



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 01, 2018 – 7:00 p.m. – Town Hall Conference Room

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

Late Arrival: Paul Sanderson

Staff: Karen Anderson – Town Administrator; Marge Morgan – Town Clerk/Tax Collector; Paul Hayden – Property Maintenance Supervisor, Road Agent

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

I. APPOINTMENT

1. Conservation Commission Update – Laura Byergo, Chairman

Laura Byergo, Conservation Commission Chairman, updated the Board on Conservation Commission activities. The wetlands permit has been received for the bridge on the trail. A tentative date of Saturday, November 10, 2018, has been set to build the bridge and boardwalk. They are looking for ten volunteers. L. Byergo received a quote from Lewis Shelley, Snow Hawk, LLC, for labor, materials and delivery in the amount of \$3,800. Materials will be delivered to the Maintenance Building parking lot. Space will be needed to do some work before moving it to the trail head.

MOTION: C. Hussey moved to approve Snow Hawk, LLC for trail work, the bridge and the board walk on conservation property on Coastal Way not to exceed \$3,900. Second – J. Rolston; all in favor. MOTION CARRIED

Carol Pugh has mowed the open space; the cost was \$600. The brontosaurus work will be done by David Martin, Quality Hardwood; the estimated cost is \$2,000. The cost for renting a brontosaurus would be \$1,200 to \$1,400 per day; D. Martin said the job would be more than one day. His cost includes the Coastal Way right-of-way and the bank off the trail head. He will mulch everything. C. Hussey stated the Board had approved the trail work at a previous meeting.

L. Byergo proposed three small right-of-way signs stating “Greenland Right-of-Way”. Two will be placed slightly into the woods on the right-of-ways off Cushman Way and Coastal Way; the other will be placed on the small right-of-way off Hillside Drive that goes to a piece of conservation land. L. Byergo is working with the Building Inspector to define right-of-ways.

MOTION: C. Hussey moved to approve the three small right-of-way signs not to exceed \$180. Second – C. Deorocki; all in favor. MOTION CARRIED

II. APPROVAL OF MINUTES

1. Monday, September 17, 2018

MOTION: C. Deorocki moved to approve the minutes of Monday, September 17, 2018. Second – C. Hussey; all in favor. MOTION CARRIED

III. OLD BUSINESS

1. Coakley Update

On Friday, October 05, 2018 at 10:30 a.m., K. Anderson will be meeting with the City of Portsmouth and Underwood Engineers about the water line. An update with pricing and water line specifics will be available at that meeting.

2. Town Sign

The vendors who originally quoted a new Town sign were asked to redesign and resubmit proposals for a smaller sign. The original quote included full color lights; amber lights were requested. The new prices were lower. The Board was also given the option for a new sign without a message board; replace the existing board with a non-electric sign; or to include the new sign in the 2019 budget. K. Anderson noted that it was confirmed LED lights are allowed in Town. Chair Morgan suggested that the Police Department, Fire Department, Recreation Department and Town of Greenland share the cost of the sign. He felt the sign would be an asset, advertising for all entities. Chair Morgan was in favor of a new sign. C. Hussey and J. Rolston were in favor of the sign to make people in Town aware of upcoming events. J. Rolston was also in favor of the departments sharing the cost.

C. Deorocki was not in favor, stating \$5,000 was in the budget and the sign was \$23,000; almost five times. He continued that if “we were going to run the Town like this, I hope the Library doesn’t go five times over budget and the Fire Department doesn’t go five times over budget”. The Town needed to look at its priorities. He didn’t think it was quite right to take it from each committee because they are not fairly budgeted. It was a monetary issue for him; it over weighs the advertising.

Joe Fedora, 23 Van Etten Drive: While he understood it was important to be able to communicate messages, he felt everybody should look at the Town website. He felt the Town could save a significant amount of money by not having an electronic sign. It was a lot of money for a sign. Chair Morgan noted that during inclement weather the sign has to be changed manually, and during storms the letters blow off. An electronic sign would eliminate that problem.

