



BOARD OF SELECTMEN

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MINUTES OF THE BOARD OF SELECTMEN

Monday, June 01, 2015 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, John McDevitt, John Penacho, Jim Rolston
Staff: Karen Anderson – Town Administrator, Ralph Cresta – Fire Chief

Chair Morgan 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. PUBLIC HEARING – RSA 231:133-a (7:00 p.m. – 7:20 p.m.)

1. E-911 Changes: Naming of Roads

Chair Morgan explained the purpose of the public hearing was to name the driveways discussed at the previous Board meeting, and opened the meeting to public comments.

Tom Brackett clarified that the new numbers for 31 to 35 Brackett Point Road would be 71 to 79, and the main road would not be renamed.

MOTION: K. Forrest moved to rename 31 to 35 Brackett Point Road to 71 to 79 Rue de Aquitaine, effective September 01, 2015. Second – J. Rolston; all in favor. MOTION CARRIED

Residents of 3 to 7 Country Club Lane suggested Granite Post Lane.

MOTION: J. Rolston moved to rename 3 to 7 Country Club Lane to Granite Post Lane, effective September 01, 2015. Second – K. Forrest; all in favor. MOTION CARRIED

The Town Administrator did not receive any suggestions for 1660 Greenland Road. Chief Cresta stated that because it's commercial, adding letters to the existing address was suggested (example: 22 would become 22 A and D). Dave Emery, after giving the Board a brief history of that area, suggested Cold Spring Drive.

T. Brackett suggested "McClintock" as a possible name in the future, and gave the Board a brief background of Samuel McClintock.

MOTION: K. Forrest moved to rename 1660 Greenland Road to Cold Spring Drive, effective September 01, 2015. Second – J. McDevitt; all in favor. MOTION CARRIED

D. Emery requested Emery Lane, giving the Board a brief history of the genealogy.

MOTION: J. Penacho moved to rename 157/161 Newington Lane to Emery Lane, effective September 01, 2015. Second – J. Rolston; all in favor. MOTION CARRIED

There being no further comments, Chair Morgan closed the public hearing.

II. ADMINISTRATIVE AND OTHER ITEMS (7:20 p.m. – 7:30 p.m.)

1. Defibrillator Purchase – Chief Cresta, Fire Department

Chief Cresta told the Board that the current defibrillator is eight to nine years old, and has not been working properly for the last several months. He would like to replace the LifePack defibrillator with a Zoll Model X; Zoll is also providing an additional model. Chief Cresta requested that half the funding be taken from the current warrant article for the new fire engine, with the remainder being taken in March 2016 from the Ambulance Fund. The approximate cost is \$28,976; Zoll will bill in two installments. The original warrant article stated equipment could be purchased for the ambulance or fire truck with those funds. One defibrillator will be on the new engine and another on the ambulance.

The Town Administrator clarified that half the funding (\$14,488) will be taken from the current warrant article for the new fire engine; the balance will be paid in the spring of 2016 through a new warrant article for the Ambulance Fund.

MOTION: J. Penacho moved to approve the purchase of two Zoll defibrillators in the amount of \$28,976; half to be paid from the Engine Appropriation of the Fire Truck Special Revenue Fund in 2015 and the remaining balance to be paid in 2016 from the Ambulance Special Revenue Fund contingent upon authorization at Town Meeting in March. Second – J. Rolston

DISCUSSION: J. McDevitt requested to add to the motion that if the Town doesn't vote to appropriate the remaining balance, one of the defibrillators will have to be returned. The Town Administrator noted that "contingent" was part of the motion. The Board told Chief Cresta that one of the defibrillators would have to be returned if the Town didn't approve the expenditure.

III. JOINT WORK SESSION: PLANNING BOARD (7:30 p.m.)

The Planning Board joined the meeting.

1. RPC Representative

Chair Morgan told the Board of Selectmen and Planning Board that a representative to the Rockingham Planning Commission needed to be appointed in order for the Town to maintain full representation and participation on its Board. Steve Gerrato's appointment expired April 2014.

MOTION: C. Hussey, Planning Board, moved to nominate S. Gerrato as the Town's representative to the Rockingham Planning Commission. Second – J. Connelly; all in favor. MOTION CARRIED

MOTION: J. McDevitt, Board of Selectmen, moved to approve the appointment of S. Gerrato as the Town's representative to the Rockingham Planning Commission. Second – K. Forrest; all in favor. MOTION CARRIED

2. TIF Districts

Chair Morgan deferred to J. McDevitt for this item, who in turn deferred to Mark Fougere, Town Planner. M. Fougere explained that under RSA 162-K communities are allowed to establish TIF Districts following some basic general parameters.

