

DRAFT: SUBJECT TO CHANGE



BOARD OF SELECTMEN

Town of Greenland • Greenland, NH 03840

11 Town Square • PO Box 100
Phone: 603.431.7111 • Fax: 603.430.3761
Website: greenland-nh.com

MINUTES OF THE BOARD OF SELECTMEN

Monday, November 28, 2016 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, John McDevitt, Jim Rolston, Paul Sanderson

Members Absent:

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. APPOINTMENT

1. Library Trustees – Warrant Article

Marcia McLaughlin, Library Trustees Chair, addressed the Board. At the suggestion of P. Sanderson, the Trustees voted to request a warrant article in the amount of \$50,000 to be added to the Library Capital Reserve Fund. M. McLaughlin read the proposed warrant article into the record (copy on file).

P. Sanderson was in favor of the warrant article, but stated that the amount was premature because the Budget Committee process hasn't started. He suggested that the amount be established as the budget process moved forward. Responding to K. Forrest's question, the Trustees felt \$50,000 was a reasonable amount to request. They wanted the dollar amount to do some good for the Library and the warrant article would raise public awareness. The Town Administrator added that money has been added over the years; the current balance is approximately \$500,000.

The Board was in agreement to sponsor a warrant article, with the amount to be determined. The Trustees will present their warrant article to the Budget Committee. The Selectmen encouraged the Trustees to attend the budget meetings.

II. APPROVAL OF MINUTES

1. Monday, November 14, 2016

MOTION: J. McDevitt moved to approve the minutes of Monday, November 14, 2016. Second – J. Rolston; all in favor. MOTION CARRIED

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III. OLD BUSINESS

1. Coakley Update

Chair Morgan stated he would like to keep this topic on the agenda because it's very important to the residents. The Town Administrator stated there weren't any updates through the Coakley Group, EPA or DES; however, there was a great deal of press. She thanked K. Forrest for speaking with WMUR. Mary Ann Sewall also sent a note (copy on file) thanking the Board for writing to the Coakley Group and taking a pro-active stance on public water on Breakfast Hill Road. Chair Morgan has also received several positive comments on the Board's efforts. The Town Administrator has not received a response from the Coakley Group regarding the Board's letter.

J. McDevitt updated the Selectmen that the Planning Board approved the water line to the new subdivision on Breakfast Hill Road at their meeting on Thursday, November 17, 2016. At that meeting, he spoke about the Selectmen's concerns regarding the future expansion of public water on Breakfast Hill Road as well as the 50 acre parcel owned by the Town. The developer's engineer will discuss those concerns with the City of Portsmouth. The stubs at both ends of the road for the development will be sized appropriately for future access. For the Town-owned parcel, a stub can be added by the water tower.

J. Rolston has spoken with Ron Demo, former resident and whose son passed away due to brain cancer. R. Demo's concern was about the water pressure coming up from where it's proposed. J. McDevitt responded that the Planning Board's Engineer has reviewed it and felt it was fine, and added that was an issue to be discussed by the Board of Selectmen.

2. Snow Removal and Operating Procedures

The Town Administrator updated the Board on the meeting with the Road Agent, Police Chief and herself regarding snow removal and operating procedures; the Fire Chief was out of Town. The consensus was that the current policy works; however, a few minor additions were made. Currently, the contractor follows the State's lead; if needed earlier, he is contacted by the Police Department. The committee was in agreement to continue with that process, adding that the Road Agent will also now be able to call the contractor in earlier or stop snow removal. A copy of the operating procedures is on file.

Pushing snow onto private property will be discussed with the contractor at the next meeting. J. Rolston asked if the Fire Department personnel on duty were shoveling out the hydrants; the Town Administrator responded that the Fire Department didn't do that last year. Clearing hydrants was done by the contractor; money could be saved if it was done by the Fire Department.

P. Sanderson wrote the current Snow and Ice Policy. Specific roads are not listed, the policy states Town roads. P. Sanderson suggested reviewing the Town roads to be plowed when meeting with the contractor at the next meeting. Each year, the Town Administrator posts the roads in the garage for the contractor; that will now be the responsibility of the Road Agent. J. McDevitt mentioned the road at Bramber Valley; the developer will maintain the roads within the development as well as from the Vernita Connection to Portsmouth Avenue.

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3. Other Old Business

- Bids closed at noon on Wednesday, November 23, 2016 for the retired cruiser/Town car. The high bid was \$851.75.