Marcia McLaughlin, Nantucket Place: Questioned if there was enough money in the Town fund to purchase a \$23,000 sign. Chair Morgan responded there was. K. Anderson added that \$18,000 was budgeted to change the electric heat to gas heat. The gas line hasn’t come through at this time; it may happen for 2019.

P. Sanderson arrived.

P. Sanderson stated that the Planning Board expressed their extreme displeasure with the idea of the sign. He felt the new proposals were better; a policy decision would need to be made on what they wanted for a sign. C. Hussey commented that the Planning Board has been operating with the Sign

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Ordinance for two years. P. Sanderson, responding to a question from J. Rolston, stated that the Planning Board has tried very hard with businesses in Town to avoid garish, outlandish over-lighting of signs. If the Town has a reasonably sized sign, it is less offensive. The Planning Board was very clearly in opposition to a LED message board sign. K. Anderson added she had a member of the Planning Board speak to her, stating that everyone uses the website and a sign wasn't needed at all. J. Rolston stated that everyone doesn't use the website. Marge Morgan, Town Clerk/Tax Collector, agreed with J. Rolston, adding there are people who don't know how to use it or don't have computers.

C. Deorocki asked how long the sign had been blank; K. Anderson responded approximately two weeks. The last message was the GPO golf tournament. C. Deorocki commented "it seems like we made it these last two weeks".

MOTION: C. Deorocki moved to replace the existing sign without a message board. There was no second.

Bob Krasko, Portsmouth Avenue: St. Patrick's Academy has a similar sign. They have received positive comments from parents because they know what's going on. He was very much in favor of the sign. M. Morgan added more messages would be displayed if someone didn't have to go outside to change the sign. B. Krasko stated he has spoken with Portsmouth Sign Company. They're the only company in the area that has parts if the sign needs to be repaired; they will service the sign.

P. Sanderson stated that if the Town decided on the electronic sign, it had to be a muted color (amber) to provide benefit to the neighbors and couldn't be flashing. K. Anderson responded it wasn't scrolling and would be amber, possibly changing once during the day. The same message will be displayed on both sides. It will be in the same location, but moved in approximately another 10' on the lawn. It will still be visible, but less of a visible barrier for a car turning radius.

There was a discussion about the number of lines needed for messages. K. Anderson explained that we were staying within the width; all messages are normally two lines of text. C. Deorocki felt the money could be spent in other places; it was too much money. It's nearly five times over budget. If anything else was five times over budget, everyone should be in a tizzy.

C. Deorocki also asked why the gas line wasn't completed. K. Anderson explained that it stopped in their Engineering Department. They hadn't completed the cost benefit analysis they needed to show value (to extend any line they have to show the PUC the benefit outweighs the cost). P. Hayden added they must make their money back within five years or they can't put it in the ground. K. Anderson stated that Engineering is working on rerouting the line to come out along Portsmouth Avenue and then connect to the Town building. They were going to go across the parking lot; by going Portsmouth Avenue it opens up potential new customers. K. Anderson received a call from the gas company representative; they will be adding the Town's propane usage to their calculations to try to make it financially feasible. Chair Morgan stated he had 36 residents who were willing to connect, and it wasn't enough to justify the line. P. Hayden stated the route he proposed changes how the line is priced.

J. Fedora, Van Etten Drive: Asked if down the road the entire sign may have to be replaced if the electronics fail. K. Anderson responded there is a parts assurance for five years. After that there is no guarantee. There will be surge protection at the breaker box; it will have a dedicated line.

John Penacho, Tidewater Farm: K. Anderson explained replacing the sign this year. J. Penacho felt the sign was very valuable. When he goes to the Transfer Station, he always looks at the messages. He also

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looks at the website. The sign is a reminder there is something going on in Town. It's very important that people are aware, and four lines are needed. If there is an offset and the gas line isn't coming in, put it in this year if the money is available.

