



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, August 07, 2017 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Vaughan Morgan, Jim Rolston, Paul Sanderson

Staff: Karen Anderson – Town Administrator, Paul Hayden – Property Maintenance Supervisor, Road Agent

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. APPOINTMENTS

Chair Morgan updated new Board members that the Selectmen need to have property values in Town assessed every five years for tax purposes. K. Anderson added that all property in Town is assessed and is a statistical update of property values. Separate bids were sent out for commercial and residential property. The two companies for residential assessments, to be done in 2018, were addressing the Board; the price was the same.

1. Statistical Update Proposal – Granite Hill Municipal Services

Todd Hayward, owner of Granite Hill Municipal Services, addressed the Board. His company has been in business for 14 years, and he's been Greenland's assessor for 10 of the last 13 years. Granite Hill has done the previous two revaluations: 2008 when values were increasing, and 2013 when values were on the downward trend. Granite Hill plans on measuring 150 sales through owner and/or realtor interviews, multi-listing services, etc. Informal hearings will also be held, if necessary. As the final step in the process, values in Town will be reconciled. The Board will have an opportunity to review the reports before accepting them. A compliance report for DRA will be included. Granite Hill will be doing the cyclical work in Town while revaluations are ongoing.

2. Statistical Update Proposal – Vision Government Solutions

Richard Romano, Regional Sales Manager for Vision, addressed the Board. He has been doing work indirectly with the Town since 1975. Vision is fully insured and the job would be bonded. They would be following the same format as Granite Hill. A public relations system will be available to residents on the internet. Vision is presently working with a number of towns in the area.

P. Sanderson explained that T. Hayward is the current assessor who does the Town's general cyclical work; Vision is the online appraisal software company. Both companies are very familiar with Greenland. R. Romano added that Greenland was one of the first town's in the state to automate.

II. PUBLIC HEARINGS

1. Acceptance of Donation: National Night Out

Donations were received for National Night Out which was held on Tuesday, August 01, 2017: \$500 from Mercedes-Benz of Portsmouth and \$500 from the Chief Michael Maloney Memorial Fund.

Chair Morgan opened the public hearing to accept the donations. There being no comments, he closed the public hearing and returned to the Board.

MOTION: P. Sanderson moved to accept the donations of \$500 each for National Night Out from Mercedes-Benz of Portsmouth and the Chief Michael Maloney Memorial Fund. Second – J. Rolston; all in favor. MOTION CARRIED

2. Acceptance of Donation: Road Infrastructure Funds

K. Anderson explained that the Road Infrastructure Fund was based on SB 30 Apportionment A for Maintenance, Construction and Reconstruction of Highways. The State of NH had a surplus in road toll monies that they designated to be returned to the municipalities. Greenland received \$72,684.60; it can only be used for road purposes and is a one-time appropriation that doesn't lapse. It needs to be treated as a grant and will be a separate line item. K. Anderson has worked with P. Hayden on the roads scheduled for crack sealing and paving in 2017 based on the Underwood Engineering study; she added two additional roads to the list. When the bids are received, the Board will be able to decide how much can be done with the available funds.

Chair Morgan opened to public hearing for comments. Dennis Malloy, Van Etten Drive: Questioned if the road infrastructure funds were in addition to what is already received. K. Anderson responded that the Town normally receives \$85,000 per year from the Highway Block Grant; these funds are a one-time cash infusion for road infrastructure.

There being no other comments, Chair Morgan closed the public hearing and returned to the Board.

MOTION: P. Sanderson moved to accept the additional Appropriation of Highway Block Grant Funds from the State of NH in the amount of \$72,684.60, and to further authorize its expenditure on additional maintenance, construction and reconstruction of Town roads. This amount is to be non-lapsing until all of the money is used for its intended purpose. Second – J. Rolston; all in favor. MOTION CARRIED

III. APPROVAL OF MINUTES

1. Monday, July 24, 2017

K. Anderson stated there was a suggestion for amendments on pages 5 and 8. C. Hussey questioned why amendments were being suggested if the statements were made at the meeting. Chair Morgan responded that the public needed to know the intent of the comment. When he read the minutes, he didn't feel the intent of his statements was understood. He felt if the minutes didn't express one's thoughts, there should be a right to make a change. P. Sanderson added that on page 5, Chair Morgan was attempting to clarify his statement and doesn't change the substance. P. Sanderson further stated that on page 8 Chair Morgan was clarifying not changing. He didn't have a problem with the proposed amendments; the minutes can clearly show that they were amendments and they were meant to clarify

the intent. P. Sanderson continued that minutes are a tool for the future and clarifying the intent is not a bad thing.

