



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

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

Members Present: Chair Vaughan Morgan, Kevin Forrest, John McDevitt, John Penacho, Jim Rolston

Staff: Karen Anderson – Town Administrator

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

1. Purchasing Policy

Chair Morgan opened the public hearing on the purchasing policy. The Town Administrator explained amendments were made based on recommendations from the auditors; references to purchase orders were deleted and levels required when going out for competitive bids were increased. K. Forrest amended the policy: receive written bids for purchases between \$1,000 and \$3,000, and to remove “verbal”. Department Heads did receive a draft copy of the proposed policy.

MOTION: J. Penacho moved to approve the Purchasing Policy as amended. Second – J. McDevitt; all in favor. **MOTION CARRIED**

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

II. APPOINTMENTS

1. Library Trustees: Request for Funds

A Library Trustee was not able to be present at the meeting, but a letter was given to the Town Administrator. Repair work needs to be done to several slate tiles on the Library roof. The estimated cost is \$1,560; funds are available in the Library’s emergency repair account. The Library Trustees and Board of Selectmen are the agents to expend from that fund.

Several Board members commented that the Purchasing Policy just approved needed to be followed. The Town Administrator told Board members that the Purchasing Policy would be waived in the case of an emergency; however, three quotes have been requested.

MOTION: K. Forrest moved to approve the expenditure of \$1,560 from the Library Emergency Repair Fund for the purpose of repairing the slate roof. Second – J. Rolston; all in favor. **MOTION CARRIED**

2. Conservation Commission – Chip Hussey, Chairman: Trails

C. Hussey updated the Board on the plans for the Greenland Greenway Trail System, telling them that there were some omissions in the financing portion of the report they received. Through the Appalachian Mountain Club, a non-ADA accessible trail will cost \$28,000; ADA accessible will cost \$64,000. Not included in the report: the developer of Van Etten Drive offered to put the trails in at no cost. C. Hussey contacted AMC about working with the developer; the cost would be \$615 for AMC to assist the developer for one day. He continued that in February 2015 there was discussion about three years of spraying herbicide on the trail area for \$5,000 (approximately \$1,600 per year). In addition, bog bridges will have to be built. The cost will be approximately \$100 per 8' section; five sections may be needed. C. Hussey would like to move forward on the trail system and apply for grants as they become available.

The cost of AMC working with the developer would be covered through the warrant article; the donation of time and labor from the developer should be more than enough to match the cost from AMC. Asked by Chair Morgan what the real cost to the taxpayer would be for maintenance, C. Hussey responded they were hoping volunteers would help with a spring clean-up and that \$2,000 a year should be adequate.

J. McDevitt requested a map of the proposed hunter safety zone. C. Hussey explained that it would be similar to a "no trespassing" zone, adding that Fish and Game stated it's easier to enforce a hunter safety zone than no trespassing. Fish and Game will also help post the area. Unable to get an easement on Meghan Way, there will not be a trail in that area. All trail entrances in the residential area will be unmarked.

Laura Byergo asked the Board for input regarding ADA accessible vs. non-ADA accessible. Accessibility increases the difficulty of building the trail. A portion of the trail is in a lower, wetter section; the Conservation Commission has not looked into permitting issues. J. McDevitt suggested that they should talk to the Town Planner. C. Hussey told the Board they would like to start the trails in July.

J. McDevitt requested something in writing about the donation from the developer. He would also like to see the Conservation Commission actively pursue funding for the trails. C. Hussey felt that more funding may be available once the trails were started.

MOTION: *J. Penacho moved to hold a public hearing on Monday, June 29, 2015, for the donation of labor for the development of the Greenland Greenway Trail System. Second – J. Rolston; all in favor. MOTION CARRIED*

MOTION: *J. Penacho moved to authorize the expenditure of \$615 for trail consultant work by AMC from Warrant Article 11 (adopted March 2012) for conservation grant matching. Second – J. Rolston; all in favor. MOTION CARRIED*

Future funding requests from that warrant article will include material for bog bridges and herbicides for invasive species control.

III. ADMINISTRATIVE AND OTHER ITEMS

1. Sale of Alcohol: Target

Target has requested permission to sell alcoholic beverages through the State Liquor Commission; it must be authorized by the Board of Selectmen. The Police Chief doesn't have any objections.

MOTION: *K. Forrest moved to approve the request for the sale of alcoholic beverages by Target. Second – J. Penacho; all in favor. MOTION CARRIED*

2. Use of PA 28 – 2015

PA 28 is the annual Inventory of Taxable Property form from the Department of Revenue Administration. The Town Administrator recommended it not be used in 2016 but rather in 2017.

MOTION: *J. Penacho moved that the Town not use the PA 28 form in 2016. Second – J. McDevitt; all in favor. MOTION CARRIED*

3. County Budget Forum

The Town Administrator received a letter from the Rockingham County Commissioners that on July 16, 2015, there will be a forum for Rockingham County officials to discuss dispatch services, central bidding procedures, and County services offered and recommended. They have requested a representative attend that meeting. The Town Administrative felt it was important to attend; last year there was discussion about County dispatch services and pro-rating what towns and cities are charged. Greenland depends on Rockingham County for dispatch; towns and cities utilizing services should share the expenses.