MOTION: C. Hussey moved to authorize the purchase of a new amber sign in 2018 with LED functions, not to exceed \$23,000. Second – J. Rolston; three in favor, two opposed (C. Deorocki, P. Sanderson).
MOTION CARRIED

3. Lavallee Brensinger Architects Invoice – Library Expansion

The Board received a copy of the invoice from Lavallee Brensinger in the amount of \$62,244.33. This brings to completion the design/development phase.

K. Anderson stated that it was brought to her attention that the Parish House had concerns with the septic. They are trying to delay the approval of the septic permit with DES. In 2014 the septic was moved from the back where the addition is going, to its current location in the driveway on both properties (primarily on the Library side). When the plan was signed for the septic permit, the septic was put on the Library property based on a long standing agreement made many years ago; an easement wasn't granted.

M. McLaughlin addressed the issue. The issue is primarily with the Chairman of the Trustees. He has come up with the formula for the waste going into the tank; the Church wants to assume only 2% responsibility. The engineers who designed the proposed system and reviewed what the Parish Hall currently uses, estimates their percentage at 28%. The Chairman is standing firm on the 2% to avoid accepting that when the septic tank is pumped, they will have to pay 28% or between \$128 and \$168. NHDES has asked for an update on the easement (their term) signed by the Town Administrator. The Library cannot move forward until the Library has an agreement with the Parish House that it will be a shared system. It's currently a shared system; a system was built in 2015 that could handle the Library septic. What has been designed for the Library exceeds that amount. Parking is also planned for that area. Part of the project is to remove the Parish House septic system and build a system which can have parking on top.

C. Hussey stated the Parish House had its own tank and asked if they meant the use going into the leach field. M. McLaughlin responded that the tank they currently have is where handicapped parking will be located. The plan is to remove that tank and install a system that can have parking on it. Different tanks will handle different loads; Underwood has designed a system that has a load capacity to allow parking.

P. Sanderson referred to an email from K. Anderson that was sent to the Board of Selectmen in 2016. It referenced a communication with Terry Knowles, Charitable Division, for the window wells on the Parish House. He read the email into the record, and stated that the key parts are that the Trustees don't have the authority to negotiate with the Church, only the Selectmen. Whatever has been done for negotiation is null and void and of no effect. If it came to granting a property interest to the Church of any type, the Selectmen don't have the authority to do that. The Selectmen couldn't make a promise the Church could enforce that they could use that septic system. M. McLaughlin responded that the Selectmen granted a license that's revocable at any time. She asked rather than a revocable, why not an irrevocable. P. Sanderson explained that in the view of the Attorney General's office, it would be violating a charitable trust because it's not for a Library purpose. It would be fine if it was the Library's septic, giving the right to anyone else would be violating the terms of the Trust as defined by the Attorney General. M. McLaughlin's next point was there was no formal or written agreement with the

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Church, Parish House or any part of the Church. P. Sanderson stated that meant it's not a negotiation any longer.

M. McLaughlin stated that Lavallee Brensinger has performed the work and the Library has a contract with them that obligates the invoice to be paid whether or not they move forward with any additional work. P. Sanderson asked how much Lavallee would have been paid after this invoice is approved: \$168,000. M. McLaughlin stated that as much as some people would like, they weren't at a point where they couldn't continue to move forward. C. Deorocki stated that this was the point he was making at the beginning: too many hands in this meal. It's unraveling over \$128 to \$168 a month; we're already fighting about it and a shovel isn't even in the ground yet. This was the point C. Deorocki made months ago and the point he stood on today. M. McLaughlin stated that they have had, up to this point, a very amiable working relationship with the Church. She understood they didn't have the authority to talk with them; therefore, they need to come to the Board.

