



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, March 24, 2014 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chair John Penacho, Kevin Forrest, John McDevitt, Vaughan Morgan, Mo Sodini

Staff: Karen Anderson – Town Administrator

Chair Penacho 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 – SALE OF PROPERTY PER RSA 41:14(a)

1. 520 Bayside Road (1st Hearing)

Chair Penacho announced this was the first public hearing for the sale of Town-owned property at 520 Bayside Road. Bids were opened at 3:00 p.m.; four bids were received. Two bids were “as is”, with no contingencies: \$38,500 and \$15,000. Another bid was \$41,000 contingent upon it being a buildable lot, work to be done at the bidders expense; if not buildable, the offer is reduced to \$12,500. The final bid was received from the property owner encroaching on the lot in the amount of \$1; she believes that she has an “obvious and enforceable interest in the lot, and if compelled to enforce the interest and is not successful, will pay \$100 above any viable offer for said lot”. M. Sodini has spoken to Paul Sanderson, NHLGC, regarding prescriptive interests on Town-owned property: town property is not subject to prescriptive interests.

Chair Penacho opened the meeting to public comments. Troy Thibodeau, 945 Portsmouth Avenue: He was concerned that accepting a bid similar to the last one read may start a new way of bidding on Town property. He requested permission from the Board to make sure the lot was buildable by doing test pits; the property has been surveyed.

The Planning Board and Conservation Commission have concurred that the lot should be sold. T. Thibodeau stated that there is a difference between the two highest bids: one is with contingencies. Test pits could be done before the next meeting to ensure it’s a buildable lot.

There being no further comments, Chair Penacho closed the public hearing. The second public hearing will be held at the next Board of Selectmen meeting on Monday, April 07, 2014. The Town Administrator will contact the Town Attorney regarding prescriptive easements.

II. ADMINISTRATIVE AND OTHER ITEMS

1. Reorganization of the Board

MOTION: V. Morgan moved to appoint J. Penacho as Chairman. Second – K. Forrest

DISCUSSION: Chair Penacho stated that he would serve as Chairman for another year.

MOTION: V. Morgan moved to reappoint J. Penacho as Chairman. Second – K. Forrest; four in favor, one opposed. MOTION CARRIED

When asked to consider the Vice Chairman position, K. Forrest told the Board he didn't feel comfortable in that capacity, preferring to serve at least a year as Selectman and remain on the same committee. Next time around, he may reconsider.

MOTION: Chair Penacho moved to reappoint V. Morgan as Vice Chairman. Second – J. McDevitt; four in favor, one opposed. MOTION CARRIED

Prior to appointing representatives to the various boards and committees, M. Sodini suggested that the Selectmen's rep for the Fire Department needs to be a representative to the Fire Chief and Fire Department, not the Association. He continued that the Association has extricated itself from the Fire Department and is a 501C3. The Town Administrator added that if the Association Board of Directors was not in agreement with the Fire Chief, it could put the Selectmen in an awkward position. It was M. Sodini's feeling that the liaison to the Fire Department should do exactly what the liaison to the Police Department does. Asked if there was an RSA that stated the liaison had voting rights in the Association, the Town Administrator responded it may refer to a Fire Commission. Chair Penacho stated that he felt the liaison should assist in matters dealing with policy, equipment and making sure the department runs properly; it's not the intent of the Board of Selectmen to run the Fire Department on a day-to-day basis.

MOTION: K. Forrest moved to reappoint V. Morgan as the Selectmen's liaison to the Fire and Police Departments. Second – J. McDevitt; four in favor, one abstain (M. Sodini). MOTION CARRIED

MOTION: V. Morgan moved to reappoint K. Forrest as the Selectmen's representative to the Recreation Commission. Second – J. McDevitt; all in favor. MOTION CARRIED

MOTION: V. Morgan moved to reappoint M. Sodini as the Selectmen's representative to the Planning Board. Second – K. Forrest; four in favor, one abstain (M. Sodini). MOTION CARRIED

MOTION: V. Morgan moved to appoint J. McDevitt as the Selectmen's alternate representative to the Planning Board. Second – K. Forrest; all in favor. MOTION CARRIED

MOTION: K. Forrest moved to appoint J. McDevitt as the Selectmen's representative to the Library. Second – V. Morgan; all in favor. MOTION CARRIED

MOTION: V. Morgan moved to reappoint J. Penacho as the Selectmen's representative to the Budget Committee. Second – J. McDevitt; all in favor. MOTION CARRIED

2. Bond/Note: Road Construction

The Town Administrator has spoken to the two top bidders: (1) Optima Bank, 2.47% - it has gone to their Board and the loan has been approved; (2) Federal Savings Bank, 2.1% for five years and then daily rate plus .25% for the remaining five years. Provident Bank was the highest at 3.5%; the remaining bidder was 2.74%.