MOTION: P. Sanderson moved to approve the minutes of Monday, July 24, 2017, as amended. Second – J. Rolston; four in favor, one opposed (C. Hussey). MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

K. Anderson reported there is not a lot of specific action this week. She is monitoring the activities at the State and local levels. The Governor spoke briefly about the issue Sunday on TV. She will be listening to the discussion and send a thank you note to the Governor for keeping Coakley in the forefront and that the funds will be allocated. Chair Morgan had also heard the Governor's address of the situation and that there was money available for these types of problems. The Governor indicated that he wanted the money spent to correct the situation.

Jillian Lane, 25 Falls Way: Addressed the Board to clarify her concerns. She has been exploring the deed issue at Seavey Way. She questioned the protections that were in place for new home purchasers in that development. In email exchanges with K. Anderson, she was informed that it's the responsibility of the selling agent to disclose the information if they are aware; the buyer is also responsible to ask the questions. J. Lane also asked how the deed process worked and what the Town's role was in developing the language for that deed. Do the deeds state that the home owner is prohibited from installing wells, even for irrigation? What's prohibiting that language in the deed from further expressing the proximity to Coakley Landfill?

P. Sanderson explained that when something is approved through the Planning Board process, it goes through the appeal period and then is final. Creating the deed is between the seller and buyer, and the Town has no veto power over the language in the deed or creating the language. K. Anderson added that the Planning Board did require a notation in the deeds that wells are not allowed. P. Sanderson stated that there are notations on the plan as well as the requirement in the minutes of that meeting. Drafting is done by the seller. C. Hussey added that the Planning Board placed a deed restriction on the wells. There was a brief discussion about bank and title company requirements.

J. Lane asked what role the Town could have in making sure home buyers, especially those from out of state, were made aware of the landfill. P. Sanderson responded that it was a transaction between the buyer and seller, and the Town was not in the middle. K. Anderson added that it's statutorily required that the disclosure is made to the buyer; if it's not disclosed, the buyer would have a legal recourse against the seller but not the Town.

J. Lane noted that any statements she has made publicly about her concerns are true from a liable standpoint: these properties about the Coakley dump. Chair Morgan stated that the Board did not offer legal advice to anyone, and wanted to make that clear.

J. Lane questioned the groundwater findings that were confirmed by DES. They have been making statements that are much more clearly expressive of the public concerns regarding contamination. K. Anderson stated that if the pump and treat method being considered by DES and EPA is approved and the Coakley Group agrees, there may not be a need for public water. P. Sanderson clarified that the Town was aware of the statements read by J. Lane; however, there has not been any other

communication received from DES or the EPA. K. Anderson agreed, adding they're negotiating with the Coakley Group but nothing has been confirmed.

There was also a discussion regarding Portsmouth putting on hold the well they were going to drill. J. Lane asked what the Town could do to advocate on behalf of residents for surface water testing. K. Anderson responded that the EPA didn't feel there was a need to test additional wells at this point. J. Lane wanted assistance from the Town to keep things moving forward and keep them accountable. K. Anderson stated that there has been constant talk and action from her and P. Sanderson. As stated by P. Sanderson, EPA and NHDES are the regulators; the Board has not discussed those concerns to see if the Town should "up" its advocacy with those regulatory authorities to try to get the issued resolved.

There has been no communication received from Senator Morse regarding the MTBE funds. P. Sanderson noted there is very little legislative activity during August. The Board is hoping to hear something after Labor Day.