P. Sanderson was concerned with the information that may have gone forward to DES. What was DES told about the arrangement between the two properties? M. McLaughlin stated the drawings submitted to DES had all the answers to the questions asked at the Planning Board meeting. P. Sanderson stated that on Thursday, October 04, 2018, they would have to deal with the implications of the email.

Chair Morgan stated that there was an email from Altus Engineering. M. McLaughlin responded that the Engineer was aware that none of the recommendations have to be done. Chair Morgan commented there were safety issues involved and the letter should be reviewed. He has been totally transparent with the Library that when safety issues are involved, even if they are not required to meet some of the standards, he wanted it made public. Chair Morgan has always stated that as a Selectman he tries to do what the Town votes to do, not what he wanted. He needs to make sure it's done safely before he puts his signature on anything or he won't do it, even if they take him to court. He feels very comfortable saying something is not safe. The letter from Altus Engineering absolutely needs to be addressed and will be discussed at the meeting on Thursday, October 04, 2018. Chair Morgan added they should go back to Lavallee and let them know there are issues that need to be resolved.

MOTION: J. Rolston moved to approve payment of the invoice from Lavallee Brensinger Architects in the amount of \$62,244.33. Second – C. Hussey; all in favor. MOTION CARRIED

Chair Morgan stated he was going to be really firm: he wanted them to review the recommendations from Altus; there were 52 points on the letter. M. McLaughlin responded that Underwood and Lavallee have the letter and will be prepared on Thursday night.

4. Other Old Business

C. Deorocki reported that the Transfer Station staff is totally in favor of speed bumps; speeding is out of control. Chair Morgan felt it was a good idea. C. Deorocki has had some residents ask about expanding hours. Lines are getting longer at certain hours as the Town grows. P. Sanderson suggested before installing speed bumps, using traffic cones as a test for a week or two to slow residents down. Temporary speed bumps would be another way. P. Hayden didn't think a cone set would slow them down; Chair Morgan was in agreement. P. Hayden will check with Stratham for a portable speed bump the Town could borrow for a couple weeks. J. Rolston is at the Transfer Station several times a week and never sees anyone speeding. P. Hayden stated it's coming into the yard that's the problem. P. Hayden will also install lights in the recycling container.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Bi-Weekly Report (copy on file)

- Rt. 33/Pease: Vanasse and Associates has done the traffic study at the Town intersections. The report should be ready for the hearing on Thursday, October 04, 2018. There has been a lot of press regarding the hearing. A letter has been received from the PDA assuring the Boards they are willing to work with the Town. They will recommend to the City of Portsmouth that the Lonza expansion be considered a project of regional impact.
- Maloney Field: The gas line work started last week. They seem to be doing an excellent job of staying away from peak times with children in the area. No complaints about the work being done have been received. After work is complete, they will pull up the gravel, fix any grading issues and put down loam and seed on the corner.
- State Roads: DOT will be adding some horizontal alignment signs on the State roads in Town. Signs are being put on curves to increase motorist safety and will be within the State's right-of-way.
- Stormwater Education: On Wednesday, October 17, 2018, Greenland and Stratham are being listed as co-hosts for a workshop by the NH Rivers Council and the Winnicut River Watershed. This is a stormwater workshop to introduce residents and town officials to low impact ways to manage stormwater runoff from residential properties. The meeting will be held at the Stratham Municipal Center at 7 p.m. This will count towards the Town's MS-4 permit requirement for education.
- Salt Bids: Eastern and Morton have submitted bids for salt. Morton, our current contractor, was the low bid at \$48.62 per ton, including transportation (\$4.68 less per ton than last year). The 2019 appropriation request has not been reduced based on historical averages. The allotment was increased to 2,200 tons.
- Library Bond: Optima Bank has approved the Town's application for a \$2.9 million bond for the Library expansion. The paperwork will be ready for Board signatures at the meeting on October 22, 2018; the closing will be on Wednesday, October 24, 2018.
- 2019 Budget Preparation and CIP: The Board has their budget books.
- Mosquito Control: EEE has been discovered in areas close to Greenland. There have been no human cases. Greenland's mosquito testing hasn't detected any infected mosquitoes. K. Anderson has notified the Rec Department to make sure the coaches have bug spray. One frost and the mosquitoes go away. Perimeter spraying has been done on the Rec fields.