Chair Penacho recused himself from the discussion. The Town Administrator reminded the Board they would need to make a decision due to time constraints and the process could take 30 to 60 days. She recommended Optima Bank at 2.47%, which is a fixed rate for 10 years. There is no pre-payment penalty.

MOTION: *M. Sodini moved to proceed with Optima Bank at 2.47% fixed for 10 years. Second – V. Morgan; four in favor, one abstain (J. Penacho). MOTION CARRIED*

3. MS 2 – Report of Appropriations Voted

The Town Administrator explained the report was for appropriations actually voted at Town Meeting. Budget line items and warrant articles are combined on one document for the Department of Revenue Administration.

MOTION: *V. Morgan moved to approve the MS2 Report of Appropriations as presented. Second – K. Forrest; all in favor. MOTION CARRIED*

4. Ambulance Billing Rate

The Town Administrator explained this is done annually, confirming the ambulance rates with ComStar. Last year billing was changed from Medicare plus 30% to a Medicare bundled rate, which resulted in an increase of revenue for the Town. Chief Cresta has recommended the bundled rate plus 10%. M. Sodini explained the bundled rate: at one time there were separate charges for the ambulance plus any additional treatment by department personnel; now the charge is all-inclusive.

Portsmouth vs. Greenland billing practices was discussed. Chair Penacho was concerned about Greenland residents taken by Portsmouth ambulance who couldn't pay their portion of the bill. Greenland will not "force bill", but Portsmouth may. The Town Administrator stated she has never received a complaint from a Greenland resident regarding billing.

MOTION: *M. Sodini moved to approve the 2014 ambulance billing rate at the current bundled rate plus 10% above the 2013 rates, effective April 01, 2014; the Town Administrator is authorized to sign and return all required paperwork. Second – K. Forrest; all in favor. MOTION CARRIED*

5. Elderly Exemption

MOTION: *K. Forrest moved to approve the elderly exemption as presented. Second – V. Morgan; all in favor. MOTION CARRIED*

6. Veteran's Exemption

MOTION: *J. McDevitt moved to approve the veteran's exemption as presented. Second – V. Morgan; all in favor. MOTION CARRIED*

7. Salt Shed RFP

The Town Administrator updated the Board on the salt shed. She has met with the company that makes the galvanized structures. During her research, she learned the structures can be easily taken down and moved. The initial location was the gravel area at the rear of Krasko Field. Because there is a potential to move or sell some of the gravel in that area, she's hesitant to put the shed where it could be damaged by equipment. Her recommendation was that the new structure be put in the location of the existing salt shed which would have to be removed. Another option would be putting the shed under contract but not moving forward this year; the existing shed could be used until the excavation is done in the gravel pit.

The shed membrane should be white because the light will come through, and will be hot-dipped galvanized material so it won't deteriorate or corrode. The Town Administrator has spoken to other towns in the area that use a similar structure. The consensus was it's a better way to go than the traditional stick built building. The approved warrant article was for \$50,000. A quote received in November was \$32,000; with the prep work the cost will approach \$50,000.

M. Sodini was concerned with putting up the shed and then taking it down to relocate. He preferred to put up the shed once and suggested encumbering the money for a year. The Town Administrator stated that some of the gravel in the pit would be used for the proposed road construction. When sending out the shed RFP, the Town Administrator will include an addendum requesting an expiration date for the price quote.

8. Reappointment: Joe Fredericks, Conservation Commission

MOTION: V. Morgan moved to reappoint Joe Fredericks to the Conservation Commission. Second – K. Forrest; three in favor, two abstain (J. McDevitt, M. Sodini). **MOTION CARRIED**

J. McDevitt stated that the people appointed to the Conservation Commission represent the Board of Selectmen. When they make decisions in their meetings, in public or on site walks they are representing the Board. He would like them to meet the Board before they are appointed. Members of the Board agreed; Chair Penacho stated it should become policy for anyone seeking appointment to a Board or Commission to meet the Selectmen.