MOTION: P. Sanderson moved to dispose of the retired Town car for the high bid amount of \$851.75. Second – J. Rolston; all in favor. MOTION CARRIED

- Road Survey: The Town Administrator stated Underwood Engineering had a couple more weeks of work after submitting the draft and they needed to make some additional revisions based on the review meeting. J. McDevitt suggested that the Road Agent follow-up with Underwood Engineering for a five year plan identifying needs on an annual basis for routine maintenance, overlays and preventative maintenance. P. Sanderson stated that the information would be needed for the budget meeting on Thursday, December 08, 2016.
- Chair Morgan asked the Town Administrator to speak to the Property Maintenance Supervisor about the lights at Remembrance Park. After two years they needed to be done, even if the Town had to hire someone.
- The cannons at the park need to be repainted and will be taken care of by the Property Maintenance Supervisor. J. Rolston added that they needed to be repainted properly so they don't peel.
- The cost of the full size container for metal was not available.
- There is a limb overhanging the road on Bayside, after Caswell, in danger of coming down. That portion of Bayside is a State road; DOT will need to be contacted if the tree is not on private property. The Town Administrator will look at the tree to determine who is responsible. J. McDevitt stated that the Town needed to have a discussion with Division VI regarding the trees on State roads.

IV. NEW BUSINESS AND ADMINISTRATIVE

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

- The Town Administrator reviewed the Town's first renewal with Primex. The Town signed with Primex in July 2015 with the closing of Property Liability Trust. The contract for Property Liability insurance guarantees no more than a 9% increase; the actual increase was 3.4%. The change in payroll was 11.4%; the ratio is .93. The Town's contribution will increase from \$35,800 to \$37,065. Worker's Comp increased 3.2%; the maximum guaranteed was 9%. The Town's contribution went from \$37,043 to \$38,225; even though it's an increase, it is a significant drop from two years ago.
- Discussion about the driveway permit for Post Road will be on the agenda for the next meeting. Mr. Parker should have a DOT denial by that time. P. Sanderson suggested that Steve Gerrato be notified in advance of the meeting so he can attend.

2. Equalization Study

The Town Administrator reviewed the Equalization Study. Board signatures were needed for the Data Certification sheet. Once signed, DRA will change the trial study to final. The Town's ratio is 89.8%, down from 91.6%: properties are selling, on average, 10% higher than assessed. The COD should be at 10, meaning the Town is equally above and below on high end and low end properties. The Town's COD is 8.4, which indicates that middle range properties are fine, and the lower properties may be selling 12% to 13% higher than assessed. However, the high end properties are selling for only 6% to 8% higher

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than assessed. The Town Administrator stated that the Town is border line; if a revaluation was not scheduled for next year, DRA could order the Town to do one. Equalization is supposed to be between 90% and 110%; the Town is at 89.8%. The Town Administrator noted that in addition to new construction, there are a lot of sales.

MOTION: K. Forrest moved to approve the 2016 Equalization Study and submit to the Department of Revenue. Second – J. Rolston; all in favor. MOTION CARRIED

3. Default Budget Draft

The Town Administrator explained that the default budget is based on a set formula: the prior year's operating budget, add in contractual and statutory increases, and subtract one-time expenditures. If there is a large differential between the default and proposed budgets, it's more difficult to pass the proposed operating budget. The default budget is \$3,960,642; the proposed budget is \$4,206,752. The difference between the two is \$118,160. The key factors in the increased budget are the NH Retirement rates, contractual increases in tipping fees, hauling rates, health insurance rates, and one new position.

MOTION: J. McDevitt moved to approve the default budget in the amount of \$3,960,642. Second – K. Forrest; all in favor. MOTION CARRIED

4. Pole Permit

Eversource has requested to add a pole, replace a pole and remove a concrete vault as part of the extension of electrical service on Tide Mill Road for the new house. The net increase is one pole. P. Sanderson explained that Eversource couldn't add poles without the Town's permission. There have been several lawsuits in New Hampshire about taxes on poles. P. Sanderson stated he didn't want to sign a permit that didn't include the tax language. The Town Administrator noted that she includes the statement "poles are subject to taxation in accordance with RSA as applicable" to all pole permit requests.

MOTION: P. Sanderson moved to approve Pole Permit #63-0642 for Public Service of NH/dba Eversource subject to the company accepting the amended tax language added by the Town. Second – J. Rolston; all in favor. MOTION CARRIED

The Building Inspector will be asked to research the abandoned building on Tide Mill Road.

5. Veteran's Credit

The new resident qualifies based on years of service and New Hampshire residency requirements.

MOTION: K. Forrest moved to approve the Veteran's Credit for William Leahy, 8 Sage Lane. Second – J. Rolston; all in favor. MOTION CARRIED

6. Holiday Luncheon – Wednesday, December 14, 2016

The annual luncheon for Town Hall staff and the Police Department will be held on Wednesday, December 14, 2016. Permission was requested to close the Town Offices from noon until 1:00 p.m.

