



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, July 13, 2015 – 7:00 p.m. – Town Hall Conference Room

Members Present: Kevin Forrest, John McDevitt, John Penacho, Jim Rolston

Members Absent: Vaughan Morgan

Staff: Karen Anderson – Town Administrator

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

I. APPOINTMENTS

1. Laura Byergo: Winnicut River Watershed Management Plan Grant Pre-Proposal

Laura Byergo explained that the grant was a group effort and in the very early stages. The pre-proposal was for a 319 Grant from DES to help develop a management plan for the entire Winnicut River watershed. The towns of Stratham and North Hampton, Great Bay Trout Unlimited, and Rockingham Conservation District as well as several other organizations have given their support.

L. Byergo further explained that there is no match commitment at this time. If DES approves the pre-proposal, a full proposal will be submitted in late August. If the grant is approved, they will have a better idea of how much funding will be available for the management plan design. L. Byergo will return to the Board if the grant is approved for their support of matching funds. They are planning to request a grant of approximately \$50,000 to \$75,000. If they receive the grant, the match is generally 40% which can come from a number of different sources. There is currently a commitment from the Town to work with water quality monitoring and that can be a significant portion of the match; the Town Administrator added that \$1,200 was paid annually for water testing.

L. Byergo continued that there are two stages to the grant: designing a management plan and applying for a second grant to implement the plan. The plan will analyze all the data that has been collected from the Winnicut River plus additional data collection, public outreach, identifying hotspots in the river and providing recommendations for cleaning up the river.

Funding will be used to hire a professional contractor to develop a watershed management plan. L. Byergo explained the place holder language for the “permeable reactive barrier near Town Hall” to the Board. If a project is done at Rolston Park, the erosion control will be designed with the help of a watershed expert.

MOTION: J. McDevitt moved to sign the letter of support for the Winnicut River Watershed Management Plan Grant Pre-Proposal. Second – J. Penacho; all in favor. **MOTION CARRIED**

2. Chip Hussey, Conservation Commission Chairman: Trails

Chip Hussey requested authorization to sign the Wetlands Trail Notification form for DES. There will be a wetland crossing involved with the trails; the wetlands will not be impacted due to bog bridges being built over them. There is not a line item in the Conservation Commission budget for permits; C. Hussey requested the Selectmen authorize the transfer of \$25, which is the permit fee. The Board responded that the Town will pay the fee.

C. Hussey requested that the Property Maintenance Supervisor drop off woodchips to be used on areas of the trail to level paths and help with drainage issues. The Town Administrator explained to the Board that when the wood is ground twice a year, there are plenty of chips in the back pit.

C. Hussey told the Board that the Appalachian Mountain Club is unable to accommodate the time frame of the contractor. The Conservation Commission is looking at two different sources for their assistance and expertise in keeping down future erosion. Construction will start Wednesday, July 15, 2015 (weather permitting) and be completed by Tuesday, July 21, 2015, with the exception of the bog bridges.

MOTION: *J. Penacho moved to reallocate the expenditure for a trail consultant to a third party to be determined, not to exceed \$615. Second – J. Rolston; all in favor. MOTION CARRIED*

MOTION: *J. McDevitt moved to authorize the Chairman of the Conservation Commission to sign the wetlands notification and forward it to DES. In addition, the Property Maintenance Supervisor is authorized to provide the Conservation Commission with woodchips for the trails. Second – J. Penacho; all in favor. MOTION CARRIED*

II. ADMINISTRATIVE AND OTHER ITEMS

1. Remembrance Park Update

Vice Chair Forrest thanked the Town Administrator, J. Rolston and Wally Berg for a job well done adding names to the memorial. Three additional names will be added: Roger A. Chisholm, Michael J. Mahoney and Richard A. LaRose.

MOTION: *J. Penacho moved to add Roger A. Chisholm, Michael J. Mahoney and Richard A. LaRose to the memorial. Second – J. Rolston; all in favor. MOTION CARRIED*

There are now 25 names to be inscribed on the monument. Vice Chair Forrest clarified the heading on the stone will not be related to a particular era or war. Veterans have recommended that the heading “In Honor of Those Who Served” be the inscription on the monument.

MOTION: *J. Rolston moved that “In Honor of Those Who Served” be inscribed on the monument. Second – J. Penacho; all in favor. MOTION CARRIED*

Also discussed were maintenance recommendations from W. Berg. The area of Remembrance Park needed to be identified and protected; large corner boulders will be used to define the perimeter. The water supply should be protected from damage. Parking concerns were also mentioned. Vice Chair Forrest stated that W. Berg did an exceptional job building the park. There should be a transition of operations of the park to the Board of Selectmen so ongoing items can be taken under advisement.

A proof from the monument company will be reviewed by the Town Administrator and Board of Selectmen before engraving is done. Vice Chair Forrest suggested adding new names once a year, depending on the number to be done; the cost is approximately \$125 per name. Names can be engraved on site and needs to be done before the weather turns cold.

The Board of Selectmen has taken ownership of the cannons. J. Rolston mentioned that the paint is peeling. The Town Administrator responded that W. Berg is working with the Seacoast Shipyard, who originally painted them. The Shipyard is going to recast the brass dedication plaque to match the template for the temporary wooden one that is in place.

