



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, August 28, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Vaughan Morgan, Steve Smith

Members Absent: Laura Malloy, Paul Stanley

Staff Present: Paul Sanderson, Town Administrator

Also Present: Susan Parker – Greenland/Newington PDA Representative; Chief Tara Tucker – Police Department

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken, and it was announced a quorum was present and the meeting was being live-streamed and recorded.

I. PUBLIC HEARING

1. E-911 Address and Number Changes: Chief Tucker

The Board of Selectmen received a map of Stratham Lane showing the old and new addresses which are E-911 compliant. Numbering will affect 11 residences on Stratham Lane; a duplex on Holly Lane will change to Grove Street. Stratham Lane was on the original list of recommended changes; Stratham Lane in Greenland and Stratham both start at '1'. Numbers 1 through 18 are in Stratham; 21 through 64 are in Greenland.

Also present was Mike Kelliher, E-911 Supervisor. Responding to R. Bunnell, Chief Tucker could not guarantee Stratham would not change numbers. However, she has spoken to Stratham, and they were happy Greenland was changing numbers. Numbering at 50-foot increments allows for new homes to be built without renumbering. The number will depend on the driveway location. S. Smith noted that this renumbering does not impact the potential development on Dearborn Road. Chief Tucker plans to address the driveway adjacent to V. Morgan's property during the next E-911 changes.

S. Smith opened the hearing to public comments. Scott Giles, 31 Holly Lane, is the new owner of 29-31 Holly Lane. The street address change from Holly Lane to Grove Street made sense to him; his driveway is located on Grove Street. Chief Tucker explained that packets will be mailed to those affected by the changes after approved by the Board of Selectmen. The Town will contact the utilities and the Post Office.

R. Bunnell noted that Sandra Trull-Smith, 20 Stratham Lane, had submitted a letter to the Selectmen and opposed the number change (copy on file).

MOTION: V. Morgan moved to adopt the new addresses on Stratham Lane and Holly Lane as recommended by E-911 and Chief Tucker. Second – R. Bunnell; all in favor. MOTION CARRIED

II. APPOINTMENT

1. Susan Parker, Greenland/Newington PDA Representative: PDA Update

Susan Parker, Greenland/Newington PDA Representative, updated the Board on the latest PDA meeting held Thursday, August 17th; the PDA does not meet in July. S. Parker addressed two of the four projects being followed by the Board.

Million Air: They are preparing to submit a proposal to become a fixed based operator, which is a competitive process. On August 17th, the PDA unanimously approved a right of entry (ROE), which is six months in length; they have requested several ROE's. The purpose of the ROE is to further study several aspects of the parcel. A geotechnical survey must be done in order to construct the hangar.

PROCON/Kane: First introduced to the Board when an air cargo project was submitted; it was soundly nixed by surrounding communities. In June, S. Parker discussed a project with Fidelitone as the 'middleman' with PROCON/Kane and the vendor. Fidelitone recently informed the PDA that a prospective vendor had pulled all of its business from 12 different US locations. The prospective vendor was Williams-Sonoma; the general reason was given as 'the economy'. PROCON/Kane is looking for advanced manufacturing (robotics) and distribution, and possibly assembly. The area is one-third of their original request for air cargo.

Discussion regarding Sig Sauer and Lonza was continued to a future meeting. The PDA made a unanimous decision on the establishment of an overlay district to be located at the Park and Ride between Grafton Road and Grill 28. The overlay district trumps all other zoning. The area will be used for parking vehicles.

There are not many available parcels on Pease Trade Port to develop. Not all of the 'North 40', which is adjacent to the NH Air National Guard, is developable and there are sections of PFAS. Any company that has looked at the area has found the cost prohibitive to clean up the site. Due to the location near the Air National Guard, they will be very careful about prospective neighbors.

S. Parker noted that the PDA pays \$130,000 a year to the COAST. They also pay for multi-use passes in an effort to reduce car traffic. S. Parker recommended the Board tour the Trade Port with Paul Brien during a working day. The Board would be able to see some of the parking lots adjacent to some of the businesses that have been discussed.

The next PDA meeting is scheduled for Thursday, September 21st; S. Parker will update the Board of Selectmen at their meeting on Monday, September 25th.

