



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, December 10, 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

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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.

<b>I. APPOINTMENT</b>
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1. Conservation Commission Appointment

Joe Fedora, 23 Van Etten Drive, requested appointment to the Conservation Commission. The Conservation Commission currently has four members; in 2010 a warrant article was passed allowing them between five and seven members. Chair Morgan appreciated J. Fedora “stepping up to the plate”; volunteers are needed desperately. Chair Morgan welcomed J. Fedora aboard.

MOTION: J. Rolston moved to appoint Joe Fedora, 23 Van Etten Drive, to the Conservation Commission, term to expire March 2022. Second – C. Hussey; all in favor. MOTION CARRIED

2. Fire Department Building Committee

P. Sanderson updated the Board that the Fire Department Building Committee met tonight prior to the Selectmen’s meeting. They have been on a very aggressive schedule in order to select a contractor and get to the point of a guaranteed maximum price. Ricci Construction had been selected and the GMP, agreed to tonight, is \$2.9 million. This amount needs to be moved forward to a public hearing/bond hearing for the purpose of constructing a new fire station.

P. Sanderson noted Dick Rugg was present at the beginning of the Fire Department Building Committee meeting. D. Rugg’s concern was that the drainage design be adequate, noting that there had been substantial construction with Bramber Valley and other areas that had seen an increase in impervious surfaces. P. Sanderson continued that substantial drainage work had been done when the Planning Board reviewed the Bramber Valley subdivision. The Building Committee did not take the drainage issue lightly, and incorporated D. Rugg’s comment into the motion to select a professional engineering firm for the purpose of doing site work analysis, including drainage work and any other required site work. The Building Committee recommended that Altus Engineering be approved as the engineering firm and that \$37,300 be encumbered from Warrant Article #8 (2018 Town Meeting) for engineering services.

## DRAFT: SUBJECT TO CHANGE

It was further recommended by the Building Committee that JSN Associates, Inc., be engaged for the foundation design, structural work, code review and third party construction inspection services. Funds in the amount of \$17,000 would be encumbered from Warrant Article #8 (2018 Town Meeting) for those services.

Chair Morgan opened the meeting to public comments. There being none, he closed the public hearing and returned to the Board. K. Anderson will add those amounts to the encumbrances.

MOTION: P. Sanderson moved to approve the sum of \$2.9 million as the guaranteed maximum price for the construction of a new fire station to be moved to public hearing and bond hearing after consultation with the Budget Committee. Second – Chair Morgan

Discussion: C. Hussey stated he made it very clear that he was not in favor of moving forward with the warrant article and bond in 2019 for the fire station; he didn't have a problem with the engineering. Because the Library is still in flux, there may be confusion with the voters. He is still hearing complaints about the current fire station not being repaired. He didn't feel comfortable moving forward; if it fails to make the vote, it could be three to four years before it comes up again. Chair Morgan responded that he didn't want this to be a confrontation between the fire station and Library; they are separate issues. He felt it was a safety issue and needed to be dealt with sooner rather than later. Chair Morgan felt C. Hussey's comments made it confrontational. Chair Morgan wanted to separate the two and the Town was in desperate need of a fire station. There was a continued discussion between Chair Morgan and C. Hussey. Although C. Hussey stated again he didn't have a problem going forward with this, until the Library was settled and the bond "put to bed" one way or the other, he felt there may be a problem getting it through.

P. Sanderson addressed C. Hussey's questions. There was an analysis done by MRI on the existing fire station. The Selectmen were told there were significant deficiencies in the building, both structurally and in the ability to use it for its intent as a fire station. That was the needs assessment in order to move forward and develop some ideas for the new facility. P. Sanderson also noted that the bond was "put to bed". The bond was issued and the Town had the money. There weren't any legal issues left to be decided. What happens with the bond is subject to further review. P. Sanderson stated he felt the people had a right to vote on the fire station. If they were confused, a good enough job wasn't done to get them the information they needed to make a choice. He disagreed with C. Hussey on not putting it forward to the people.