2. Great Bay Drive West and Willowbrook Avenue Reconstruction

Great Bay Drive West: There is not a recommended size for a new culvert because Tom Brackett will only give 18' to the Town. Responding to a question from Chair Morgan, K. Anderson stated that the Town has the deed to Great Bay Drive West and it's a Class V road. P. Sanderson stated the Town doesn't own the road and was given a surface easement; the Town doesn't own the land. K. Anderson responded that the Town Attorney wrote the deed to include "all rights, titles and interests"; whatever T. Brackett owned, the Town owned. P. Sanderson stated the Town was given the roadway and not fee interest in the land. If he had, the Town would have had to take care of the less than 10 acre portion that they own on the easterly side of Great Bay West, which would have had to come out of current use. This road bisects their property. If they had given the Town the fee interest underneath, a parcel of less than 10 acres would have been created and had to come out of current use. K. Anderson clarified that a road can go through a subdivision to another parcel; as long as both sides are owned by the same parcel they both remain in current use. P. Sanderson stated it was a Class VI road because it was surface easement and T. Brackett owned the land underneath. K. Anderson noted the road was maintained by the Town for emergency purposes.

P. Hayden told the Board he had met with Eben Lewis, DES. Because the road was not going to change in width, it was considered low impact. The amount of square footage doesn't allow for it to be widened. Underwood Engineers has received a permit and will do the design based on those numbers. The three drains will be replaced with exactly the same size. The widest that can be done is 16', leaving 1' of shoulder on each side; within a couple of years and good rain storms, it would be in the same condition. P. Sanderson was in agreement that a real fix couldn't be accomplished in 18'.

J. Rolston asked if the temporary construction easement had been discussed. P. Hayden stated it would be discussed once the plans were done because to get the 18' they would end up on someone's property. An easement would be needed due to disturbance before it could be replaced and fixed. Using the entire 18' would cause some disturbance on each side. K. Anderson added that it's not unusual to get a temporary construction easement.

P. Hayden stated the reason for the meeting was to get the correct permits. A minimum impact permit was required for the Great Bay West portion. Underwood Engineers will design the culvert size as the next step. However, it can't be done within 18' without minimal impacts on each side. There will be approximately 2,700 sq. ft. of impact. P. Sanderson clarified the known facts: the culvert size is unknown, which will be designed by Underwood Engineers; it can't be constructed within the 18' width

without temporary relief; permanent relief may be needed for slopes (this will be known after the design is done).

Leonard Schwab, Great Bay Drive West: Does the design from Underwood Engineers show culverts on both sides or only on the side away from the Bay? It was explained that three culverts are collapsed; there is not a swale on the Bay side. L. Schwab added the natural drainage that exists today is towards the Bay.

K. Anderson asked Tom and Alison Brackett about the deed: the way it was written by the Town Attorney may not be clear. The intent was for all rights, title and interests. It may reflect just an easement for pavement and not the ground. T. Brackett stated the Town was deeded 18' which includes Great Bay Drive, Great Bay Drive East, Great Bay Drive West to the end as well as the fee underneath.

P. Sanderson asked if the repairs can't be done within the 18', was it possible to get a temporary construction easement for installation purposes? The extent won't be known until designed by Underwood Engineers. There may also need to be a slope easement depending on the height as it goes forward. The Brackett's agreed to continue talking as the design moved forward, clarifying it was 18' all the way to the end. P. Hayden stated that residents in that area will be contacted to review the design once it's completed. At this time, culverts are to be replaced in kind.

MOTION: P. Sanderson moved to authorize Underwood Engineers to move forward with the next phase in the design of the necessary repair culverts, which are to be reviewed with residents in that neighborhood before permits are filed. Second – J. Rolston; all in favor. MOTION CARRIED

L. Schwab discussed his concerns about deeds that may affect repairs in his neighborhood.

Willowbrook Avenue: DES is trying to put both projects under one permit. Willowbrook is very low impact because it's only one brook crossing. Eben Lewis will be looking at the culvert and the size needed to replace the existin. Underwood Engineering is waiting for DES. Reconstruction may not be done this year due to timing with DES and the RFP process. P. Sanderson stated that easements from property owners for work outside the right-of-way can be worked on in the interim. Right-of-way clearance can still be done; the areas of clearing will need to be discussed. Tree removal will be a controversial issue. P. Hayden stated that eight trees will need to be removed; two have been hit by plows. P. Sanderson stated that once a preliminary design is received, a public hearing will need to be held. Trees to be removed will be marked prior to the public hearing.

Chair Morgan questioned heavy trucks on Willowbrook; C. Hussey stated the Stratham subdivision has been started. He was concerned about the culvert. K. Anderson has discussed this issue with Stratham. P. Hayden will contact Underwood Engineers for their opinion about posting a weight limit on the Greenland portion of Willowbrook.

C. Hussey stated that the Conservation Commission recommended a box culvert with a natural bottom be used on Willowbrook. P. Hayden stated that DES will determine the type of culvert; C. Hussey responded that Underwood Engineers was recommending a concrete pipe and that the Conservation Commission wouldn't sign the permit. E. Lewis was going to look at the brook, the water flow and wild life to determine what would work best. P. Sanderson added that it may be controlled by Army Corps for the natural fish passage.

P. Sanderson clarified that the Property Maintenance Manager was being asked by the Board to contact Phil MacDonald as the engineer for his opinion regarding heavy truck usage on Willowbrook now. Underwood Engineers should also move forward to a preliminary design stage for a public hearing.

3. Transfer Station Fees

Chair Morgan requested an analysis of the costs associated with the Transfer Station. The annual cost to run the Transfer Station is \$188,210; the overall waste cost is \$232,658 which includes Public Works, Transfer Station, hauling and tipping fees, and part-time salaries. The average annual revenue is \$44,448. The cost covered through the tax rate is \$188,210. Chair Morgan didn't feel the Transfer Station fees needed to be increased; P. Hayden was in agreement, adding the employees were doing a good job and were very consistent with the charges. Chair Morgan agreed.

4. Other Old Business

There was no other old business to discuss.

V. NEW BUSINESS AND ADMINISTRATIVE

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

There was no discussion of the Town Administrator's Bi-Weekly Report.

2. Labor Day Meeting Date

Monday, September 04, 2017, is a regular Board meeting date and is the Labor Day Holiday. That meeting will be held on Tuesday, September 05, 2017, which will be the second public hearing for the 911 address changes. A motion was needed from the Board for the Bookkeeper to prepare and submit the bi-weekly payroll.

MOTION: J. Rolston moved to authorize the bookkeeper to prepare and submit the bi-weekly payroll on Tuesday, September 05, 2017, prior to the Board's approval of the manifest. Second – P. Sanderson; all in favor. MOTION CARRIED

The Board will meet at 6:30 p.m. to attend to regular business prior to the public hearing. P. Sanderson suggested a list of road names be available at that meeting. K. Anderson has had McClintock suggested as a possible name. McClintock was a Civil War chaplain; it may be too close in similarity to McIntosh.

3. 2018 Budget

K. Anderson has started the draft budget for 2018. A tentative date of Monday, September 18, 2017, was given as a potential review date; the latest would be Monday, October 02, 2017. She will be sending out an email in mid-August to department heads. The Selectmen's review of the budget should be done by the end of October or the first meeting in November.

P. Sanderson suggested a 1% salary increase as a guide, which is not set in stone; J. Rolston felt that was reasonable. C. Hussey suggested a 2% increase in the overall budget would be reasonable, and was in line with the CPI. This will be discussed further at a later meeting.

4. 2017 MS-1 Report: Inventory of Taxable Property

The MS-1 Report summarizes the value of the property in Town, separating residential from commercial as well as industrial, vacant land and land in current use. In addition to the 2017 report, K. Anderson provided members with the 2106 report for comparison. Reports are due to DRA by September 01, 2017.

Overall, the important numbers would be the Town's valuation used to compute the tax rate. In 2016, was \$703,370,116; the Town is now at \$738,579,580. The increase in value is approximately \$33,000,000. Exemptions increased by \$157,500 (elderly exemptions). There was also an increase in the Veterans Credits (\$6,500). The impact of this value on the tax rate is a decrease of \$0.67 from the 2016 tax rate. The 2017 tax rate will be based on the spending that was approved in March; the Town's portion of the tax rate was scheduled to decrease. The School's spending was significantly higher; they anticipated a tax increase of \$1.10. The projected decrease of \$0.67 will offset that increase. The County rate is not expected to increase. The unknown factor is if the School will have any money to turn back; that would offset the tax rate further. The Town will have \$1.6 million available to offset the tax rate.

P. Sanderson noted that there are some public works projects that may not be done this year. K. Anderson responded that they're warrant articles and won't lapse and will not affect the tax rate; the money will not have to be reappropriated.