MOTION: *J. Penacho moved to appoint the Town Administrator and J. Rolston as the representatives to the RCC meeting on July 16, 2015. Second – J. McDevitt; all in favor. MOTION CARRIED*

4. Road Name: 1660 Greenland Road (Cold Spring Drive)

The Town Administrator explained that Chief Laurent didn't feel Cold Spring Drive would be appropriate; Cold Spring Farm is the name of Jeff Apsey's commercial building on Portsmouth Avenue.

MOTION: *K. Forrest moved to rescind the recommended name of Cold Spring Drive based on the information provided by Chief Laurent. Second – J. McDevitt; all in favor. MOTION CARRIED*

Renaming 1660 Greenland Road will be moved to the next phase of 911 changes.

5. Building Permit on Class VI Road: 96 Tide Mill Road

The parcel is a lot of record on a public Class VI road. The owners have requested a building permit; the Building Inspector is not authorized to issue a building permit on a Class VI road without permission from the Board of Selectmen. After review by the Building Inspector, the parcel meets the requirements for a standard building lot and he recommends approval for a permit.

MOTION: *J. Rolston moved to approve the issuance of a building permit for 96 Tide Mill Road contingent upon a release being signed. Second – J. McDevitt; all in favor. MOTION CARRIED*

6. Liaison Reports

Recreation Committee: K. Forrest told the Board that they met last week and will be holding an additional meeting on Wednesday, June 24, 2015, to make sure all members are accurately documented and sworn in. As a result of the audit, there will be some policy development and improvement on various items and authorizing alternates to assist. In addition, there will be more transparency with the minutes which will include posting to the Town website. The Rec Committee also discussed authorizing \$1,500 for repairs at Caswell Field. The Town Administrator added that the fence work was completed last week. There was some discussion about the Treasurer handling Rec funds; the Town Administrator assured the Board that the Treasurer understood the internal control policy. She continued that checks would be entered in Excel and the Bookkeeper would verify the amount before it was deposited; it was time consuming to copy each check and Rec members weren't coming in weekly. The auditors were concerned with checks being picked up in the Town Hall, taken to the Chairman's home for the deposit to be written, and then returned to the Town Hall.

Library: There was nothing to report.

Fire Department: There was nothing to report.

Police Department: The second floor is progressing very well.

7. Performance Review Forms

J. McDevitt reviewed his performance evaluation form for the Building Inspector so it pertains more to that position. Forms will be sent electronically to the Town Administrator to be compiled.

8. Approval of Minutes: Monday, June 01, 2015

MOTION: K. Forrest moved to approve the minutes of Monday, June 01, 2015 as amended. Second – J. Rolston; all in favor. ***MOTION CARRIED***

9. Other Business

Richard Weeks, Bayside Road: Concerns included the pot holes on Bayside Road as well as the broken delineator posts and the "curve" sign that is leaning. He also questioned the traffic pattern at the Transfer Station being changed. Chair Morgan responded the change was made for safety reasons. J. McDevitt stated that the Board of Selectmen will be identifying the most critical roads in Town.

Ken Fernald, former Emergency Management Director: Thanked the Board and told them he would be leaving for Florida on the morning of Saturday, June 27. On Tuesday, June 23 at 9:00 a.m. coffee and donuts will be available, compliments of K. Fernald, for members of the Emergency Management team; Selectmen were also invited.

Public Hearing: A public hearing will be held at the meeting on Monday, June 29 for a donation to the Police Department in the amount of \$500 from the Granite Group. To authorize the expenditure towards the completion of the second floor, the Board must hold a public hearing to accept the donation.

Greenside Up: June 30 is the deadline for the owner to come into compliance with the current use release. The Town Administrator stated that she may recommend at the next meeting to sign a current

use release and assess the property. The land is in current use; the work being done on that parcel is not allowed, reducing it below the 10 acres required. The Town Administrator is dealing with the issue rather than the Building Inspector because it involves assessing. The property is in current use and the activity on the property triggered the current use release.

IV. ACCOUNTS PAYABLE – THURSDAY, JUNE 18, 2015

1. Payroll Manifest 12

MOTION: J. Rolston moved to approve Payroll Manifest 12 in the amount of \$46,857.72. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 12

MOTION: J. Penacho moved to approve General Fund Manifest 12 in the amount of \$101,699.91. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 12

MOTION: K. Forrest moved to approve Medical Deductible Expendable Trust Manifest 12 in the amount of \$1,086.56. Second – J. Penacho; all in favor. MOTION CARRIED

V. NON-PUBLIC, RSA 91-A:3, II (a) and (e)

1. Litigation and Personnel

MOTION: J. Rolston moved to enter into non-public session at 8:20 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

MOTION: J. Penacho moved to seal the minutes of the non-public session. Second – J. McDevitt; all in favor. MOTION CARRIED

MOTION: K. Forrest moved to return to public session at 8:45 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

VI. ADJOURNMENT

MOTION: J. Penacho moved to adjourn at 8:47 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

NEXT MEETING

Monday, June 29, 2015 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, June 29, 2015