C. Deorocki wasn't personally for the fire station at this time. He felt it should go to the people; he wouldn't hold up the warrant. J. Rolston was in agreement with C. Deorocki; he didn't feel it was something that was absolutely needed this coming year. He didn't mind putting it forward for the people to make the decision.

MOTION: P. Sanderson moved to approve the sum of \$2.9 million as the guaranteed maximum price for the construction of a new fire station to be moved to public hearing and bond hearing after consultation with the Budget Committee. Second – Chair Morgan; three in favor, two against (C. Hussey, J. Rolston).  
MOTION CARRIED

**II. APPROVAL OF MINUTES**

1. Monday, November 26, 2018

MOTION: C. Deorocki moved to approve the minutes of Monday, November 26, 2018. Second – C. Hussey; all in favor. MOTION CARRIED

**III. OLD BUSINESS**

1. Coakley Update

Underwood Engineering and Peter Britz, City of Portsmouth Water Department, will be at the meeting on Monday, January 07, 2019 to update the Board on the water line for Breakfast Hill Road. They will have an optional warrant article number in case the Board decided to move forward on the next engineering phase at the Town's expense rather than through a grant. Information will be available on Wednesday, December 12, 2018; they are meeting with the City of Portsmouth first to present to the City Council on December 17, 2018.

A DES/EPA community update was included in the Selectmen's packet (copy on file). K. Anderson briefly reviewed the update. P. Sanderson stated that Coakley Landfill is prominent among the bills coming before the Legislature. Text will not be available until the last week in December when LSR's service requests become bills. Chairs and committee assignments have not been made.

2. Approval: Lavallee|Brensinger Architects Invoice

P. Sanderson stated that the Board does have a copy of the contract from Lavallee|Brensinger. The invoice is in accordance with their payment schedule.

MOTION: P. Sanderson moved to approve payment of the invoice to Lavallee|Brensinger Architects in the amount of \$12,947.72 for the Weeks Library expansion for professional services from October 1 – October 31, 2018. Second – J. Rolston; all in favor. MOTION CARRIED

P. Sanderson thanked Craig McLaughlin for providing the Selectmen with a copy of the Lavallee|Brensinger contract. P. Sanderson's concern was that there didn't seem to be any recognition that the Library Building Committee and Library Trustees are fully subject to the Right-to-Know Law. It shouldn't have required a direct communication to have the public disclosure of obviously public documents. He continued that because the contract was signed in March, there have been modifications. Change orders have been made because time has passed and things have changed; the Board doesn't have that information. Moving forward, the Right-to-Know Law applies and when public records are requested, it needs to be complied with. There was a discussion about meetings being posted. J. Rolston stated meetings were posted; P. Sanderson thought Trustee meetings were posted, but not Building Committee meetings. He added that the Building Committee was subject to the Right-to-Know Law; they are advisory to the Trustees. The Fire Department Building Committee held all its meetings in public; the Library Building Committee had an obligation to hold its meetings in public, post those meetings, provide minutes, and have documents available under the Right-to-Know Law. J. Rolston will bring this to their attention.

3. Fire Station Siding

C. Hussey told the Board that the Building Inspector was able to obtain pricing for the siding on the existing Fire Station (copy on file). An option was included to clean up two of the garage corners; there were a few minor repairs that were not included. The total proposed was \$52,090; the option would bring the total to \$53,340. Entry and electrical repairs would add approximately \$5,000; windows could be done at another time. C. Hussey was recommending a warrant article.

P. Sanderson stated it was timing. The roof was repaired this past fall and has probably saved the structural integrity of the building. The people were going to be considering a new fire station; repairs to the existing building may be premature. The Board was unsure what the building would be used for if the new station passes. C. Hussey responded that the Board has discussed that the Property Maintenance Supervisor will need a place if the station is passed; the existing station would suit his needs and provide another storage area and office space. He didn't see it ever becoming a library.

Responding to a question from P. Sanderson, C. Hussey stated nothing would happen to that building if these repairs aren't moved forward this year. It would, however, show that the Town doesn't maintain its equipment, buildings and infrastructure. Why should a new station be built if they don't repair the old one? The idea was to repurpose the existing building, not to stay a fire station.