III. PUBLIC COMMENTS

Debbie Beck, Great Bay Road: Questioned which projects the \$300,000 that was encumbered last year would be used for. TA Sanderson explained that there were \$300,000 of paving projects put out to bid and awarded in September 2022. The \$300,000 has been used to repave Lane Avenue, will be used to repave Moulton Avenue, substantial repairs were done on Sunnyside Drive including a new culvert, repairs were done on Portsmouth Avenue near the Church, additional repairs are proposed on Tide Mill Road due to the new water line that will be installed by the City of Portsmouth (across Rt. 33 to the Montessori School), as well as other repairs to Portsmouth Avenue that are being considered in the area of 603 Portsmouth Avenue. There may be enough money remaining to do interim repairs on Osprey Cove but not a complete reclaim. Repairs are also needed on Coastal Way and Meaghan Way. The area at the end

of Rolston Avenue where plow trucks turn around was recently repaired. D. Beck asked if the end of Bayside Road after the railroad tracks and the Meloon Creek storm drain would be done this year. TA Sanderson stated that was not part of the plan. Striping Bayside Road and an overlay were not in the plan this year; the Board was waiting for information from Altus Engineering. D. Beck noted it was recommended that Bayside Road be top coated a year after the work was done. She asked if the Town would be paying them to recommend it again. D. Beck offered to help; she drove around over the weekend to see what needed to be done. There needed to be a plan that would be followed. R. Bunnell stated that Altus Engineering will be attending a Board meeting to update the road plan. D. Beck did not agree with the way the roads were being done; there needed to be someone dealing with roads.

D. Beck also questioned if the snow plowing contract had been updated. TA Sanderson responded that was later on the agenda. D. Beck also commented that someone had complained about mowing on State roads and asked if it was in the vicinity of her farm. S. Smith responded that he had stated mowing had not been done on many of the State roads in Town this summer. The Town hired someone to do its roadside mowing. TA Sanderson has not received a response from NH DOT about roadside mowing. D. Beck would be happy to help.

IV. APPROVAL OF MINUTES

1. Monday, August 14, 2023

MOTION: R. Bunnell moved to approve the minutes of Monday, August 14, 2023. Second – V. Morgan; all in favor. MOTION CARRIED

V. OLD BUSINESS

1. Revaluation Update

Granite Hill Assessing has completed their initial data collection phase. Notifications have been sent about the new values and that revaluation hearings will be held to resolve any factual errors and answer questions. Hearings started today; 23 cases were reviewed. Hearings will be held through Thursday, August 31st. Approximately 100 hearings will be held. Based on the results of those hearings, some properties will have to be revisited by the assessors to correct any problems that have been identified. The results will be forwarded to DRA for review. Once approved and certified by DRA, the MS-1 can be created and will become the Town's new value. Any resident or business who still disagrees with the assessment may file for an abatement. If the abatement is denied at the Town level, they have the ability to take the case to the Superior Court or the Board of Tax and Land Appeals to continue the abatement process; most people go to Superior Court.

R. Bunnell questioned how a house could sell for more than the assessed value. TA Sanderson explained the date used for assessment is April 01st. The market has continued to advance past that date. Closings after that date may vary from the assessed value on April 01st. R. Bunnell added that when a house is sold, it may be above the assessed value, and asked if the Town made any adjustments when the house was sold for a higher rate. TA Sanderson explained that a report of the sales comes back to the Town from the Registry of Deeds. If the sale is higher, on April 01st of the next year that can be considered. The entire Town was revaluated this year; next year 20% of the Town will be revalued during the cyclical valuation.

TA Sanderson explained the equalization process by DRA. If sales continue to be higher than the assessed value, the equalization against market value goes down. The Town was at 60% when the revaluation process started, which is consistent with many other towns during their revaluation year. R. Bunnell clarified that all new sales will be reviewed as of April 01st. He felt it would be better if the adjustments were made regularly.

2. Facilities Update

TA Sanderson received a quote for an asphalt roof on the metal public works building across the parking lot (approximately \$29,000). He also received a quote from a different contractor to coat the existing roof in the amount of \$48,500 and included a two-year warranty. The structural engineer suggested that the asphalt roof would not be a good idea: there is no guarantee that the trusses were designed for anything other than a metal roof. With the asphalt roof and plywood underneath as well as the snow load, the trusses may not be able to handle the load. He would not recommend anything other than a metal roof solution on that building without a full analysis of the trusses. TA Sanderson is trying to get the metal roof quotes in place; there is currently no contract.

The structural engineer has started work on the public works garage next to the Fire Station. The report was not available for this meeting. TA Sanderson reviewed the issues and concerns with that building. The report regarding the Town Hall was also not available for this meeting. TA Sanderson reported that the ducting has been fully renewed with hard duct and can be cleaned. The air conditioning has been insulated correctly to prevent condensation. TA Sanderson that the Fire Department has been substantially improved.

At the end of last week, all the smoke detectors in the Fire Department and the Town Hall were at the end of life and had to be replaced: 10 new smoke detectors and carbon monoxide detectors have been installed.