9. Health Officer

The Town Administrator has heard from two residents who are interested in the Health Officer position: Jeff Canfield, Post Road, and the current Deputy Health Officer for the last three or four years; and Martha Wassel, Great Bay Road, who works for the Department of Public Health. Chair Penacho has requested that they come in to meet the Board at the next meeting. M. Sodini stated he would prefer to appoint someone with a health background. K. Forrest has requested a resume for anyone seeking an appointment to a Board or Committee.

10. Approval of Minutes: Monday, March 10, 2014

MOTION: M. Sodini moved to approve the minutes of Monday, March 10, 2014. Second – V. Morgan; four in favor, one abstain (J. McDevitt). **MOTION CARRIED**

11. 2014 Long Range Planning

- 2014 goals were reviewed. Capital Improvement Plan and the Master Plan were discussed. The Town Administrator told the Board that the CIP process was started and Department Heads have submitted information. The last in-depth CIP was done three or four years ago by Aidan Moore, Charlie Cummings and the Town Administrator. J. McDevitt suggested the CIP was the purview of the Planning Board and would like the Chairman to work with the Selectmen on bringing it up to date. He continued that the Planning Board does have a vision regarding the build-out of the Town and should work closer with the Selectmen.
- The Town Administrator gave a brief update on the sewer; talks with Stratham and Exeter are still ongoing. She also updated them on the status of the project at 1533 Greenland Road. She had spoken to the developer earlier in the day; two of the tenants pulled out following the Zoning Board meeting last week. At this point, they are not going to pursue sewer; they are now proposing a smaller project with a septic system.
- Gravel Pit: The gravel pit may be an option for some type of financial benefit. There has been an interest over the years for aggregate materials. V. Morgan has offered to help the Town Administrator in determining what is type of material is in the pit and what its value may be.
- The Personnel Policy will be reviewed. M. Sodini stated that the Town employees have a good deal with the health insurance plan that is offered. The plan is 90/10, and the Town pays the \$5,000 deductible. He suggested it be 85/15, increasing to 80/20 a year or two later. Keeping the \$5,000 deductible, 80/20 would be the maximum. Chair Penacho asked the Town Administrator to give the Board members a copy of the current Personnel Policy as well as a summary of the comments made by employees in 2012. The policy should be reviewed annually or every two years. Also discussed were employee evaluations. The Board of Selectmen performs evaluations on the Town Administrator, Police Chief and Building Inspector; the Police Chief evaluates her department; the Town Administrator evaluates the Secretary to the Boards, Bookkeeper and Property Maintenance Supervisor; the Town Clerk evaluates the Deputy Town Clerk.
- Computer Policy needs to be finalized.
- Cemetery: The Town Administrator updated the Board on the Cemetery Trustees search for lots. They are looking at Maple Drive Extension, the Chick property and several other locations.
- Fire Station: V. Morgan suggested holding on evaluating any improvements at the Fire Station due to the major road project that was just funded. It was suggested that a list of roads be established that require repairs, prioritizing them. J. McDevitt would like to have the Town Engineer review plans for road repair. The Town Administrator responded that there wasn't money in the 2014 budget for engineering. A representative from Underwood Engineering will do a site walk of Dearborn Road for repairs. J. McDevitt suggested that it would be beneficial to have the Planning Board and Circuit Rider review any structural improvements that need to be made. The Town Administrator reminded the Board that any review would have to be done by the entire Board as an agenda item, and the turn-around period could take a month. Chair Penacho would like to include the Planning Board in the site walk of Dearborn Road for their input. The Town Administrator is anticipating a completion date of September 2014 for Dearborn Road. Bayside and Bayridge would be the next big project.
- Recreation: The Town Administrator would like to discuss the bleacher options with Brian Pafford, Rec Chairman, before ordering. One option is a 15', 5-tier section with an added safety feature of chain link fencing; there is enough money available in the budget.
- Safety Improvements to Caswell Field: Fencing and reseeding will be looked at. Some of the cement holding the posts has risen in places. The Property Maintenance Supervisor should be able to do the repairs.
- Sidewalks: There was discussion last year regarding repairing the sidewalks on Post Road down to Nik & Charlie's and across the street, and down Portsmouth Avenue. The east side was completed

last year; there may not be any funding available to complete the west side this year. The Board requested the Town Administrator get a price to repair the sidewalks. J. McDevitt asked the status of the sidewalks on Portsmouth Avenue by Nik & Charlie's. The Board wasn't sure of the status; M. Sodini suggested speaking to the Building Inspector.