Chief Cresta recommended that windows be included in the repairs. An additional \$10,000 would be more than enough for window replacement.

#### 4. Review: Warrant Articles

Warrant articles will be reviewed at the meeting on Monday, January 07, 2019; the deadline for warrant articles is Tuesday, January 08, 2019. The public hearing is scheduled for Thursday, January 10, 2019. Warrant articles were not in any order when reviewed; the order is traditionally based on money value. Bond articles are automatically Article II.

- Planning Board: No Zoning articles
- Operating Budget: To be confirmed after the public hearing
- Fire Station Bond: \$2.9 million
- School Resource Officer: \$77,500  
MOTION: P. Sanderson moved to forward the School Resource Officer to warrant article. Second – C. Deorocki; four in favor, one opposed (J. Rolston). MOTION CARRIED
- Full-Time Seasonal Laborer: \$51,814  
MOTION: P. Sanderson moved to forward the full-time seasonal laborer to warrant article. Second – C. Deorocki; three in favor, two opposed (C. Hussey, J. Rolston). MOTION CARRIED
- Optional Disabled Veterans Credit: Increase from \$2,000 to \$3,000  
MOTION: P. Sanderson moved to forward the Optional Disabled Veterans Credit to warrant article in the amount of \$3,000. Second – C. Deorocki; all in favor. MOTION CARRIED
- Optional Veterans Credit: Increase from \$500 to \$600  
MOTION: C. Deorocki moved to forward the Optional Veterans Credit to warrant article in the amount of \$600. Second – C. Hussey; all in favor. MOTION CARRIED
- Solar Energy System Exemption  
MOTION: C. Hussey moved to forward the Solar Energy System Exemption to the warrant. Second – C. Deorocki; four in favor, one opposed (J. Rolston). MOTION CARRIED
- Video Recording of Public Meetings: Withdrawn
- Police Equipment Capital Reserve Fund: \$2,000

## DRAFT: SUBJECT TO CHANGE

MOTION: P. Sanderson moved to forward the Police Equipment Capital Reserve Fund to warrant article in the amount of \$2,000. Second – C. Deorocki; all in favor. MOTION CARRIED

- Ambulance Billing Administrative Expenses: \$3,000 (Revenue Neutral)

MOTION: P. Sanderson moved to forward the ambulance billing administrative expenses to warrant article in the amount of \$3,000. Second – J. Rolston; all in favor. MOTION CARRIED

- Police Station Maintenance Capital Reserve Fund: \$5,000

MOTION: P. Sanderson moved to forward the Police Station Maintenance Capital Reserve Fund to warrant article in the amount of \$5,000. Second – C. Hussey; all in favor. MOTION CARRIED

- Conservation Commission: \$10,000

MOTION: C. Hussey moved to forward the Conservation Commission request to warrant article in the amount of \$10,000. Second – J. Rolston; all in favor. MOTION CARRIED

- Purchase of Safety Gear for the Fire Department: \$60,000 (withdrawn from Special Revenue Fund)

MOTION: C. Hussey moved to forward the purchase of safety gear for the Fire Department to warrant article not to exceed \$60,000. Second – P. Sanderson; all in favor. MOTION CARRIED

- LED Lighting Conversion: \$24,311

MOTION: P. Sanderson moved to forward the LED lighting conversion for the Town Office and Police Station to warrant article in the amount of \$24,311. Second – C. Deorocki; all in favor. MOTION CARRIED

- Funds to the \_\_\_\_\_ Capital Reserve Fund: Continued to Monday, January 07, 2019

MOTION: P. Sanderson moved to table the discussion of transfer of Capital Reserve Funds to the meeting on Monday, January 07, 2019. Second – J. Rolston; all in favor. MOTION CARRIED

- Fire Station Repairs: \$74,000

MOTION: C. Hussey moved to forward repairs to the existing fire station to warrant article in the amount of \$74,000. Second – C. Deorocki; four in favor, one opposed (P. Sanderson). MOTION CARRIED

### 5. 2018 Encumbrances

- Police Department: \$3,195.22 – Ammunition

MOTION: P. Sanderson moved to approve the requested encumbrance for Police Department ammunition in the amount of \$3,195.22. Second – C. Deorocki; all in favor. MOTION CARRIED

- Recreation Department: \$5,200 – Lacrosse Ball Netting

A resident requested the Selectmen consider not encumbering Town funds for the netting. That expense could be taken from the Revolving Fund if the Committee wants the netting. P. Sanderson stated the fund had approximately \$70,000 and should be the source to accomplish that objective.

