



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Tuesday, December 26, 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

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. Pre-Season Meeting with Snow Plow Contractor

Jim Jones met with the Board to discuss any concerns the Selectmen or he may have regarding the plowing season. Chair Morgan stated that the roads have been well maintained; people have commented that the Town roads are better than surrounding towns. K. Anderson added she's received no call or complaints.

P. Sanderson stated there was a problem with ice on Bayridge Road, but it was starting to break up. J. Jones responded that there were three storms and they may have been lighter on the salt. Plowing Brackett Point has been resolved. The Town is not plowing Charles Drive this year. C. Deorocki stated he received a call Christmas Eve day from a resident who was concerned about outside contractors taking salt. He was told that the resident witnessed a red pickup truck with a sander drive in; a gentleman got out of his truck and into the loader, loaded his machine, drove to North Hampton, and spread it at a business. C. Deorocki clarified that the salt is to be used by Greenland only and not any outside sources. J. Jones assured the Board that outside contractors cannot take Town salt. K. Anderson added that the security cameras will be up by the end of the year. The salt shed area should be covered by the cameras and should help with theft. Residents are allowed one bucket of salt per storm.

K. Anderson stated that the Property Maintenance Supervisor/Road Agent is on vacation until the beginning of the year. J. Jones will cover in case of a storm. K. Anderson also mentioned that the sander was out of commission and thanked J. Jones for his help. The sander fell out of the back of the truck and was totaled. She has contacted the insurance company and they will be sending an appraiser. K. Anderson has taken pictures for the insurance company.

II. PUBLIC HEARING

1. Acceptance of Donation: Heroes and Helpers - \$300 (DD Cook Builders)

DD Cook Builders donated \$300 to the Heroes and Helpers program. Target has also made a donation to the program. A \$250 donation from REP will be on the agenda for the next meeting. The Police Department takes one or two families shopping at Target for Christmas presents.

MOTION: C. Deorocki moved to accept the donation of \$300 from DD Cook Builders for the Police Department Heroes and Helpers Program. Second – J. Rolston; all in favor. MOTION CARRIED

2. Acceptance of Donation: Welfare Assistance - \$1,000

This is the second year a donation has been made on Raymond Kunsman's behalf; Karen Gerome is the POA for her father Raymond Kunsman, Jr. The donation was in the amount of \$1,000 and will be used to help families in need during the winter months. The donation is put on account with Hartman Oil; they deliver emergency oil for the Town.

MOTION: C. Hussey moved to accept the donation from Raymond Kunsman, Jr. in the amount of \$1,000 for families in need. Second – J. Rolston; all in favor. MOTION CARRIED

Chair Morgan expressed the Board's appreciation for the generosity of people assisting the needy in Town; it's a tremendous help.

III. APPROVAL OF MINUTES

1. Monday, December 11, 2017

MOTION: C. Hussey moved to approve the minutes of Monday, December 11, 2017. Second – P. Sanderson; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

There was nothing new at this time.

2. Bond Reduction: 64 Tide Mill Road – Dance Innovations

Dance Innovations has requested a bond reduction of \$16,920.20 from \$21,920.20, to be held until the spring of 2018 for the road work and landscaping. After review, Altus Engineering recommended withholding \$10,000 for the road and any loam or seeding that may need to be done. Chair Morgan noted that in the email from Altus Engineering there were still some issues.

MOTION: C. Hussey moved to approve the bond release of \$11,920.20 for Dance Innovations, 64 Tide Mill Road, leaving a bond amount of \$10,000 to be held until the spring. Second – J. Rolston; all in favor. MOTION CARRIED

3. Other Old Business

Van Etten Drive Bond Reduction: Troy Thibodeau was present and requested that Van Etten Drive be accepted as a Town road. The water remediation at the end of the driveway has not been completed and cannot be done until the spring. Altus Engineering recommended a berm be installed. The Selectmen reduced the bond at their last meeting to \$30,000; two residents had raised minor concerns regarding drainage at that meeting. K. Anderson recommended the Board retain the \$30,000 bond until the work is complete. T. Thibodeau stated that Altus had recommended a bond amount of \$3,000. P. Sanderson added that even more key was acceptance of the road; it would become a Town road for plowing. T. Thibodeau reviewed the minor items that needed to be fixed. P. Sanderson noted that the Planning Board is discussing with Altus some of the cul-de-sac and wetland plantings in areas where there is infiltration.

K. Anderson and C. Deorocki felt a \$3,000 bond may be too low; a berm still needed to be added. K. Anderson reviewed the email from Altus Engineering. C. Deorocki suggested holding a \$10,000 bond; J. Rolston suggested \$5,000; Chair Morgan suggested a \$3,000 bond as recommended by Altus. T. Thibodeau was agreeable to a \$5,000 bond. P. Sanderson was in agreement with a \$5,000 bond and noted that when the road was accepted, the Town would be responsible for any plow damage.

MOTION: P. Sanderson moved to accept Van Etten Drive as a Town road, subject to withholding a bond of \$5,000 for the purpose of completing repairs noted in the letter from Altus Engineering dated December 21, 2017. Second – J. Rolston; all in favor. MOTION CARRIED

V. NEW BUSINESS AND ADMINISTRATIVE

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

DRA Kickoff Meeting: K. Anderson met with the Town's representative from DRA, and the Town's commercial assessor and residential assessor for revaluation. He reviewed the contracts and updated the contractors on the requirements by DRA for their USPAP manual, which is how they arrive at their valuations. The time frame for starting was agreed on and they reviewed the data entry process, etc. K. Anderson will be working closely with the contractors to update any credits and exemptions. Any house sold within the last 18 months will be reviewed; letters have been sent requesting additional information about the sale. K. Anderson has prepared a news release explaining that residents can expect a 15% to 17% increase in their property value, but it doesn't relate to a similar increase in their taxes. The tax rate drops as the value increases; the results of Town Meeting determine the amount of taxes to be charged.

Budget Balance: K. Anderson updated the Board on the current budget balance, which is \$313,000. This includes all expenses to date; however, there is another week remaining on payroll. She anticipates a payroll of \$26,000 and \$155,000 in normal monthly expenses. That will leave a balance of approximately of \$158,000 to end the year. The Selectmen agreed that an email could be sent to department heads stating any non-emergency purchases needed to be delayed until 2018.

2. Police Department Administrative Assistant

Chief Laurent has recommended Elizabeth Tretter as the Administrative Assistant. She will be 35 hours per week; if the Town budget is approved at Town Meeting, that position will become full-time. P.

Sanderson stated she should be hired as full-time now. K. Anderson responded the Chief and E. Tretter were happy with the position as part-time. P. Sanderson added that even if the default budget is voted, he would like the position to be full-time; members were in agreement.

MOTION: J. Rolston moved to approve hiring Elizabeth Tretter as the Police Administrative Assistant. Second – P. Sanderson; all in favor. MOTION CARRIED

3. Primex Contribution Assurance Program: Property & Liability Program

For the next three years, Primex has offered a stability cap to the Property Liability and Worker's Comp programs with no increase over a determined amount. Worker's Comp would be guaranteed a maximum 10% increase; it could be less based on the Town's experience. Property Liability would be a maximum increase of 7%. Both guarantees are per year. There are no other competitive programs offering Worker's Comp.

K. Anderson recommended participating in the Primex CAP programs. She added that there is another property liability pool being formed and is projected to be ready for 2019. A new pool will take time to build up capital as well as understand their experience rating. A new pool is risky; high rated people will jump to a new pool.

A three year contract can be signed without a fiscal funding clause; these are fiscal cap programs and not guaranteed for the coverage. P. Sanderson clarified that multi-year contracts can't be done without approval from Town Meeting.

MOTION: C. Deorocki moved to approve the Town's participation in the Primex Contribution Assurance Program: Property and Liability Program for the next three coverage period years. Second – C. Hussey; all in favor. MOTION CARRIED

4. Primex Contribution Assurance Program: Worker's Compensation Program

MOTION: C. Hussey moved to approve the Town's participation in the Primex Contribution Assurance Program: Worker's Compensation Program for the next three coverage period years. Second – C. Deorocki; all in favor. MOTION CARRIED

5. Awarding of Bid: Willowbrook Avenue Reconstruction

The bids were opened; bid documents were included in the informational packet (copy on file). Lyman Construction was the apparent low bidder. A letter has been received from Underwood Engineering recommending the award to Lyman. References have been checked, and Underwood has worked with Lyman in the past. The base bid amount was \$314,490; add-on for Willowbrook is bid alternate #1 for the box culvert (the Town is waiting to hear from NHDES regarding the wetlands permit). The additional cost is \$79,500.

P. Sanderson questioned if the Board wanted to accept the bid without the wetlands permit, or reject it and rebid when the Town has the permit. K. Anderson recommended accepting the bid to lock in the price; the contract will not be signed until the wetlands permit is in place. Ben Dreyer, Underwood Engineering, advised K. Anderson that based on his conversation with DES they would be taking their full 90 days. The Greenland Conservation Commission did send a letter to DES requesting the box culvert.

Chair Morgan stated that Lyman has been recommended by the engineer and they have done work in the area. Their bid was substantially lower than others. P. Sanderson was concerned because their bid was substantially lower. Busby was lower; however, the directive was that it would be based on the base bid. P. Sanderson stated that they wouldn't know what would be built until the permit was received. The bid is a little bit of conjecture; mobilizing for a box culvert was different than mobilizing for the other type. He recommended rebidding once it was known what would be built. K. Anderson added that the goal was to encumber the balance in the warrant article (\$255,000) prior to year-end.

David Hagner, Great Bay Drive West: Chair Morgan reviewed past events regarding Great Bay Drive West with D. Hagner. K. Anderson added that she received a call from Leonard Schwab, Great Bay Drive West, requesting a warrant article be done by the Selectmen. D. Hagner stated it felt like they were going down "a rabbit hole". P. Sanderson also reviewed the sequence of events, adding that a 50' wide right-of-way is standard; the constructed portion varies between 22' and 24', leaving an area for utilities, snow, etc. Negotiations with the landowners reached an impasse. When the case was reviewed with the Planning Board, they were not in favor of a road that didn't meet Town standards. The landowners could design a road that would be accepted by the Planning Board. Their land would be substantially more valuable and it would benefit residents at that end of Great Bay Drive West. This would be the best scenario because it would be to Town standards and accepted as a Town road. P. Sanderson felt the 50' right-of-way could be discussed; however, 18' doesn't work. He added that during his time on the Planning Board, they have never accepted a road with less than 22' of pavement. That area is also one of the most vulnerable to sea rise because the culvert was likely to fail. Chair Morgan stated that P. Sanderson is the liaison to the Planning Board. The next step for Great Bay Drive West would be to go before the Planning Board. K. Anderson added that the landowners wanted the Town to sign a Memorandum of Understanding stating that the road would be considered up to Town standards for a subdivision, regardless of what was done to the road. They also wanted driveway aprons for specific lots and trees removed, among other things. P. Sanderson was hopeful that the neighbors may be able to get further with the landowners. The Board has agreed to continue winter maintenance on the road. In order for the Planning Board to make a decision, all property owners in that area whose property rights would be affected could go to the Planning Board together. K. Anderson asked if the Planning Board could override the "as is, where is" vote made at Town Meeting. P. Sanderson responded that it was subject to Planning Board approval, and they could refuse to approve. C. Hussey suggested before going to the Planning Board they may want to meet with the Planner.

MOTION: C. Hussey moved to approve the bid from Lyman Construction for roadway improvements to Willowbrook Avenue in the base bid amount of \$314,490. Second – C. Deorocki; all in favor. MOTION CARRIED

MOTION: C. Hussey moved to encumber the balance of \$255,303.66 in Article 13 for road improvements in 2018 for the Willowbrook Avenue project. Second – J. Rolston; all in favor. MOTION CARRIED

\$75,000 was budgeted in 2018 for Tuttle Lane. The Board voted to use the Highway Funds from the State to pave Tuttle Lane. The \$75,000 that was budgeted can be used for Willowbrook Avenue; it will be enough to cover the cost of the culvert. There is no dedicated funding for Great Bay Drive West.

6. Proposed Warrant

The list of proposed warrant articles was reviewed by the Board. Chief Cresta submitted two warrant articles for 24 Scott Air Packs; one for purchasing and another for lease to own. Both options would be

done through the Ambulance Special Revenue Fund. The Selectmen, after speaking with Chief Cresta, preferred to purchase 20 air packs outright rather than lease.

The deadline for warrant articles is Tuesday, January 09, 2018. There were no petitioned warrant articles at this time and four Zoning articles. The bond article as proposed by the Library Trustees would be the first money article; the bond will need a three-fifths vote to pass because Greenland is an SB2 town. A separate public hearing must be held for the Keno warrant article between 10 and 30 days prior to Town Meeting. There was a discussion about replacing the building at Krasko Field. Property tax pre-pays were discussed briefly. There may be a petitioned warrant article from Great Bay Drive West to remove the Planning Board requirement from the article passed at the 2010 Town Meeting. P. Sanderson suggested K. Anderson contact the LGC attorney hotline and ask if that would violate RSA 674:30.

7. Other New Business

300th Anniversary Committee Meeting: There will be a meeting of the 300th Anniversary Committee on Tuesday, January 02, 2018, 6:30 p.m. in the Town Hall Conference Room.

VI. ACCOUNTS PAYABLE – THURSDAY, DECEMBER 28, 2017

1. Payroll Manifest 26

MOTION: C. Deorocki moved to approve Payroll Manifest 26 in the amount of \$51,649.64. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 26

MOTION: J. Rolston moved to approve General Fund Manifest 26 in the amount of \$453,986.54. Second – P. Sanderson; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 9:00 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, January 08, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, January 08, 2018