2. Budget Review

- a. Default Budget: One of the new laws through the Legislature requires the default budget to be discussed first with the Budget Committee and at budget hearings. The default budget is created by matching the 2018 budget and does not currently include the interest and principal for the Library bond. It will be included in the default budget once specific numbers are known. The current difference between the 2018 budget and the 2019 default budget is a decrease of \$12,316 from the 2018 budget. The difference is the result of one time purchases that are backed out of the budget. Example: The revaluation was included in the 2018 budget under General Government; that was removed because it happens once every five years. K. Anderson reviewed the default budget.
- b. Town Clerk/Tax Collector: M. Morgan reviewed her budget with the Board. A 3% wage increase was included for the Town Clerk/Tax Collector and her Deputy. M. Morgan included \$600 for a State printer; she was informed by the State that the current printers will need to be replaced next year. Signature pads are also included and are currently being reviewed by the State for vehicle registrations. Record preservation is \$4,000; several books at a time are done on an annual basis.

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An increase to the budget is requested due to Town growth and vehicle registration automation; over 6,000 vehicles are registered each year. 2017 revenue from vehicle registrations was \$1,054,076.

- c. Supervisors of the Checklist: M. Morgan stated that formatting the ballots is \$1,200. Next year there will only be the Town election.
- d. Public Works: P. Hayden reviewed his budget with the Board. In 2017, \$575,000 was spent on snow plowing; 2018 to date is \$433,000 (November and December not included). There is an increase in labor/use of equipment costs in the snow plowing contract. Snow removal was submitted at \$475,000; replenishing will be done through a warrant article. A full-time year round helper was requested and will be dedicated to the Transfer Station in the winter. The salary of \$95,360 is both salaries combined; P. Hayden has requested a 9.74% wage increase for his position (an increase to \$60,000) and \$35,360 for the helper (\$17 per hour). Culverts around Krasko Field will need to be done in 2019. P. Sanderson recommended a better explanation for the MS-4 permit (stormwater management). Street sweeping and catch basin monitoring each quarter have been added for 2019 (MS-4 requirements). Starting salary at the Transfer Station was discussed. Two new roll-offs for the Transfer Station have been submitted due to the age of the existing. There was a brief discussion about the building repair at Krasko Field and the scoreboard.
- e. General Government: Wage increases for the Secretary to the Boards and Bookkeeper were submitted at 1.5% based on the only direction received from the Board. K. Anderson requested they be treated as fairly as other employees; recommendations to bring their wages up were also included. K. Anderson's salary was left at no increase; her salary is determined by the Board. Recording fees are used to record tax documents, liens, elderly deferrals, etc., as well as printing documents from the Registry of Deeds; the use has increased over the years. There is an increase in the telephone account due to the new phone system. Abatements: the first year after the revaluation process, more abatement requests are received. P. Sanderson suggested an electronic time keeping system be researched. J. Rolston recommended that the Deputy Treasurer's salary be increased to \$25 per day; the Board was in agreement. In 2020 the Town will need to upgrade the new Vision system; they will no longer support the Town's current version. The upgrade cost will be \$10,000 in addition to the annual fee. K. Anderson didn't recommend changing the amount in Legal. Personnel costs are incomplete at this time; Health Insurance rates have not been received. However, anticipated costs for the additional positions in Public Works and the Police Department are included in the personnel costs. NH Retirement has decreased. Planning and Zoning has increased due to Zoning Ordinance and Master Plan updates. LED lighting conversion of the Town Offices has been included. Chair Morgan would like to have the door into the Town Clerk's Office replaced (\$2,100) with an automatic door for handicap residents. Replacing windows on the other half of the Town Office will be added to the 2019 budget. The new rate for Liability and General Insurance is \$41,448 (a 6.07% increase). The Town is on a three year plan with Primex that the maximum increase is 9% over the previous year. Worker's Comp Insurance is \$43,658 (a 7.14% increase); the program with Primex is similar, capping at 10% from the prior year. There was an increase in the Rockingham Planning Commission dues because of Town growth.