MOTION: C. Deorocki moved to approve the requested encumbrance for the Recreation Department lacrosse ball netting in the amount of \$5,200. Second – C. Hussey; all opposed. MOTION FAILED

- Recreation Department: \$8,010 – Repairs to Caswell Field Building

MOTION: C. Deorocki moved to approve the requested encumbrance for repairs to the Caswell Field building in the amount of \$8,010. Second – J. Rolston; all in favor. MOTION CARRIED

- Maintenance of Roads: \$150,000 – Change Order for Great Bay Drive West

MOTION: C. Hussey moved to approve the requested encumbrance for the change order for Great Bay Drive West as prepared by Lyman and Sons in the amount of \$150,000; the balance will be taken from the 2019 budget. Second – J. Rolston; all in favor. MOTION CARRIED

- Conservation Commission: \$1,153.57 – Trail Bridge/Boardwalk (2016 warrant article)

MOTION: P. Sanderson moved to approve the requested encumbrance from the Conservation Commission warrant article for the trail bridge/boardwalk in the amount of \$1,153.57. Second – J. Rolston; all in favor. MOTION CARRIED

## DRAFT: SUBJECT TO CHANGE

- Fire Department Building Committee: \$37,300 – Civil Engineering  
MOTION: P. Sanderson moved to encumber \$37,300 from 2018 Warrant Article #8 for Altus Engineering for the Fire Department building site. Second – C. Hussey; four in favor, one opposed (C. Deorocki). MOTION CARRIED
- Fire Department Building Committee: \$17,000 – Structural Engineering  
MOTION: P. Sanderson moved to encumber \$17,000 from 2018 Warrant Article #8 for JSN Associates to provide for foundation and structural code review services for the Fire Department building site. Second – C. Hussey; four in favor, one opposed (C. Deorocki). MOTION CARRIED
- Planning Board: \$10,000 – Master Plan Assistance  
MOTION: P. Sanderson moved to approve the requested encumbrance for Fougere Planning and Development for the Planning Board Master Plan update in the amount of \$10,000. Second – C. Deorocki; all in favor. MOTION CARRIED
- 300<sup>th</sup> Anniversary Committee: \$1,820 – T-Shirts  
MOTION: C. Hussey moved to approve the requested encumbrance for the 300<sup>th</sup> Anniversary Committee T-Shirts in the amount of \$1,820. Second – J. Rolston; all in favor. MOTION CARRIED
- Conservation Commission: \$3,285 – Trail Entrance Plantings  
MOTION: C. Hussey moved to approve the requested encumbrance for the Conservation Commission for the trail entrance plantings in the amount of \$3,285. Funds will be encumbered from the 2016 non-binding Warrant Article #16. Second – J. Rolston; one in favor (C. Hussey), four opposed. MOTION FAILED

### 6. Update: Town Administrator Recruitment

MRI has been authorized to place the ad for the Town Administrator. Chair Morgan suggested the Board of Selectmen and department heads meet with the finalists. The top three finalists would be interviewed by the Board; the Town Administrator would be selected by the Selectmen. P. Sanderson asked if a member of the community should be part of the review process. C. Hussey responded he would have a problem with too many people being involved; C. Deorocki was in agreement. C. Deorocki questioned the level of participation by department heads. Department heads could submit questions in advance to MRI; MRI would facilitate the interviews. Selectmen and the committee would be observers. K. Anderson added that Alan Gould, MRI, would be happy to meet with the Board and give them options. C. Deorocki wasn't sure he agreed with the department head part; decisions didn't need to be made at this meeting. Chair Morgan stated that the department heads worked closely with the Town Administrator. There was further discussion regarding department heads being involved in the interview process. No decision was made.