- The district cannot exceed 8% of the community's assessed value;
 - o 2014 – Greenland's assessed value: \$671,075,232 x 8% = \$53,868,018 maximum land value
- The district cannot exceed 5% of the community's land area;
 - o Greenland: 10.5 sq. miles or 6720 acres x 5% = 336 acres maximum area
- Money collected in the district must be spent in the district;
- You are not required to use 100% of the funds;
- A percentage can be turned over as tax revenue and distributed to town/school/county.

The percentage of TIF revenue for specific purposes must be established when the TIF is written. M. Fougere explained how the district would be created. He added that undervalued land would increase in value and generate the most revenue for the district. Acreage would have to be contiguous.

Asked by Chair Morgan for the Planning Board's thoughts on TIF Districts, Chair Gerome responded that it has been discussed. He added it was difficult to envision the development at a level that would generate the revenue. K. Forrest asked for the cons of a TIF District. The Town Administrator responded that a sewer bond may not get passed by the voters for a number of years. She added that the sewer study was done in the commercial district, which has little to no voters. The impetus for the commercial district is to encourage development, and Town residents may not want additional development. Any sewer in Town is privately owned.

There was further discussion regarding the feasibility of a TIF District. The consensus of both Boards was that the Town Administrator and Planner move forward with research to establish a TIF District, narrowing down the area that meets the economical requirements.

3. CIP Process

C. Hussey, Planning Board, will chair the CIP Committee. All Town departments and committees, including the School Department and School Board representative, will participate in the CIP process. Notices will go out in August; the first meeting will be in September.

The Planning Board left the joint meeting and continued their work session in the Fire Department.

4. Growth Management

To be discussed by the Planning Board.

5. Subdivision of Land on Private Way – Bramber Valley Road

To be discussed by the Planning Board.

IV. ADMINISTRATIVE AND OTHER ITEMS

1. School Emergency Notification Grant

The Town Administrator reminded the Board they had authorized Chief Laurent to apply for a grant for a school emergency notification system at the last meeting. Greenland is the applicant, and the grant will cover schools in Greenland, Newington and Rye. The grant has been approved and must be accepted by the Board.

MOTION: *J. Penacho moved that the Town of Greenland Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented, in the amount of \$6,480 for the purchase of a school emergency notification system. Furthermore, the Board acknowledges that the total cost of this project will be \$12,960, in which the Town will be responsible for a 50% match (\$6,480). Further, the Town Administrator is authorized to sign the documents. Second – K. Forrest; all in favor. MOTION CARRIED*

2. Current Use Release

The Town Administrator explained this is the first lot to be released on Sophia Way (formerly 239 Bayside Road). Four additional lots will be released; there are still ten contiguous acres remaining in current use.

MOTION: *J. Penacho moved to approve the Current Use Release for 8 Sophia Way in the amount of \$13,500. Second – J. Rolston; four in favor, one abstain (J. McDevitt). MOTION CARRIED*

3. Final Review of Performance Plans

J. McDevitt told members that there is additional work to be done on his performance plan. K. Forrest asked that the standards be ready for the next meeting on Monday, June 15.

4. Approval of Minutes: Monday, May 18, 2015

MOTION: *K. Forrest moved to approve the minutes of Monday, May 18, 2015. Second – J. Rolston; four in favor, one abstain (J. Penacho). MOTION CARRIED*

5. Other Business

- Paving Bids: An analysis of expenses was done by the Town Administrator. The engineer has recommended that the bid be awarded to Busby Construction; four bids were received. The Town Administrator reviewed bid amounts. Appropriated through the warrant article, \$75,000 is available for Hillside/Meadow. Underwood Engineering's contract was \$13,900; monitoring during construction is \$4,000; Busby Construction's contract is \$29,695. The total project cost is \$47,595. The Town Administrator reminded the Board that because this is a warrant article, the money cannot be used for any other location.

Appropriated through the bond for Dearborn/Caswell is \$800,000 plus \$202,148 from the Land Vicinity Capital Reserve Fund; total available funds is \$1,002,148. The Town Administrator outlined all expenses to date, including Underwood Engineering's contract of \$55,400 (inclusive); Busby's contract is \$700,365; add-on pedestrian walkway is \$14,405; total cost of the project is \$865,292 (not all expenses listed). Busby Construction does meet all the requirements.

The add-on pedestrian walkway was discussed. The proposal is to do the pathway inside the stone wall in order to get pedestrians, bikes, etc. off the road at that curve. The pathway will be paved, but not considered a sidewalk and seasonal only (no winter maintenance). Easements have been received. The project should start by the end of June, early July, with substantial completion by September 01, 2015.