Also discussed was reaching out to the community to assist with ongoing donations of maintenance/landscaping (local flower nursery's, etc.). There may be an opportunity to provide some type of temporary recognition for those willing to maintain the park. The Town Administrator explained that there is a small budget, and the Vet's do the plantings and other types of landscaping. The Board felt other companies may be interested in donating their services. Any signage would not be permanent, but could be in place for 30 days.

2. Caswell Drive Update

The Town Administrator updated the Board on the Caswell Drive repaving, which began Monday, July 06 with a kick-off meeting. The meeting started at the Tennis Courts with four or five residents in attendance; other property owners were spoken to as the engineers, contractors and Town Administrator walked the development. While walking the loop, they were able to see how the drainage works and talk to residents about their concerns. Swale and drainage work is being done before paving.

At 10 Caswell Drive there is a drainage pipe that runs from a catch basin, back. It's not located within a drainage easement; a 20' drainage easement is located approximately 5' away. The pipe was put in when Mr. Caswell was developing the property, and there is no easement and is not a Town pipe. The Town added a catch basin that ties into that pipe when the drainage wasn't working. It leads down to a pond in the yard at 10 Caswell; when that overflows, it goes into the Winnicut River. The property owner stated that the pipe is broken in different places. The engineers would like to put a camera through the pipe to actually see what is happening (cost: \$975). Putting the camera through will allow the engineers to see if there are breaks and if they can be repaired. The property owner has asked the pipe be replaced. Replacing the pipe would be major: it runs through gardens, yards and a pond. Underwood Engineers will handle the camera through the pipe and receive the report; they will then make a recommendation to the Board.

The Town Administrator also updated the Board on the tree at 10 Caswell Drive that the homeowner would like removed. The tree is split; it's alive at the top but dead in the middle. The tree is located in the Town right-of-way and could be dangerous if it came down. Piscataqua Landscaping will be removing the tree for \$675.

J. McDevitt stated he would like to revisit the Sandown paving plan, using that concept to identify critical roads in Town. The Town Administrator has been recreating that template. She suggested an engineer review the information she puts together and make any appropriate changes.

3. Veteran's Credit

This has been continued to the next meeting.

4. Approval of Minutes: Monday, June 29, 2015

MOTION: J. Penacho moved to approve the minutes of Monday, June 29, 2015. Second – J. McDevitt; all in favor. MOTION CARRIED

5. Other Business

- Community Service Project: As part of a community service project, volunteers from Spectra Energy, owner of the Mass Maritime gas line that runs through the Town, will repaint the band stand and picnic tables as well as do minor landscaping and assemble the bleachers.
- Rec Committee Appointments: Steven Sargent and Brian Pafford have requested to be re-appointed to the Rec Committee.

MOTION: J. McDevitt moved to re-appoint Steven Sargent and Brian Pafford to the Recreation Committee for a three year term. Second – J. Penacho; all in favor. MOTION CARRIED

- Eagle Scout Project: J. Rolston told the Board there has been a request from an Eagle Scout to do a project down by the river. The Town Administrator responded that she had met with the Eagle Scout.
- Site Walk Complaint: J. McDevitt updated the Board on the meeting he, the Planning Board Chairman and Town Planner had with the Town Attorney regarding the site walk complaint from developer Troy Thibodeau.
- Treasurer: The Provident Bank has requested a statement from the Selectmen clearly stating that J. Rolston is no longer the Town Treasurer.

MOTION: J. McDevitt moved to officially remove J. Rolston as Town Treasurer. Second – J. Penacho; all in favor. MOTION CARRIED

- Property Maintenance Supervisor: J. McDevitt questioned why the Property Maintenance Supervisor was not taking breaks, including a lunch break, when working a 12-hour day. When asked if he was working a four day work week, the Town Administrator responded that he is generally off on Friday. She added that he likes to start early in the summer before the heat of the day; the Board was concerned with compliance. Vice Chair Forrest asked if it was a compressed schedule year round; the Town Administrator responded it transitioned back to a five day work week during the winter. The Town Administrator reviewed the Property Maintenance Supervisor's summer schedule with the Board, will speak to him regarding the need for a lunch break.

III. ACCOUNTS PAYABLE – THURSDAY, JULY 16, 2015

1. Payroll Manifest 14

MOTION: J. Penacho moved to approve Payroll Manifest 14 in the amount of \$46,740.79. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 14

MOTION: J. McDevitt moved to approve General Fund Manifest 14 in the amount of \$281,461.13 (School - \$210,000). Second – J. Penacho; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 14

MOTION: J. Rolston moved to approve Medical Deductible Expendable Trust Manifest 14 in the amount of \$3,343.08. Second – J. McDevitt; all in favor. MOTION CARRIED

4. Police Special Revenue Fund Manifest 07

MOTION: J. Rolston moved to approve Police Special Revenue Fund Manifest 07 in the amount of \$26,000. Second – J. McDevitt; all in favor. MOTION CARRIED

These costs are associated with Special Details to reimburse the General Fund.

5. Fire and Safety Revolving Fund Manifest 01

MOTION: J. Penacho moved to approve Fire and Safety Revolving Fund Manifest 01 in the amount of \$48.45. Second – J. Rolston; all in favor. MOTION CARRIED

IV. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 7:55 p.m. Second – J. Penacho; all in favor. MOTION CARRIED

NEXT MEETING

Monday, July 27, 2015 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, July 27, 2015