### 7. Liaison Reports

The Property Maintenance Supervisor requested permission to carry over his vacation time to 2019. P. Sanderson noted this would be a variation from the Personnel Policy which is normally "use it or lose it". P. Sanderson clarified that P. Hayden was requesting to carry over his vacation time because the Transfer Station might need to close on Saturdays; they are short-handed at the Transfer Station. K. Anderson reported that P. Hayden's current balance is 198.5 hours; employees may carry over 80 hours. He started the year carrying over 167 hours which was authorized by the Board in 2017.

C. Hussey stated that in the private sector, time would be lost. It seemed to be habit forming that P. Hayden was unable to use his vacation time; he needed to use those days. P. Hayden responded that the easiest time to use his days was January through April, which was a new year. C. Hussey stated he didn't want to hear this request next year for over two weeks of vacation.



P. Sanderson supported P. Hayden's request; the alternative would be for him to use his days now and close the Transfer Station. They should work on a plan for him to be able to use his vacation time so this didn't happen again. If the additional laborer is passed at Town Meeting, P. Hayden should be able to use his time before the end of the 2019 calendar year. It was clarified that employees can carry over 80 hours. C. Deorocki was in agreement with C. Hussey that they didn't want to see the request next year. He added that if it continues to be carried over and there's a 3% raise every year, eventually it's being paid at 9% more on the dollar earned three years ago. After continued discussion between C. Deorocki and P. Hayden, P. Sanderson proposed a compromise: P. Hayden would update the Board every 60 days on the utilization of benefits so it could be monitored every year. C. Hussey suggested every 90 days.

MOTION: P. Sanderson moved to authorize the carry over balance of vacation time to 2019. The Property Maintenance Supervisor must report to the Board every 90 days on the utilization of benefits. Second – J. Rolston; all in favor. MOTION CARRIED

#### 8. Other Old Business

- Sealed Minutes: Chair Morgan reminded the Board to review the sealed minutes.
- Recreation Field Parking Area: The Recreation Committee would like to move the fencing at Maloney Field to gain additional parking and create a barrier between the athletes and parking. C. Deorocki noted the area on a plan shown to the Selectmen. P. Sanderson pointed out that the change would happen within the 400' well radius; C. Deorocki stated he was aware of that and engineers have been contacted. There was a discussion between C. Deorocki and Chair Morgan about this item not being on the agenda. Responding to a question from P. Hayden, C. Deorocki stated that parking will not be allowed inside the fence. P. Sanderson stated they will need to discuss it with the City of Portsmouth Water Department. C. Deorocki responded the engineer has taken care of that and he has spoken to Bob Krasko also. P. Sanderson continued that if the Water Department doesn't have any problems or feels it violates the 400' radius then it should be okay.
- Library Trustees Letter: The Board voted at an earlier meeting to have all expansion expenses taken from the Library Capital Reserve Fund first rather than the bond. P. Sanderson questioned if the large amount referred to in the letter was the amount to reimburse the General Fund. The Board asked K. Anderson to clarify the amount in question for the meeting on Monday, January 07, 2019.

#### IV. NEW BUSINESS AND ADMINISTRATIVE

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

There was no report to review.

##### 2. Holiday Luncheon

The annual Holiday Luncheon will be held on Wednesday, December 19, 2018. There was a request to close the Town Offices from noon to 1:00 p.m. The Fire Department, Police Department, Town Hall staff and Board of Selectmen get together for the luncheon.

MOTION: J. Rolston moved to authorize the closing of the Town Office for the Holiday Luncheon from noon to 1:00 p.m. on Wednesday, December 19, 2018. Second – C. Deorocki; all in favor. MOTION CARRIED

3. Next 911 Phase

The next 911 phase had been scheduled for Monday, January 21, 2019 and Monday, February 04, 2019. Martin Luther King, Jr. Day is Monday, January 21, 2019; Kenny-Lynn Dempsey, the Town's 911 representative, cannot work on a holiday. A request has been made to move the meeting to Tuesday, January 22, 2019; the bookkeeper would need to be authorized to submit payroll prior to the meeting.

