \$500. He qualifies based on time served and NH residency. The credit will be effective in 2019.

MOTION: Chair Morgan moved to approve the Veterans Tax Credit in the amount of \$500 for the resident at 29 Cherry Hill Drive, effective in 2019. Second – J. Rolston; all in favor. MOTION CARRIED

The resident at 66 Cherry Hill Drive has applied for the Veterans Tax Credit as the Surviving Spouse in the amount of \$2,000. She qualifies based on her husband's time served and NH residency. The credit will be effective in 2019.

MOTION: Chair Morgan moved to approve the Veterans Tax Credit for the Surviving Spouse in the amount of \$2,000 for the resident at 66 Cherry Hill Drive, effective in 2019. Second – J. Rolston; all in favor. MOTION CARRIED

3. Other New Business

- P. Hayden was approached by Alan Smith about selling the Town land for a future cemetery. Colonel March's tomb is located on the parcel they would like to sell. The land has not been subdivided; there is road access. C. Hussey noted that the parcel may be wet. K. Anderson suggested someone with knowledge of cemetery requirements look at the property for suitability. If the land was suitable, the following would need to be done: subdivision of land from the parent lot, fair market value established, and a warrant article for the purchase price. If the land is in current use, it could be waived for municipal use. P. Hayden stated A. Smith was looking at 13 to 15 acres of land. P. Sanderson noted there is a large power line easement on the property.
- Recycling: A load of recycling was recently reported as contaminated. P. Hayden understood that a resident threw regular trash bags in the recycling. There was a \$400 penalty on the load. P. Sanderson stated that the Town cannot sustain that kind of loss every week. Residents need to be educated on recycling. Glass jars should be rinsed, but don't have to be "squeaky" clean.
- Snow Plow Contract: C. Deorocki will set up a meeting with P. Hayden, P. Sanderson and K. Anderson to review the snow plow contract.

VI. ACCOUNTS PAYABLE – THURSDAY, JUNE 14, 2018

1. Payroll Manifest 12

MOTION: Chair Morgan moved to approve Payroll Manifest 12 in the amount of \$51,126.02. Second – C. Deorocki; all in favor. MOTION CARRIED

2. General Fund Manifest 12

MOTION: Chair Morgan moved to approve General Fund Manifest 12 in the amount of \$191,263.04. Second - J. Rolston; all in favor. MOTION CARRIED

VII. NON-PUBLIC SESSION [RSA 91-A:3, II(c)]

MOTION: Chair Morgan moved to enter into non-public session at 9:30 p.m. Second – C. Hussey; all in favor. MOTION CARRIED

The Board returned to public session at 9:50 p.m.

VIII. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 9:50 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, June 25, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, June 25, 2018