Roof: R. Bunnell stated metal may be the best; it would last a long time if done correctly. He questioned the life expectancy of that building. TA Sanderson responded that the structural engineer gave the building five to ten years. It may be longer depending on if additional work is done on the side walls due to corroded metal. It would also depend on the use of the building and making it a more permanent structure. R. Bunnell stated they needed to understand the future use of the building; a metal roof could last longer than the building.

3. Adoption of Policies

The final version of the Cash Receipts and Fraud Prevention and Fiscal Management policies were reviewed (copy on file).

MOTION: R. Bunnell moved to adopt and implement the Cash Receipts and Fraud Prevention and Fiscal Management policies as submitted. Second – V. Morgan; all in favor. MOTION CARRIED

TA Sanderson recommended the Board consider updating the Fund Balance Policy in advance of tax rate setting as well as an inventory of assets. A listing does not exist of what the Town owns. Vehicles are inventoried on the Primex insurance policies. Computers, printers, etc. are not inventoried. TA Sanderson stated that equipment leases must be disclosed in audits. There are currently two leases: copier and the folding machine. There are schedules of borrowing and long-term debt; those amortization schedules are

not easy to locate. There are two items of long-term debt on the Town side: the remainder of Dearborn Road, which is scheduled to be paid in 2024, and the Library bond.

TA Sanderson also recommended updating the annual Investment Policy.

4. Other Old Business

There was no Other Old Business to discuss.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Medical and Dental Insurance for Town Employees

Kevin Delaney, Town Treasurer, approached TA Sanderson regarding health and dental insurance for Town employees. K. Delaney felt there were alternatives available to Health Trust that may save the Town a substantial amount of money, possibly up to \$100,000 per year. K. Delaney has discussed this with P. Stanley; his opinion was that it should be reviewed. They do not suggest making any changes but rather reviewing and seeing what the impact may be on employees. The next steps would be considered only if there were better benefits, and the cost was lower. TA Sanderson will check on the termination policy with Health Trust. Changes will not be made without a full discussion with department heads and employees: this is a review process only.

2. MS-4 Annual Report Update

TA Sanderson explained that the Town has participated in the NPDES (National Pollutant Discharge Elimination System) Phase II MS-4 for several years. This is a permit issued by EPA Region 1; it is not a State-issued DES permit. The permit controls stormwater quality and discharges into waters of the US, which includes several rivers in Town as well as Great Bay.

An annual report is required to be filed. The requirements become more onerous every year. Over the last three years Greenland has done the bare minimum; reporting was done through a contract with the Rockingham Planning Commission. A 17-page report must be submitted by September 28, 2023. Much of the data that is required does not exist. TA Sanderson stated the Town wanted to avoid RDA (Residual Designation Authority): rather than the Town being part of the State-wide general permit, there would be a NPDES permit for the Town, with its own requirements that must be reported on an annual basis. That permit would be much more onerous than under the general permit.

TA Sanderson will report back to the Board on the difficulties and opportunities. In 2017 a new general permit was issued covering a five-year period; that has expired. The Town is now acting on extension authority. The EPA has contacted TA Sanderson with questions. Going forward, this will involve the Planning Board and better stormwater regulations; Code Enforcement will be involved to locate and remediate illicit discharges. One of the issues involves the current facility: a hotspot for nitrogen loading is the Town Hall. There are seven Town-owned properties that indicate a significant opportunity for improvement and reduction of nitrogen loading.

3. Comprehensive Maintenance Contract

TA Sanderson proposed a different approach to what is normally done and included property maintenance for the year. In the past, local contractors served as the road agent and took care of general maintenance. Within the Town Administration it is very difficult due to the number of contracts that are administered for services. There have been little requirements for licensure or professional affiliation and no required cooperation between providers: a group of individuals would do their own particular job and there would be no consideration as to how it all fits together. As a result, there is no capability to respond to an emergency.

Multi-season planning has not been done to keep right-of ways cleared for repairs. Roadways are starting to be choked with vegetation, invasive species are along the edges of roadways, people are walking in the road to avoid poison ivy, trees are overhanging roads and onto utilities. There have been numerous complaints of service problems and damages over different seasons. Road reclamation was discussed.

In this agreement, there will be one provider to handle everything on a year-round basis starting in the spring, moving into the summer with mowing, working with any road reclamation projects, vegetation clearance and management, working with landowners, and planning for winter which will include ice and snow removal. This will be a year-round never-ending process. People with the right professional affiliations and licensure are needed. Snow and ice removal must be done by those that are Green Pro Certified, which is an MS-4 requirement; less salt must be used. Low salt areas are identified in the MS-4. There cannot be impairment of the waters with chloride and nitrogen.

Working in the right-of way requires people with the ability to clear trees: a tree crew with an arborist. Trees must be removed safely with the right equipment. Invasives have been mowed in the past, which is the worst thing that can be done. A different approach to remove and kill invasives is needed for targeted mowing.