MOTION: K. Forrest moved to award Busby Construction the contract for the Dearborn Road, Caswell Drive project, to include the add-on pedestrian pathway, in the amount of \$744,465. Second – J. Rolston; all in favor. **MOTION CARRIED**

- Police Station: Chair Morgan told the Board that the ADA has stated even though there will not be public access to the second floor of the Police Station, a lift will be required to make it ADA compliant. The Town Administrator further explained that because the building is open to the public, the second floor must be open to the public and, therefore, ADA compliant. Chair Morgan added that the project is near completion, but cannot be accessed without the lift. The cost of the lift has decreased to approximately \$25,000. Chief Laurent has suggested using from funds from the Police Special Detail Revenue warrant article; Chair Morgan recommended the Town Attorney review. As an alternative, the Town Administrator stated that Chief Laurent has not deducted fuel and tire expenses from the Special Detail Revenue Fund for the last two years; funds could be taken from that account for those costs, making budgeted funds available to pay for the lift. The Board was in agreement. Chief Laurent would need to send an email to transfer \$25,000 from the Special Revenue fund to the General Fund.
- 4 Brown Avenue: This property has been in disrepair for a period of time. The Building Inspector has recently been to the property, and improvements are being made. There was a concern about the pool being fenced. The Town Administrator will notify the abutter regarding the improvements.
- Fire Hydrant Rental Fee: The Town Administrator received a letter that there would be a \$25 per year increase until the rental fee reached \$625 per hydrant; the cost to the Town would be \$40,000 per year in hydrant rentals. The Fire Chief has had the hydrants surveyed; locations and conditions have been sent to the Town Administrator. She will contact the City of Portsmouth about the hydrants in need of repair.
- Purchasing Policy: The Board received a draft copy of the Purchasing Policy. The current policy was written in 2006 and the amounts for various levels are low. The Town Administrator recommended that the Board amend the Purchasing Policy to reflect today's prices. She also suggested raising the limit for written bids to \$3,000 rather than \$1,000, and competitive bidding to \$10,000.

MOTION: J. Rolston moved to authorize the Town Administrator to prepare for a public hearing on the amended Purchasing Policy with revised monetary limits. Second – J. Penacho

DISCUSSION: J. McDevitt asked about documentation when obtaining phone bids; the Town Administrator explained it's normally attached to the back of the invoice, adding that purchase orders are not used. K. Forrest suggested removing "verbal" from the \$3,000 bids, requiring only written.

MOTION: J. Rolston moved to authorize the Town Administrator to prepare for a public hearing on the amended Purchasing Policy with revised monetary limits. Second – J. Penacho; all in favor. **MOTION CARRIED**

- Remembrance Park: The Town Administrator has validated five additional names through DD-214's or other documentation (Mark A. Fitzgerald, Rance G. Collins, Adam C. Hamlin, James E. Hayden,

Roger A. Chisholm). Others names were submitted, but the documentation does not warrant inclusion on the memorial. Engraving of names on the stones will be done upon Board approval.

MOTION: *J. Penacho moved to approve the names as presented by the Town Administrator to be added to the Remembrance Park Memorial. Second – K. Forrest; all in favor. MOTION CARRIED*

- Correspondence – Troy Thibodeau: A letter was received from Troy Thibodeau regarding the possible misuse of authority by the Greenland Planning Board. J. McDevitt suggested that Chair Morgan speak to the Stu Gerome, Planning Board Chairman, for the results of the recent site walk at Van Etten Drive. He stated that the suggestion of impropriety was false. J. McDevitt added that he wasn't sure what T. Thibodeau was asking the Selectmen to do; they had no oversight of the Planning Board, ZBA or other board. T. Thibodeau should take his concerns to the Planning Board. The Town Administrator requested that any letters addressed to the Selectmen, or written by the Selectmen, be forwarded to her for the file and distribution to other members. The Board was in agreement that perception could be an issue.
- Correspondence – ADA Denial: After a very brief discussion, it was decided that Chair Morgan would contact the ADA for a copy of the minutes requiring the lift at the Police Department.
- Library Trustees Work Session: J. Rolston reported that he attended the Library Trustees work session; they are actively pursuing expanding the Library. They had a meeting planned with the Building Inspector to explore options at their current site.

V. ACCOUNTS PAYABLE – THURSDAY, JUNE 04, 2015

1. Payroll Manifest 11

MOTION: *J. McDevitt moved to approve Payroll Manifest 11 in the amount of \$46,842.05. Second – K. Forrest; all in favor. MOTION CARRIED*

2. General Fund Manifest 11

MOTION: *J. Penacho moved to approve General Fund Manifest 11 in the amount of \$2,392,494.42 (School - \$2,332,117). Second – K. Forrest; all in favor. MOTION CARRIED*

3. Medical Deductible Expendable Trust Manifest 11

MOTION: *J. Penacho moved to approve Medical Deductible Expendable Trust Manifest 11 in the amount of \$4,390.06. Second – J. Rolston; all in favor. MOTION CARRIED*

VI. ADJOURNMENT

MOTION: *J. Penacho moved to adjourn at 10:25 p.m. Second – J. Rolston; all in favor. MOTION CARRIED*

NEXT MEETING

Monday, June 15, 2015 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, June 15, 2015