- Sewer Expansion: There have been no changes.
- Grocery Store and Target: The Town Administrator will contact Packard Development regarding the vacant lot in the Target/Lowes complex.
- Town Ordinances: Ongoing project with Town Administrator and Police Chief. The Town Administrator updated the Board on the Noise Ordinance. It has been sent to the Town Attorney; however, Paul Sanderson, NHLGC, stated it shouldn't have been done by the Selectmen and would need to go to Town Meeting. The Town can control noise on streets and in parks; the ordinance written by Chief Laurent was a combination including Town, public and private property. Anything involving private property must be an ordinance voted on at Town Meeting.

12. Other Business

- Remembrance Park Memorial: K. Forrest updated the Board. The rededication has been rescheduled to Veteran's Day rather than Memorial Day due to time constraints. K. Forrest recommended that names being added to the memorial be approved by the Board of Selectmen. Criteria will be provided by the Veterans Memorial Committee. V. Morgan added that eventually the Memorial Committee would not exist. The monument is going to be on Town property; approval from the Selectmen, based on information provided on a DD214, would ensure that names engraved on the monument meet defined criteria. Names would be added once a year, possibly Memorial Day or Veteran's Day.
- K. Forrest gave the Board a letter he drafted to Senators Ayotte and Shaheen regarding Sea-3 and Pan-Am. Also included was a compilation of Pan-Am rail incidents. His intent was for the Town of Greenland to endorse and bring visibility to requesting the completion of a comprehensive safety and security review prior to the Newington Planning Board approving a permit to allow Sea-3 to expand operations. There should be a complete understanding of the risks and mitigation as well as any costs the Town may incur. This is a way to assure residents that the Town is trying to present their interests and concerns. The Town Administrator added that on Monday evening, March 31, Cynthia Scarano (Pan-Am) will be at the Town Offices to address concerns. K. Forrest proposed using the Discovery Center because there would be more room; however, parking is limited. He felt crossing over the tracks to the Discovery Center may have some impact. Also suggested was the multi-purpose room at the school. K. Forrest stated that time was of the essence regarding the letter if the Senators were going to have any influence on the process. The letter was placed on hold until all Board members had an opportunity to review.
- LGC Selectmen's Institute: V. Morgan told Board members that for five days over a four month period LGC sponsors a Selectmen's Institute. Several Board members have attended this in past, and it provides insight into Selectmen's responsibilities.
- Deborah Beck, Bayside Road: The Board and Town Administrator briefly reviewed the public hearing for D. Beck. The second public hearing will be held on Monday, April 07, 2014.

III. ACCOUNTS PAYABLE – MARCH 27, 2014

1. Payroll Manifest 07

MOTION: K. Forrest moved to approve Payroll Manifest 07 in the amount of \$34,748.01. Second – V. Morgan; all in favor. MOTION CARRIED

2. Payroll Manifest 07-A

MOTION: K. Forrest moved to approve Payroll Manifest 07-A in the amount of \$1,475. Second – V. Morgan; all in favor. **MOTION CARRIED**

3. General Fund Manifest 07

MOTION: K. Forrest moved to approve General Fund Manifest 07 in the amount of \$635,746.49 (School - \$140,000; Library - \$70,000; Capital Reserve Fund Transfer - \$202,000). Second - M. Sodini; all in favor. **MOTION CARRIED**

4. Medical Deductible Expendable Trust Manifest 06 (April 04, 2014)

MOTION: K. Forrest moved to approve Medical Deductible Expendable Trust Manifest 06 in the amount of \$5,299.72. Second – V. Morgan; all in favor. **MOTION CARRIED**

5. Ambulance Special Revenue Fund Manifest 02

MOTION: K. Forrest moved to approve Ambulance Special Revenue Fund Manifest 02 in the amount of \$3,000. Second – V. Morgan; all in favor. **MOTION CARRIED**

DISCUSSION: M. Sodini suggested they wait until the end of the year and transfer what was needed out of that fund. The Town Administrator responded that funds not expended by 12.31.13 were transferred back in.

IV. ADJOURNMENT

MOTION: V. Morgan moved to adjourn at 9:25 p.m. Second – J. McDevitt; all in favor. **MOTION CARRIED**

NEXT MEETINGS

Monday, March 31, 2013 – Town Hall Conference Room, 7:00 p.m., Cynthia Scarano – Pam-Am
Monday, April 07, 2014 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, April 21, 2014