The mosquito program has been ignored for the last several years. There are two different types of mosquitoes in Greenland: the salt marsh mosquito and the inland mosquito. An individual with an entomology background will be able to have testing done and make the necessary recommendations for control.

This contract is an effort to put all those items together under one consolidated umbrella with a company that has all the necessary training and certifications to provide the Town with a year-round maintenance product. TA Sanderson proposed that Piscataqua Tree and Landscaping be contracted for property management. This contract allows the ability to subcontract; Piscataqua Tree and Landscaping does not need to have all the expertise required. They are licensed through NH Pesticide Control, have a tree crew and arborist, and are Green Pro Certified for winter snow and maintenance.

Policies have been established that give measurable criteria. TA Sanderson noted the various policies that are included in addition to the comprehensive maintenance contract (copy on file). These policies will be adopted as conditional criteria to measure performance under the contract. TA Sanderson recommended the Board approve the comprehensive maintenance contract with all the different components.

R. Bunnell noted that TA Sanderson did a lot of work on the contract, and it was amazing. He added that the Town would be in better shape with all the services that will be available, and it would save the Town money. V. Morgan agreed, adding that there was a lot of work involved. TA Sanderson stated the contract

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has been reviewed by Primex (the Town's insurer), the Primex Legal Department and the Town's attorney. Any suggested changes by those parties have been agreed and incorporated into the contract.

Jim Jones, snowplow contractor, questioned the cost to the Town. TA Sanderson stated the cost has been kept within the existing appropriations: approximately \$650,000 was allocated to winter maintenance; \$798,000 was allocated to other services and seasons. The current expendable trust can be accessed (\$65,000). The intent is to use the expendable trust only in the event of necessary emergency services and not an ordinary event. TA Sanderson stated the total cost is \$798,000.

MOTION: R. Bunnell moved to approve and authorize the Town Administrator to sign the three-year contract with Piscataqua Landscaping. The contract term will start immediately and continue through August 2026. Second – V. Morgan; all in favor. **MOTION CARRIED**

4. Other New Business

Coakley Executive Committee: Will be meeting on Wednesday morning, August 30th.

Accounts Payable and Payroll Procedures: The closing dates have been changed. TA Sanderson reported that all departments cooperated and there has been very minimal disruption.

Department Head Meeting: The next meeting has been scheduled for Wednesday, August 30th, 10:00 am, in the Police Department. Budget challenges will be discussed.

Transfer Station Costs: Recycling has been at no cost for the last six years. The current contract expires on December 31st. The quote went from no cost per ton to between \$100 to \$110 per ton. TA Sanderson is looking at alternatives through the NRRRA (Northeast Resource Recovery Association) recycling group as well as Waste Management.

Rt. 33: TA Sanderson will be attending a meeting on Thursday, August 31st at the Rockingham Planning Commission regarding the proposed Rt. 33 charrette. Portsmouth, Stratham, and Greenland are included. TA Sanderson noted that the issue has received the attention of the Executive Council: there will be a GACIT (Governor's Advisory Council on Intermodal Travel) hearing for the 10-year plan on Thursday, October 19th at Greenland Central School.

Responding to R. Bunnell, TA Sanderson stated there was 360 tons of recycling last year; similar this year would cost \$36,000. R. Bunnell briefly discussed 1088 Portsmouth Avenue and the mounds of soil on the property. He questioned why the property has not been brought back to its original state as required. TA Sanderson will report back to the Board. Chief Tucker noted there have been noise complaints: work starts before the designated time. The police respond and equipment is turned off; however, it is an ongoing problem.

Conservation Commission Request: S. Smith reported the Conservation Commission has requested the use of the backhoe on Liberty Lane to clean up the area around the new sign. S. Smith will contact the Chairman. Work may be able to be done by the new maintenance contractor. TA Sanderson stated the Joint Loss Committee will be discussing who can safely run Town Equipment.

DRAFT: SUBJECT TO CHANGE

VII. CONSENT AGENDA

1. Payroll Manifest: \$58,300.77
2. General Fund Manifest: \$849,732.75 (Town: \$49,732.75; School: \$800,000)

MOTION: R. Bunnell moved to approve the Consent Agenda as presented. Second – V. Morgan; all in favor.
MOTION CARRIED

VIII. NON-PUBLIC

1. RSA 91-A:3, II (c)

MOTION: V. Morgan moved to enter into non-public session under **RSA 91-A:3, II(c)** at 7:46 p.m. Second – R. Bunnell. Roll call vote: R. Bunnell – yes, V. Morgan – yes, S. Smith – yes. All in favor. MOTION CARRIED

The Board returned to public session.

IX. ADJOURNMENT

The Board moved to adjourn following the non-public session.

NEXT MEETING

Monday, September 11, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant