



**BOARD OF SELECTMEN**  
**Town of Greenland · Greenland, NH 03840**  
575 Portsmouth Avenue · PO Box 100  
Phone: 603.431.7111 · Fax: 603.430.3761  
Website: greenland-nh.com

**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, November 16, 2015 – 7:00 p.m. – Town Hall Conference Room

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

*Staff:* Karen Anderson – Town Administrator, Tara Laurent – Police Chief, Tim Collins – Emergency Management Director

*Also Present:* Jeannie Brome – E911

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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. PUBLIC HEARING – RSA 231:133-a**

1. E-911 Changes: Road Names, Number Changes

Chair Morgan told those present that although changes can be difficult and inconvenient, sometimes it's necessary. He continued that emergency services, both Town and mutual aid, have had difficulty locating addresses due to similar street names and/or out of sequence house numbering as well as multiple residences on one driveway. This has caused delays in emergency response times, which could cost a life. As Selectmen, they are obligated to remedy matters of safety. Pursuant to RSA 231:133-a, the Board was making address changes to expedite emergency response times.

Chair Morgan continued that the hearing was not whether or not the changes would be made; the Board had weighed the inconvenience vs. the safety factor. They determined the changes will be made in the interest of safety. The public hearing was being held to address comments and to answer questions regarding what needed to be done when addresses were changed.

Chief Laurent explained the 911 process, the changes that were being made and how they would be implemented. The meeting was opened to public comments. Address changes were reviewed by sections, with Chief Laurent and J. Brome explaining the necessity for the change as well as the NENA standards.

Residents voiced concerns about the challenges of changing addresses. Residents asked if the Town would cover expenses incurred due to the changes: addressing was the responsibility of the Town; if it was done incorrectly, the Town should assume the cost. Chair Morgan responded that the Town is governed by the RSA's and didn't think it would be allowed. The Town Administrator added that the Town is not allowed to spend public money for private purposes unless there was negligence on the part of the Town. If there was negligence, it would be a Board of Selectmen decision to make reimbursement. J. Penacho stated that if a resident elected to make a change on their own that incurred an expense (example: changing a deed), the resident would be responsible. Changing deeds

was further discussed. Chief Laurent assured residents that there will be a paper trail in the Town Hall referencing address changes.

Chief Laurent explained that although the proposed changes have passed, a formal vote will be made on Monday, November 30, 2015. If there is a special condition that outweighs safety, it may be taken into consideration. It was asked if it would be acceptable to change the location of the driveway in order to keep an address; Chief Laurent responded it would be acceptable provided all the proper permits were obtained. Citing the address changes specifically for 224 Portsmouth Avenue and 02 Fairway Drive, Chief Laurent assured those residents that approval would be contingent on all permits being received.

K. Forrest suggested that some of the local granite dealers/companies be contacted. A rate may be able to be negotiated for residents who need to change their granite post. It may be possible to provide quotes that can be included when the final notification is sent out.

Residents from the condos at 798-812 Portsmouth Avenue submitted several names for their drive. The tentatively approved name will be Pond View Drive contingent upon approval from E911; new numbering will also be done. The Town will provide the new sign (blue to indicate private).

Referring to the 911 addressing standards on the NH Department of Safety website, the resident at 01 Orchard Hill Road felt that his residence met the exception of "structures that can be accessed from the road in which they face should be addressed from the road they face regardless of the access point". After a brief discussion about the visibility from Dearborn Road, Chief Laurent and J. Brome will review his situation this week.

Changes will be effective on Tuesday, March 01, 2016. There being no further comments, Chair Morgan closed the public hearing.

## II. APPOINTMENTS

### 1. Green and Company – Request for Septic Waiver: Age Restricted Housing Development

Green and Company requested to be continued to the meeting on Monday, November 30, 2015.

### 2. Trails: Chip Hussey, Conservation Commission Chairman

C. Hussey updated the Board on the trails. There was encroachment on Coastal Way property; with help from the property owners, the boundary markers could not be located. C. Hussey told the Board that he would like to hire the surveyor who did the initial surveying to locate the markers; the cost would be \$1,500. Surveying would allow the trails to be marked so there is no further encroachment on private property. The Town Administrator stated there is approximately \$750 remaining in the Conservation Commission budget, and there is funding available in the engineering budget. Warrant article funds cannot be used because the request does not meet the requirements.

**MOTION:** *J. McDevitt moved to authorize the surveying of the Thompson Brook Trail. Second – K. Forrest; all in favor. MOTION CARRIED*

Laura Byergo, speaking on her own behalf and as a member of the Conservation Commission, addressed the Board to correct the misconception that the proposal to map the trail with the Appalachian Mountain Club was going to cost \$40,000. The cost was segmented out to four sections: the first segment would be \$40,000 if built to handicap standards; if not built to that standard it would cost

\$4,000. The second segment of the trail would be \$16,000 for the steepest part of the trail. The third segment by Cushman Way would have been \$8,000. If the AMC did the trails, the cost would have been \$28,000, which would have been a professional trail building group. Instead, a volunteer offer was accepted to help build the trails. The trail is rough cut with a lot of problems. L. Byergo told the Board of her dissatisfaction with the trails, how they were built and how the treatment of invasives was handled. She continued that she had no confidence the Selectmen understood, or that the Conservation Commission had faced the problems and could come up with a new plan. She felt the trails were done in a rush because they were asked by the public and property lines were not avoided; a new expense had been created. The new survey will locate the property boundaries but not map a new trail. Who will decide where the new trail will be located? L. Byergo continued that as a Commission they need to do a better job of deciding where the trail should go.

L. Byergo stated that the Conservation Commission voted that the trail should be closed until it is finished to prevent people from randomly accessing the trail. C. Hussey corrected her that they actually voted to cover the signs knowing that people would still use the trail. L. Byergo also stated that the public had used motorized vehicles on the trail. An informal opening had been made off Cushman that needed to be closed off. C. Hussey stated that he had been on the trail with a tractor over the weekend moving stones.

L. Byergo told the Board of her discontent with the Conservation Commission and how the trails were discussed at meetings. She told the Board that the Conservation Commission was divided on the issue; some were looking at efficiency and saving money. There was no maintenance plan for the trails.

J. Rolston commented that this was a Conservation Commission issue and should be handled by them. L. Byergo stated that she was before the Selectmen because it was not happening correctly. When asked about votes, L. Byergo responded that the surveying was brought to a vote at the last meeting. She continued that there was a confused discussion about the surveying. Chair Morgan suggested that issues be brought up point by point to the Conservation Commission. L. Byergo stated that she understood and that was the normal process and the Commission is not operating that way. C. Hussey added that she was not agreeing with the majority of the members. L. Byergo stated that they tried to work by consensus, and it fell apart. The Board Secretary told the Selectmen that the meeting was very disorganized. J. McDevitt stated that he was very concerned about the Conservation Commission and how they are operating. He reminded them that they served at the pleasure of the Board; if they lost confidence in any of the members, they would be asked to meet with the Selectmen. If necessary, he would ask for a motion to remove that member. He suggested that at the next meeting they discuss how they were going to operate in an effective and respectful manner. He continued that he would be reading their minutes more closely and if he had any concerns, he would bring it to the attention of the Board. K. Forrest added that the chairman runs the meeting and establishes the decorum of that meeting. J. Penacho stated that anytime there is a project of this magnitude, there has to be a plan; everyone has to agree on that plan. The plan has to be identified as well as what the options are, and they're voted on.

C. Hussey told the Board that there was only 23 hours of work on the trails to date.

### III. ADMINISTRATIVE AND OTHER ITEMS

#### 1. Naming of 1533 – 1547 Greenland Road to March Farm Way

The Town Administrator explained this was the location of Tractor Supply and the Aroma Joe's plaza. There will be three addressable units; the driveway will need to be named. The Chief of Police has approved the proposed name of March Farm Way.

**MOTION:** *K. Forrest moved to rename 1533-1547 Greenland Road to March Farm Way. Second – J. Rolston; all in favor. MOTION CARRIED*

#### 2. Letter of Credit Approval: Bramber Valley Age Restricted Housing Development

A Letter of Credit in the amount of \$500,000 has been submitted for the Bramber Valley Age Restricted housing development landscaping and road bonds. The amount has been approved by the Planning Board and Town Engineer.

**MOTION:** *J. McDevitt moved to accept the \$500,000 bond (Letter of Credit) for subdivision plan D-39170, the applicant Dorado LLC, for the Bramber Valley Age Restricted housing development. Second – J. Rolston; all in favor. MOTION CARRIED*

#### 3. Elderly Deferrals

These are the annual deferrals for property taxes. Four residents take advantage of the assistance and are qualified based on age or disability. A lien is created against the property, which is paid when the property is sold. Deferrals are allowed to be approved up to 80% of assessed value.

**MOTION:** *K. Forrest moved to approve the four elderly deferrals for properties at 342 Bayside Road, 176 Winnicut Road, 126 Bayside Road, and 21 Great Bay Drive East in the amount of \$11,647. Second – J. Rolston; all in favor. MOTION CARRIED*

#### 4. Disabled Exemption

The resident at 51 Great Bay Drive East has been approved at 100% disabled. The exemption will not be effective until the 2016 tax season because it's after April 01. The resident paid their 2015 taxes, and understands the exemption will not be effective until 2016. The exemption reduces the property value by \$50,000.

**MOTION:** *J. Rolston moved to approve the disabled exemption for the resident at 51 Great Bay Drive East. Second – J. McDevitt; all in favor. MOTION CARRIED*

#### 5. Town Hall Upgrades

Chair Morgan had asked the Town Administrator to get proposals for windows, heating system and carpeting at the Town Hall. Total of all proposals was approximately \$100,000: heating system - \$70,000, windows - \$5,000, and carpeting - \$8,864. The CIP is projected out five years; the Town Administrator added that a new fire station would be the priority and there is no impetus to stage the Town Hall. The Town Hall and fire station could be proposed as a joint project, but could not be done simultaneously because the fire station would need to stay in place until a new building is complete. J. Penacho stated he would rather not move forward with upgrades until a decision was made.

Chair Morgan told members that the windows were drafty and costing the Town money and the heating system is inefficient, which doesn't create good working conditions. J. Rolston agreed with J. Penacho and didn't feel \$100,000 should be spent; he suggested something temporary be done. There was discussion about the CIP and moving things forward. The consensus of the Board was to not spend \$100,000 to upgrade the Town Hall at this time.

It was suggested that a heating consultant be brought in to see what could be done. J. McDevitt questioned revisiting the Master Plan. Responding to a concern from J. Rolston, the Town Administrator clarified that nothing had been decided regarding a new fire station or Town Hall. J. Penacho stated that as Selectmen, they had to decide what would be the best course of action when discussing a new library, fire station and Town Hall. J. McDevitt suggested meeting with all involved parties before any decisions were made. J. McDevitt further suggested that plans be on display at the Deliberative Session and Town elections so residents would be aware and funding could be set aside starting in 2017. J. Penacho stated that a bond would be necessary for any kind of complex to be built. It was important for residents to realize that the Town owns enough land and would not need to purchase additional property in order for this to happen.

J. Penacho suggested an energy audit be done on the Town Hall and windows replaced, if necessary. In addition, there may be another option for the heat rather than on the ceiling. An energy audit was done several years ago. Chair Morgan stated that a space needs study be done after the first of the year.

Chair Morgan encouraged the Selectmen to attend the Budget Committee meeting on Wednesday, November 18, 6:30 p.m. in the Town Hall Conference Room.

#### 6. Town Administrator Contract Amendment

The Town Administrator explained that her contract states her health insurance is paid at 90/10. She felt it should be amended to reflect the Personnel Policy.

**MOTION:** *J. Penacho moved to amend the employment contract between the Town and Karen Anderson, Town Administrator, Section 8 – Insurance Benefits, to read “employee shall pay same premium percentage as provided in the Personnel Policy”. Second – J. Rolston; all in favor. MOTION CARRIED*

#### 7. Approval of Minutes: Monday, November 02, 2015

Typographical correction to be made: remove “it might” on Page 5, Other Business.

**MOTION:** *J. Penacho moved to approve the minutes of Monday, November 02, 2015 as amended. Second – K. Forrest; all in favor. MOTION CARRIED*

#### 8. Other Business

- Chair Morgan mentioned that there was a petition to remove the Town from SB.
- Speed limit on Great Bay Road will not be changed.
- There is a new baler building at the Transfer Station. Chair Morgan will work on getting electricity to the building. There will also be heat.
- The Property Maintenance Supervisor will be out on short term disability for the remainder of the year. The Town Administrator will get a price from Chris Pearl for leaf collection, which will include the Library. The Fire Department personnel on duty will be available to help on a limited basis with garbage and snow removal around the Town Hall. The Town Administrator has spoken to Jim Jones

about plowing at the Transfer Station, Town Hall, Fire Department and Police Station as well as limited sidewalks.

- The Town Administrator and J. Rolston will be attending the NH Municipal Conference on Thursday, November 19, 2015; the Town Administrator will also be there on Friday, November 20, 2015.

#### IV. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 19, 2015

##### 1. Payroll Manifest 23

**MOTION:** J. Penacho moved to approve Payroll Manifest 23 in the amount of \$48,369.09. Second – J. Rolston; all in favor. MOTION CARRIED

##### 2. General Fund Manifest 24

**MOTION:** J. Rolston moved to approve General Fund Manifest 24 in the amount of \$1,042,747.52 (\$753,432 – Rockingham County taxes). Second – K. Forrest; all in favor. MOTION CARRIED

##### 3. Medical Deductible Expendable Trust Manifest 23

**MOTION:** J. McDevitt moved to approve Medical Deductible Expendable Trust Manifest 23 in the amount of \$3,261.23. Second – J. Rolston; all in favor. MOTION CARRIED

##### 4. Police Special Revenue Fund Manifest 11

**MOTION:** J. McDevitt moved to approve Police Special Revenue Fund Manifest 11 in the amount of \$457. Second – J. Rolston; all in favor. MOTION CARRIED

##### 5. Payroll Manifest 24A: Fire Department

**MOTION:** J. McDevitt moved to approve Payroll Manifest 24A: Fire Department in the amount of \$54,540.39. Second – J. Rolston; all in favor. MOTION CARRIED

#### V. ADJOURNMENT

**MOTION:** J. Penacho moved to adjourn at 9:00 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

#### NEXT MEETING

Monday, November 30, 2015 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, November 30, 2015