



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, October 30, 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

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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. Historical Society – Leonard Schwab**

Leonard Schwab addressed the Board; his co-founder, Karen Mason, was unable to attend. The name of the organization will be Greenland Historical Society II. It will be an unincorporated 501C-3; an IRS Form SS-4 will be filed by L. Schwab. Once a letter of agreement is received from the IRS confirming they are a verified non-profit, they will pursue their 501C-3 status.

Asked by Chair Morgan how it would interface with the Town, P. Sanderson responded that it doesn't. There could be an appropriation through Town Meeting for a specific purpose; however, it's a private organization run by individuals. P. Sanderson reminded L. Schwab that tax returns would be due. Membership dues are \$10 per person.

The first meeting of the Greenland Historical Society II was held on October 12, 2017. The speaker was Paul Hughes, and 35 people were in attendance (including two fourth grade students). Their first newsletter has been published. They will be meeting on Monday, November 06, 2107, at 9:00 a.m., in the Town Hall Conference Room with a professional archivist (Susan Kinstead, Portsmouth Athenaeum). There is a large document that will be unrolled at that time. They're hoping to get some good digital pictures that will be sent to the Selectmen.

A resident who has high-end equipment available has offered to scan the Town history written by Paul Hughes and his father: *Greenland, New Hampshire, A Pleasant and Inviting Place*. It is 2,646 pages long, in plastic sleeves and in nine three-ring binders. It's the only copy in existence. There is also a timeline of Greenland's history that will be scanned and put on their website once it's created. By scanning the documents into a searchable pdf file, each word can be indexed.

The Greenland Historical Society II is planning to offer a tour of the Weeks Brick House. Emails will be sent when plans are confirmed. L. Schwab has also discussed a possible joint meeting with JerriAnne Boggis, head of the Black Heritage Trail of New Hampshire.

L. Schwab updated the Board on the proposed grant from the National Endowment for the Humanities. Awards will be announced near the end of the year.

Chair Morgan stated that he would like to volunteer with the Greenland Historical Society II and they have his support 100%. K. Anderson added that they may be able to take an active role in the Town's 300<sup>th</sup> Anniversary. Chair Morgan also mentioned that he has seen the March Tomb which is located off Portsmouth Avenue on a resident's private property. Chair Morgan thanked L. Schwab for the work they've done.

## II. APPROVAL OF MINUTES

### 1. Monday, October 23, 2017

MOTION: P. Sanderson moved to approve the minutes of Monday, October 23, 2017 as presented. Second – J. Rolston; all in favor. MOTION CARRIED

## III. OLD BUSINESS

### 1. Coakley Update

The Coakley Landfill Group told the EPA they were unavailable for the meeting at Bethany Church on Thursday, November 09, 2017. K. Anderson felt it was very important that the CLG be present at that meeting to answer questions from the public. The date and location of the meeting has been changed to Wednesday, November 15, 2017 at the North Hampton Town Hall, 6:30 p.m. K. Anderson has a conference call with Jim Murphy, EPA, on Wednesday morning to review their expectations for the meeting.

### 2. Structural Engineering Contract – Fire Station Roof: Tirey & Associates, PC

P. Hayden updated the Board. Underwood Engineering recommended Tirey & Associates to look at the Fire Station roof for its integrity. P. Sanderson noted if it can't be done for this budget season, it would have to be done in the next fiscal year. Another year gives the Board more time to deal with those issues. K. Anderson stated the estimate for work was \$2,400 assuming a load capacity wasn't required; the hourly cost for two engineers would be \$200. Including the load capacity will increase the cost to approximately \$6,800. C. Hussey stated that the question was whether or not the roof structure was so deteriorated it had to be removed. P. Hayden added that the person who came out to look at the roof recommended keeping the existing roof because of insulation. He also recommended adding a pitch so snow would not remain on the roof. A structural review was recommended to make sure the station was stable enough for a second roof.

P. Hayden stated the roof is being shoveled off by Fire Department personnel. However, they shouldn't be on the roof. P. Hayden was told by the former Town Administrator the roof should be inspected and maintained every five years. C. Hussey added that the steel portion is the original roof, and dates back to 1980; the existing roof was done in 1985 or 1986. P. Sanderson stated that due to age, approximately 35 years, there was no question that a new roof was needed. When questioned about estimates for roof replacement, P. Hayden responded that estimates have been done; they're waiting for the report from the structural engineer. P. Sanderson requested the "worst" number so the process could be started for budgeting purposes. C. Hussey responded that the worst case scenario would be to peel back the old roof and install insulated roofing panels. P. Hayden will request two sets of numbers from

the company doing the estimate. P. Sanderson reminded the Board that the budget process starts at the end of November. The Budget Committee needs to know that roof replacement is being looked at and the worst case scenario. K. Anderson requested the worst case scenario so bids could be prepared; C. Hussey responded it would be to increase the pitch, install insulated roofing panels and a metal roof rather than corrugated.

MOTION: C. Hussey moved to approve the contract for structural engineering services for the Fire Station roof from Tirey & Associates, PC, not to exceed \$8,500. Second – P. Sanderson

DISCUSSION: P. Sanderson noted the report must be received within 30 days, or December 01, 2017 at the latest for this budget season; if not, it would be another year. Public hearings for warrant articles begin in January. C. Hussey stated the roof would be the highest priority; the siding could be done at a later date. P. Hayden will contact Tirey & Associates.

AMENDED MOTION: C. Hussey moved to approve the contract for structural engineering services for the Fire Station roof from Tirey & Associates, PC, not to exceed \$8,500, contingent upon a report being received within 30 days. Second – P. Sanderson; all in favor. MOTION CARRIED

### 3. Other Old Business

- Bollards: Chair Morgan noted there needed to be a public hearing for the acceptance of the bollards.
- Great Bay Drive West: Information will be available on Wednesday. A meeting is scheduled with the engineers for the next advancement of the Willowbrook Avenue and Great Bay Drive West drawings. In addition, the Town is waiting for one temporary easement from a resident on Great Bay Drive West. K. Anderson has contacted the homeowners; their attorney is reviewing. All easements are in on Willowbrook Avenue. P. Sanderson reminded Board members that King Tide is occurring on Sunday, November 05, 2017; the Town should do its best to document the conditions in that area on Sunday.
- Security Cameras: Chief Laurent and Chief Cresta were reviewing the three proposals for the security cameras as well as the policy. Chair Morgan will request an update from them.

## IV. NEW BUSINESS AND ADMINISTRATIVE

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

K. Anderson explained that the Lamprey Regional Cooperative is Greenland's version of Coakley. At one time, Greenland's waste went through the incinerator at UNH and the ash was dumped in Somersworth; that site was closed. It is not a Superfund Site; it was a lined landfill and is capped. Greenland pays an annual amount for maintenance and testing, which is based on the budget. Each town that brought waste to Lamprey is charged. At the budget meeting in Stratham last week, the operation/management budget of the landfill site remained the same. Greenland's assessment stays the same. Testing will continue and results remain fine. At some point they will increase the maintenance amount for replacement of equipment.

### 2. Elderly Deferrals

Four residents have applied for Elderly Deferrals; all are recurring applicants. The amounts are 80% below the loan to value. The lien will be recorded at the Registry and becomes a lien against the property at a much reduced interest rate than had they not paid their taxes. This is a program through

the State which allows the elderly or the disabled to remain in their homes. The program is similar to a reverse mortgage; the interest rate is 6% rather than 18%. The Town has never had an elderly deferral unpaid. Residents receiving a tax deferral are required to have insurance. In addition, if there is a mortgage, the mortgage company must approve the application.

MOTION: J. Rolston moved to approve the elderly deferrals as presented. Second – C. Deorocki; all in favor. MOTION CARRIED

The program was offered to the resident the Board met with who was facing a tax deed. The application has not been received.

### 3. Investment Policy and Fund Policy Review

These policies are required to be reviewed and approved on an annual basis by the Board of Selectmen. The Annual Investment Policy is not the investments for the Trustees of the Trust Funds; it's only for the Treasurer and is based on statutory guidelines. The amount retained for the Fund Balance is 12.23%; the maximum recommended is 17% and minimum is 5%. The current retained is \$1,769,336; the average recommended at 10% is \$1,447,000. P. Sanderson added that most communities try to stay within the 8% to 10% range. Chair Morgan equated it to a savings account that puts the Town in good standing. Because the Town bills property taxes semi-annually, the Fund Balance allows the large June payment to the school to be made without borrowing. Next year, the County is going to a fiscal year payment; 1.5 years will have to be paid at that time.

MOTION: C. Hussey moved to approve the annual Investment Policy, noting the address change to 11 Town Square. Second – P. Sanderson; all in favor. MOTION CARRIED

MOTION: C. Hussey moved to approve the annual Fund Balance Policy. Second – P. Sanderson; all in favor. MOTION CARRIED

P. Sanderson recommended an annual review of the Town's 31:106 Indemnification Policy. The Selectmen must vote to indemnify other Town officials while they're acting on behalf of the Town.

### 4. Other New Business

The Library Trustees will review their proposed expansion at the Planning Board meeting on Thursday, November 02, 2017. The Budget Committee has been invited to attend.

## V. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 02, 2017

### 1. Payroll Manifest 22

MOTION: J. Rolston moved to approve Payroll Manifest 22 in the amount of \$57,928.50. Second – P. Sanderson; all in favor. MOTION CARRIED

### 2. Payroll Manifest 22A

MOTION: J. Rolston moved to approve Payroll Manifest 22A in the amount of \$1,000. Second – P. Sanderson; all in favor. MOTION CARRIED

3. General Fund Manifest 22

MOTION: C. Hussey moved to approve General Fund Manifest 22 in the amount of \$479,096.40 (School - \$350,000). Second – J. Rolston; all in favor. MOTION CARRIED

4. Police Special Revenue Manifest 11

MOTION: J. Rolston moved to approve Police Special Revenue Manifest 11 in the amount of \$149.95. Second – C. Deorocki; all in favor. MOTION CARRIED

5. Fire/Safety Manifest 10

MOTION: J. Rolston moved to approve Fire/Safety Manifest 10 in the amount of \$139.94. Second – P. Sanderson; all in favor. MOTION CARRIED

VI. ADJOURNMENT
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MOTION: C. Hussey moved to adjourn at 7:45 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING
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Monday, November 13, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, November 13, 2017