MOTION: J. McDevitt moved to authorize the closure of the Town Office for the annual staff luncheon from noon to 1:00 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

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7. Meeting on Monday, December 26, 2016

The meeting scheduled for Monday, December 26, 2016, is a holiday for the Town Offices; Christmas is on Sunday. Payroll needs to be submitted on Tuesday, December 27, 2016. The bookkeeper can be authorized to submit payroll on Tuesday prior to the meeting that night. There should be a meeting between Tuesday, December 27 and Thursday, December 29, 2016, for any year end encumbrances.

MOTION: J. Rolston moved to meet on Tuesday December 27, 2016 at 7:00 p.m., and authorize the bookkeeper to submit payroll on Tuesday, December 27, 2016, prior to approval at the meeting that night. Second – P. Sanderson; all in favor. MOTION CARRIED

8. Other New Business

- Donations: P. Sanderson stated that when gifts are given to the Town from non-profits, they become Town property. Gifts, including monetary donations, must be accepted by the Board of Selectmen. He added that if the Library receives a donation with the stipulation it must be used for a new library, it creates a trust. If it goes to a non-profit and a trust is created, it's very important they say "yes, we agree to accept it on this condition, it will be kept for a specific amount of time, and tell us what to do if the Town doesn't agree with that purpose".

The Town Administrator added that the Library has special statutes stating they have the ability to accept gifts and donations; the Town accepts gifts and donations for all other departments. She continued that the Women's Club would like to donate \$800 to the Fire Department for equipment that the Auxiliary wants to purchase for Dispatch. The donation will come to the Town of Greenland for the specific purpose of purchasing the equipment. P. Sanderson added that he's not trying to discourage gifts and donations; however, it must be done correctly. The Board must accept the gift/donation, and it must be inventoried and insured, if necessary.

Any gifts/donations coming in through the Town have had a public hearing and been accepted by the Board of Selectmen. The Town Administrator was unsure of the Library process. She noted that the Fire Association is independent from the Town; they still accept donations from patients. The Association is a registered non-profit, but not a 501C.

P. Sanderson urged the Library to be careful; if they accept money for the expansion and it doesn't go as expected, there is an obligation to return it or do as told by the donor. They will need to keep very good records to avoid any potential problems.

- Fire Inspector: Chief Cresta notified Chair Morgan that the current Fire Inspector is leaving the department for a full-time position. Someone will have to be trained and certified to fill that position. J. Rolston stated he would prefer a member of the Fire Department have the first opportunity. The Town Administrator suggested partnering with another town for the Fire Inspector. K. Forrest suggested that someone in the Police Department may be interested.
- Trash Pick Up: Chair Morgan received complaints about trash not being picked up and dumpsters not being emptied on Saturday. He asked the Town Administrator what recourse the Town had if the vendor broke their contract. P. Sanderson stated they needed to review the contract for any penalty clause.

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The Town Administrator suggested contacting JGM Trucking about roll-off containers and the truck for Christmas. Last year, there was a problem at Christmas with over-capacity and the Transfer Station had to close. Christmas Eve is on Saturday, and the Transfer Station will probably close early; the following Wednesday will be an issue. P. Sanderson stated a closing time needed to be set for Christmas Eve in addition to making sure there would be enough capacity on the Wednesday after Christmas. J. McDevitt would like the contract reviewed for options when trash is not picked up as scheduled.

- J. Rolston commented on the articles in *Town and City* regarding water usage. He would like the articles added to the website for informational purposes about the drought and conserving water. K. Forrest suggested posting the link to the article on the website.
- Chair Morgan has had several residents ask about putting a Christmas tree outside the Town Offices. The Town Administrator stated it's generally not done outside municipal buildings; holiday lights or wreaths would be fine. Trees and nativity scenes are generally not done. P. Sanderson agreed, citing separation of Church and State. The Board was in agreement not to put a tree outside the Town Offices.
- P. Sanderson stated the gazebo and band stand needed new roofs next year.

V. ACCOUNTS PAYABLE – THURSDAY, DECEMBER 01, 2016

1. Payroll Manifest 24

MOTION: J. Rolston moved to approve Payroll Manifest 24 in the amount of \$52,368.74. Second – K. Forrest; all in favor. MOTION CARRIED

2. General Fund Manifest 24

MOTION: K. Forrest moved to approve General Fund Manifest 24 in the amount of \$2,552,049.27. Second – J. Rolston; all in favor. MOTION CARRIED

Included: \$1.2 million for the School and \$557,000 for Rockingham County tax.

VI. ADJOURNMENT

MOTION: K. Forrest moved to adjourn at 8:10 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

NEXT MEETING

Monday, December 12, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: 