The 911 phase can be adjusted or it could be done without the representative. This phase will be Maple Drive and Maple Drive Extension. J. Rolston didn't feel it was necessary to have the 911 representative at the meeting. The Board was in agreement not to change the date of the meeting.

4. Abatements

NH Fish & Game, 49 Emery Lane, has requested an abatement in the amount of \$7,080 as the result of the property being transferred to a tax exempt entity which is owned by the State.

The resident at 234 Dearborn Road is receiving an abatement in the amount of \$58 due to incorrect acreage listed on his property.

MOTION: C. Hussey moved to approve the abatement request for NH Fish & Game (Map R22, Lot 3) in the amount of \$7,080. Second – J. Rolston; four in favor, one abstain (P. Sanderson). MOTION CARRIED

Discussion: J. Rolston was not impressed with what Fish & Game has done with their other property in Town and asked about the plans for Emery's property. P. Sanderson stated it was probably going to be made part of the Great Bay National Estuary and Reserve. Ice fishing and water fowling would be encouraged; a Conservation Officer will be living on the grounds on a full-time basis. This will provide safety and security as well more educational opportunities. There are positive plans for the property. It's unknown if buildings will be bulldozed down.

MOTION: P. Sanderson moved to approve the abatement request for 234 Dearborn Road (Map R12, Lot 24) in the amount of \$58. Second – C. Hussey; all in favor. MOTION CARRIED

5. Other New Business

- Employee Award: P. Hayden has been chosen as a recipient of the 2018 Chief Michael Maloney Volunteer of the Year Award for his willingness to go above and beyond the call of duty.
- Building Inspector Email to Town Attorney: The Building Inspector had asked the Town Attorney for guidance on the authority of the Library Trustees. A copy is on file.
- Budget Committee Review: The final review of the Town and School budgets and warrant articles with the Budget Committee will be on Tuesday, January 08, 2019. The public hearing will be on Thursday, January 10, 2019.
- Meeting: Monday, December 24, 2018: Signing of payroll and manifests.
- FEMA Reimbursement: The Town had funds direct deposited into its account for FEMA reimbursement due to the severe storm and flooding on March 13, 2018, in the amount of \$28,015.83. The Town should be receiving additional money for the work on Great Drive West.
- Town iPad: K. Anderson would like to buy the Town's iPad she uses. It was purchased in 2015 for \$749; the current value is \$250. Chair Morgan recommended giving her the iPad based on her years of service; the Board was in agreement. K. Anderson will delete any Town items.



## DRAFT: SUBJECT TO CHANGE

### V. ACCOUNTS PAYABLE – THURSDAY, DECEMBER 13, 2018

#### 1. Payroll Manifest 25

MOTION: P. Sanderson moved to approve Payroll Manifest 25 in the amount of \$78,167.18. Second – J. Rolston; all in favor. MOTION CARRIED

Included: Selectmen's stipends, longevity payments, sell back of vacation time of various Town Staff.

#### 2. General Fund Manifest 28

MOTION: J. Rolston moved to approve General Fund Manifest 28 in the amount of \$1,994,523.73 (School - \$1,850,000). Second – C. Hussey; all in favor. MOTION CARRIED

#### 3. Capital Fund - Library Manifest 04

MOTION: C. Hussey moved to approve Capital Fund - Library Manifest 04 in the amount of \$12,947.72. Second – J. Rolston; all in favor. MOTION CARRIED

#### 4. Fire/Safety Manifest 08

MOTION: P. Sanderson moved to approve Fire/Safety Manifest 08 in the amount of \$123.80. Second – J. Rolston; all in favor. MOTION CARRIED

### VI. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:50 p.m. Second – C. Hussey; all in favor. MOTION CARRIED

### NEXT MEETING

Monday, December 24, 2018 – Noon, Town Hall Conference Room, Signing of Manifests

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: