



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, April 06, 2015 – 7:00 p.m. – Town Hall Conference Room

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

Members Absent:

Staff: Karen Anderson – Town Administrator, Tara Laurent – Police Chief, Ralph Cresta – Fire Chief, Tim Collins – Emergency Management Director, E911 Commission Members

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. PUBLIC HEARING

1. Proposed E-911 Changes

Chair Morgan opened the public hearing by stating that although the Board of Selectmen understood concerns of residents with the proposed E911 changes, they were being done for safety reasons. He continued that residents would receive a packet to assist them in updating address information with utility and mortgage companies.

Chief Laurent explained the need for 911 changes and the process the Town is undertaking to standardize addresses. Any driveways or access ways that have three or more addresses off of them were subject to change.

Residents that were affected by the changes voiced their concerns to the Board. Chief Laurent explained that 911 changes were based on driveway locations; if residents wanted to change their driveway that would be an option. Curb cuts on the State road were briefly discussed; J. McDevitt suggested residents may want to meet with the Planning Board Consultant.

Chief Laurent explained the process for naming drives. “Street” and “road” were reserved for thru roads; names similar to existing streets could not be used. Signs for Town roads/streets will be green; private ways will be blue and labeled as private. Under the new numbering system, house numbers will change every 50’.

Steve Gerrato, 512 Post Road: Stated that he found the letter “illegal” and “threatening”, and that the Board of Selectmen did not have the authority to rename a private driveway that has frontage on Post Road. He gave members a schematic of his lot as well as a copy of RSA 231:133 and RSA 231:133-a. S. Gerrato stated that he has two legal driveways which were approved by the ZBA and Planning Board, and it is not a shared driveway. He continued that the Selectmen have the right to number, and agreed to let them do that. Chief Laurent responded that if the driveways had signage and delineated with

something in the middle, a strip of grass or fence, it would not be a problem. Although he agreed it needed numbering, S. Gerrato was adamant that he would not change the name of his driveway.

Chief Laurent told those present if a fee was charged for a change of address due to E911, she would like to be notified and would advocate for the fee being waived. Extensive research has been done, and no fee should be charged.

J. Penacho stated that this was the third E911 change, and there have been no problems. Using "Fire Lane" as part of the address was suggested and discussed. There was additional discussion regarding the 911 changes; Chief Laurent stated that the safety of residents far outweighed the inconvenience.

Gail Gerrato, 512 Post Road: Asked if all numbers on Post Road would be changed due to the unused numbers. Chief Laurent responded that they were addressing each problem separately, and agreed there were many other issues in Town. It was further explained that houses would be numbered would be 50' apart, but in sequence.

Driveways will be named at the next meeting on Monday, April 20, 2015. Names can be dropped off at the Town Hall or emailed to the Town Administrator (kanderson@greenland-nh.com). There being no further comments, Chair Morgan closed the public hearing.

II. ADMINISTRATIVE AND OTHER ITEMS

1. Current Use Release

The property at 339 Bayside Road has changed ownership and no longer has 10 contiguous acres. The current use fee was based on a previous Purchase and Sale agreement of \$160,000.

MOTION: J. Penacho moved to approve the current use release for 339 Bayside Road in the amount of \$16,000. Second – K. Forrest; all in favor. **MOTION CARRIED**

2. Elderly Exemption

The residents do qualify based on income.

MOTION: K. Forrest moved to approve the elderly exemption of \$145,000 for the resident at 25 Hillside Drive. Second – J. Rolston; all in favor. **MOTION CARRIED**

3. Project Updates: Dearborn Road/Caswell Drive and Meadow Lane

Required easements for Dearborn Road and Caswell Drive have been signed and submitted to Underwood Engineering, and were being included in the bid packet. The wetlands permit is still under review by DES; the Town Administrator has received notification that the application is in order and review is ongoing. Underwood Engineering is working with Fairpoint to relocate a pole; bid documents are expected to be prepared this week and direct-mailed to the contractors on the State's "A" list. Advertising will also be done. There will be a pre-bid meeting two weeks after the bids are mailed, and bids will be due two weeks later. The goal is to have substantial completion by September 01. The Town Administrator would like to combine the bid documents for savings.

Meadow and Hillside is moving forward with the improved stormwater drainage at the base of Meadow. The design has been done and the engineer met with a representative for the lot that has a drainage

easement to relocate the easement slightly. The engineer felt that when the grading is done, the lot may become buildable.

Underwood Engineering has suggested that the Hillside/Meadow project be included as an add-on. This may be a possible savings during the bidding process. Bidders would have the option to bid on one or both projects. The Board was in agreement to combine the projects.

4. Town Treasurer: Elected Position to Appointed Position

Chair Morgan suggested that due to recent issues with the Town Treasurer position, the Board may want to consider a warrant article for the 2015 Town Meeting to appoint a Treasurer. Based on the demands of the position, reviewing qualifications would be helpful to ensure the best person was hired. The Board was in agreement it would be a good idea. The Town Administrator reminded the Board it would not take effect until the following year.

5. Commercial Fire Inspection Program

This program has been in place since 2010. Businesses in Town are charged between \$50 and \$200, depending on square footage, for fire inspections. When the project was put in place, the previous Building Inspector wasn't certified to do fire inspections; the current Building Inspector is a certified fire inspector. He has been doing fire inspections, and the funds haven't been used.

Last year the fire inspection invoices were not sent; however, some businesses paid the fee without being invoiced. The bookkeeper has suggested some changes for the 2015 process. There is \$8,250 in unpaid invoices from 2013. She has requested permission to waive the unpaid invoices and start with a clean slate for 2015. She would like to invoice the property owner rather than the business owner. When invoices were sent, the business owner would respond that it was the property owner's responsibility, and bills were not getting paid. The business owner pays the fee annually, and inspections are done once every five years. In addition, many businesses are no longer operating or have new owners. The Town Administrator agreed it would be easier to bill the property owner. The bookkeeper also suggested a penalty be assessed if the invoice is not paid within 60 days. J. Penacho suggested making it subject to lien as well; the Town Administrator will research the lien statute.

Compiling a master list of commercial, municipal and educational buildings and their inspection dates may be difficult based on change of ownership or no longer being in business. The Board felt there should be a master list available that would include the name of the business, business owner, property owner, when it was last inspected and when the next inspection was due. J. McDevitt would like the Building Inspector to address the issue with the Board before any decisions were made. The Town Administrator reminded the Board that it was a Town Meeting warrant article. If the process was to be rescinded, it would need to be through Town Meeting.

MOTION: K. Forrest moved to approve waiving the past due balance of \$8,250 for the Commercial Fire Inspection Program. Second – J. Rolston; all in favor. MOTION CARRIED

6. Greenland Fire Department Association, Inc.: Request to Use Name

This has been submitted by the Fire Association, which is different from the Fire Department. They are going through the legal process to incorporate. Currently known as the Greenland Volunteer Fire Department, they would like to be renamed the Greenland Fire Department Association. Currently, any checks written to the Fire Association are made payable to Greenland Fire Department, go through the

Town and are used by the Fire Department as a donation. If changed, checks would have to be made payable to the Greenland Fire Department Association and they would deposit. They are not attempting to become a 501-C-3; they don't meet those requirements. The Board would like to have the Town Attorney review the document before any decision is made.

7. Proposed Joint Work Session with Planning Board: TIF District and CIP

The Planning Board would like to hold a joint meeting with the Board of Selectmen to discuss TIF Districts and the CIP process. The Selectmen agreed this was a good idea. The suggested date was Thursday, June 04; however, several Selectmen will not be available that date. An alternate date will be discussed with the Planning Board at their meeting on Thursday, April 16.

8. Approval of Minutes: Monday, March 23, 2015 and Friday, March 27, 2015

MOTION: *J. Penacho moved to approve the minutes of Monday, March 23, 2015. Second – J. Rolston; all in favor. MOTION CARRIED*

MOTION: *J. Penacho moved to approve the minutes of Friday, March 27, 2015. Second – J. McDevitt; three in favor, two abstain (K. Forrest, J. Rolston). MOTION CARRIED*

9. Other Business

The Police Chief went back out to bid for completing the upstairs at the Police Station. She has recommended TDAK & Company; their bid was for \$130,000. A deposit of \$43,000 was requested by Chief Laurent from the Capital Reserve Fund. She reviewed the bid with the Board; there were no specifics listed. Five bids were received, the next lowest was in the amount of \$177,000. TDAK will be working with subcontractors who will be donating some of the materials and/or labor. Troy Thibodeau, TDAK & Company, felt this was his way of giving back to the Town. Chief Laurent assured the Board that his company met all the specifications of the project and understands the scope of the job; his goal was to keep the costs as low as possible.

MOTION: *K. Forrest moved to award the contract for completing the second floor of the Police Station to TDAK & Company, in the amount of \$130,000. Second – J. Penacho; all in favor. MOTION CARRIED*

MOTION: *J. McDevitt moved to approve the withdrawal of \$43,000 from the Capital Reserve Fund as a deposit to TDAK & Company to complete the second floor of the Police Station. Second – J. Rolston; all in favor. MOTION CARRIED*

The Town Administrator distributed and reviewed a letter from Wally Berg regarding the damage to Remembrance Park over the winter. She also reviewed the letter received from Jean Woodcock, 23 Caswell Drive, regarding the day care at 24 Caswell Drive.

D. Beck, 1039 Portsmouth Avenue: She has spoken to the Building Inspector and the Planning Board regarding the conservation subdivision on Rt. 33. It was her feeling that the developer received 2.5 lots they should not have because the Selectmen did not accept parcels as conservation. A packet was given to her from the Town Administrator that included deeds for the conservation easements; all were recorded in December 2014. In addition, D. Beck was told that the subdivision qualified for 21 lots and they received 19. J. McDevitt requested that the Planner review the approved site plan.

III. ACCOUNTS PAYABLE – THURSDAY, APRIL 09, 2015

1. Payroll Manifest 07

MOTION: J. Penacho moved to approve Payroll Manifest 07 in the amount of \$38,580.47. Second – K. Forrest; all in favor. MOTION CARRIED

2. General Fund Manifest 07

MOTION: K. Forrest moved to approve General Fund Manifest 07 in the amount of \$230,810.43 (School - \$130,000). Second – J. Rolston; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 07

MOTION: J. Penacho moved to approve Medical Deductible Expendable Trust Manifest 07 in the amount of \$25,415.95. Second – K. Forrest; all in favor. MOTION CARRIED

4. Police Special Revenue Fund Manifest 04

MOTION: J. Penacho moved to approve Police Special Revenue Fund Manifest 04 in the amount of \$28,686. Second – J. McDevitt; all in favor. MOTION CARRIED

This is for the new cruiser to be delivered on Wednesday, April 8, 2015; funds from the Detail Account will be used to pay for the cruiser.

5. Ambulance Special Revenue Fund Manifest 02

MOTION: J. Penacho moved to approve Ambulance Special Revenue Fund Manifest 02 in the amount of \$3,000. Second – J. McDevitt; all in favor. MOTION CARRIED

IV. ADJOURNMENT

MOTION: J. Penacho moved to adjourn at 8:37 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

NEXT MEETING

Monday, April 20, 2015 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, April 20, 2015