P. Hayden explained that a new type of seal coating will be tested on Coastal Way. It's supposed to rejuvenate the pavement and seal the cracks. To use the new product on Coastal Way, the cost will be \$7,500. K. Anderson added that Underwood Engineers had recommended crack sealing at a cost of \$9,500.

MOTION: J. Rolston moved to approve the MS-1 Summary Inventory Evaluation for 2017. Second – C. Deorocki; all in favor. MOTION CARRIED

It was noted that the School returned money last year because they reached the maximum amount that can be retained in their fund balance.

5. Veterans Credit

An application for Veterans Credit was received from a new resident that qualifies based on NH residency and time period served. The credit will be effective for the 2018 tax year.

MOTION: J. Rolston moved to approve the Veterans Credit for Karen Reed, 350 Portsmouth Avenue. Second – P. Sanderson; all in favor. MOTION CARRIED

6. 2018 Statistical Update

Presentations were made by Granite Hill Municipal Services and Vision Government Solutions at the beginning of the meeting. J. Rolston recommended the Board select Granite Hill Municipal Services; they're very familiar with the Town and there have been no major problems. Vision is doing many other communities, and J. Rolston would prefer someone doing smaller communities. Chair Morgan was in agreement, adding that Granite Hill has done a good job for the Town. P. Sanderson added that Granite Hill has worked in Town for the last 10 of 13 years, and the cost is similar; all work is supervised by DRA to the same standard. C. Hussey and C. Deorocki were also in agreement.

MOTION: J. Rolston moved to award the contract for the 2018 Statistical Update to Granite Hill Municipal Services based on review and approval by the Department of Revenue Administration. Second – P. Sanderson; all in favor. MOTION CARRIED

7. Other New Business

C. Hussey updated the Board that P. Hayden was in the process of getting prices for window replacement. There is some cosmetic damage on the left side of the building; P. Hayden added he does have someone coming this week to do an estimate. C. Hussey stated that side of the building may only get replacement windows due to damage. K. Anderson commented there needed to be more coordination on that; the window replacement has been put out to bid. Competitive bids must be compared and includes structural damage repair. Sealed bids must be submitted according to the RFP.

Pricing to do the roofing at the Fire Station is still in the process and will not be done this year; it should be included in the 2018 budget. The front and rear sides of the Fire Station also need to be done. P. Sanderson reminded members that the Town was in the process of getting information from MRI regarding a new fire station. He questioned if this was the time to get bid specs when the report had not been received. C. Hussey felt it was the right time because they may not know until next year, and it may be cost prohibitive to repair the station. The roof is in bad shape and the damage is hidden underneath. Because of the sprayed insulation, the damage can't be seen. P. Sanderson noted that the station could be repaired or torn down at this point. There was further discussion about the future use of the building. P. Sanderson felt the best way to proceed was to get an examination of the existing condition, including structural. The report the Board would want to receive back is one for existing conditions. Decisions for the future can't be made without the needs assessment study.

C. Hussey stated that he is looking into 70,000 BTU dock heaters for the recycling compactor area. The existing 8,000 BTU heaters aren't enough for the raw, cold days. Dock heaters would provide enough heat without having to add walls. P. Hayden added that to operate the compactors there can't be walls.

C. Hussey asked the location of the Selectmen's Ordinances; they are in a policy book. His concern was dogs in the ball fields. P. Hayden stated Krasko and Maloney Fields have been used as dog parks. There is signage at Maloney Field stating no dogs, but not at Krasko Field. K. Anderson will order signs for Krasko Field, adding "Per Board of Selectmen".

J. Rolston mentioned the increase in traffic, specifically the motorcycle ride through Greenland several weekends ago. The Town wasn't notified about the ride; P. Sanderson suggested speaking to Chief Laurent about notifying the Town Office about traffic impacts. Chair Morgan will speak to Chief Laurent. Weekend traffic concerns were also discussed.

VI. ACCOUNTS PAYABLE – THURSDAY, AUGUST 10, 2017

1. Payroll Manifest 16

MOTION: C. Hussey moved to approve Payroll Manifest 16 in the amount of \$53,462.25. Second – C. Deorocki; all in favor. MOTION CARRIED

2. General Fund Manifest 16

MOTION: J. Rolston moved to approve General Fund Manifest 16 in the amount of \$278,542.49. Second – C. Hussey; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 8:35 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, August 21, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, August 21, 2017