Police, Fire, Building, Health and Human Services, Emergency Management, and Recreation will be done at the next meeting. The Amortization Schedule for the bond should be received by that meeting to be included in the default budget.

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3. Liaison Reports

- J. Rolston reported that the Library been answering the questions that have been posed.
- C. Deorocki reported that the Rec Department has been looking into redoing a total field restoration on Caswell Field. They are looking for new members. They're also trying to help with pickle ball; people playing pickle ball want to be involved with the Rec Department.
- Chair Morgan has contacted the Police Department about safety concerns at the School as mentioned at the last meeting. Chief Laurent has included it as part of her monthly report.
- Chair Morgan reported that there will be a Fire Department Building Committee meeting on Tuesday, October 02, 2018 at 7 p.m. The meetings are public.
- J. Rolston reported that the 300th Anniversary Committee met on Saturday, September 29, 2018. They are discussing the banners to be placed on Portsmouth Avenue in the Town Hall area. They will be meeting High Flying Flag; the cost is approximately \$270 per banner.

4. Other New Business

- P. Sanderson reported that the Drinking Water Groundwater Trust Fund had a meeting earlier in the day. The grant that Portsmouth sought for half the cost of the Chick property was approved. Greenland's concerns have been heard. The City of Portsmouth has an obligation to pay the Town a PILOT (payment in lieu of taxes) under the RSA. They have an obligation when purchasing water supply property in another community to make a payment in lieu of taxes. Until there is a resolution to the PILOT issue, P. Sanderson suggested the hydrant bill is "not ripe for payment".
- P. Sanderson stated the Planning Board is working on a pavement restoration policy and ordinance. When pavement is trenched, bonding will be required as well as payment depending on the life and age of the pavement; a sliding fee is possible using the Concord model. Opening and ruining the pavement will no longer be free.
- Mark Fougere, Planning Board Consultant, is writing talking points for the meeting on Thursday, October 04, 2018. P. Sanderson volunteered to be the moderator. Chair Morgan will open the meeting and then defer to P. Sanderson.
- J. Rolston asked about the status of the Fire Department Lieutenants. K. Anderson responded that a conditional offer of employment has been made. A background check is in the process. She didn't think a candidate for the second position has been chosen. Chief Cresta has had a difficult time finding qualified candidates.

V. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 04, 2018

1. Payroll Manifest 20

MOTION: P. Sanderson moved to approve Payroll Manifest 20 in the amount of \$57,461.66. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 20

MOTION: P. Sanderson moved to approve General Fund Manifest 20 in the amount of \$310,157.96 (School - \$200,000). Second – C. Deorocki; all in favor. MOTION CARRIED

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3. Fire/Safety Manifest 07

MOTION: P. Sanderson moved to approve Fire/Safety Manifest 07 in the amount of \$54.90. Second –C. Deorocki; all in favor. MOTION CARRIED

4. Police Special Revenue Manifest 03

MOTION: P. Sanderson moved to approve Police Special Revenue Manifest 03 in the amount of \$32,610. Second – J. Rolston; all in favor. MOTION CARRIED

VI. NON-PUBLIC

1. Hillside Avenue Drainage

MOTION: C. Hussey moved to enter into non-public session at 9:25 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: C. Hussey moved to return to public session at 9:40 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 9:42 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, October 15, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: