



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, January 25, 2016 – 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

Also Present: Denise Grimse – Weeks Library Director

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. Easement Request: Community Congregational Church – Richard Hazzard, Trustee

Richard Hazzard explained that the original request was for a 30" easement; however, that can be reduced to 20". The easement will be used for basement window wells on the Library side of the Parish House, which would then meet fire safety codes for emergency access. Seacoast Family Promise has been housed in the basement four to five times a year in the past. They're trying to bring the entire building up to fire code; plans are to participate in the program when everything is complete. Plans submitted to the Board were reviewed. The Fire Department felt there was enough room for emergency access.

J. McDevitt stated that he wanted to hear from the Library. D. Grimse stated that the Trustees had not been advised of any plans. D. Grimse continued that there may be a plan for the Library to expand on the current property. The Church septic system is on their property and would have to be incorporated into the Library building plans. The Library is in the process of evaluating their space needs assessment. R. Hazzard stated that he had met with Mark Fodero, Library Trustee, and thought the Trustees didn't have any concerns.

There was a discussion about the Library's plans and the impact the easement may have on them. J. Penacho commented that the Library didn't have any definitive plans, and didn't want to delay the Parish House. He added that 20" shouldn't make a significant difference in the Library's plans. J. McDevitt was concerned about abutter's rights.

MOTION: J. Rolston moved to approve an easement to the Community Congregational Church for 20" from the edge of the Parish House property for one safety bollard and three window wells to extend 40" from the side of the building to provide emergency egress from the basement. The easement is to be prepared by the Community Congregational Church and reviewed by the Town Attorney prior to signing by the Board of Selectmen. Second – J. Penacho; four in favor, one abstain (J. McDevitt). ***MOTION CARRIED***

II. ADMINISTRATIVE AND OTHER ITEMS

1. Engineering Services Request: Underwood Engineering

The Town Administrator explained that this is an amendment to the engineering contract that was in place for the Caswell Drive, Dearborn Road and Hillside Drive projects. The projects had changes and minor complications; Underwood Engineering is requesting an Engineering Services Amendment in the amount of \$6,000.

The Hillside Drive project will cost an additional \$2,500. The two property owners at the end of Hillside requested a change to the design to create less pervious pavement for parking as well as more snow storage for their properties. DES looked at the area and agreed the design could be amended. That work will be done in the spring. The original contract did not include the additional work.

There are two issues on Caswell and Dearborn that will be completed in the spring. There is a drainage issue between 9 and 11 Caswell. Near 207 Dearborn Road, there is a deep culvert. There are some concerns about the steepness of the pitch. Once it's vegetated in the spring, the engineers would like to look at it again to see if a guardrail or fence may be needed. J. Penacho added that they had discussed it may be necessary to add a guardrail at that location.

The Hillside Drive project was budgeted at \$75,000; to date \$65,084 has been expended. The budget for Caswell/Dearborn was \$902,148; \$859,433.20 has been expended to date. Both projects are anticipated to come in under budget. If a guardrail is needed on Dearborn, funding should be available.

MOTION: *J. Penacho moved to approve Amendment #1 Construction Phase Engineering Services for Underwood Engineers, Dearborn Road/Caswell Drive in the amount of \$3,500 and Hillside Drive in the amount of \$2,500, for a total amount of \$6,000. Second – K. Forrest; all in favor. MOTION CARRIED*

2. Acceptance of Resignation: Building Inspector

Chair Morgan read the Building Inspector's letter of resignation into the record (copy on file). His resignation was accepted, noting that he has done a good job for the Town of Greenland and wished him success in his future endeavors.

MOTION: *J. Penacho moved to accept the Building Inspector's resignation effective February 03, 2016. Second – J. Rolston; all in favor. MOTION CARRIED*

The Town Administrator explained that the hiring process is done differently for each position; however, there haven't been many vacancies. The Police Chief was hired through a hiring firm. The current Building Inspector was hired in August 2012; the same posting was used. The closing date is Wednesday, February 03, 2016. The Building Inspector's last day in the office is Friday, January 29, 2016.

The Town Administrator suggested doing rolling interviews after the position was posted for one week. She has also contacted several retired or part-time Building Inspectors for their availability as an interim person. The retired Building Inspector from Newington has contacted the Town Administrator about assisting. The Building Inspector from Dover, who is the electrical inspector at Tractor Supply, has been contacted about weekly inspection reports. The State inspector has also been on-site.

J. McDevitt suggested that ZBA and Planning Board Chairmen be included in the process. Possible criteria for the selection process was discussed. The objective is to hire a Building Inspector within a month. J. McDevitt suggested that the Selection Committee should consist of a Selectman, the Planning Board and ZBA Chairmen, and the Town Administrator.

It will not be a requirement that applicants be versed in the Fire Department/EMT services. However, consideration will be given to those candidates. Chief Cresta would prefer a background in fire and EMT services. The Board would like the candidate to be able to do fire inspections. The salary range has been posted as commensurate with experience.

J. Rolston voiced his concern over the fire inspection fund. Businesses are paying the fee every year and inspections are not being done. The Town Administrator reminded members that last year the Board was asked to do a warrant article to discontinue the fund; the request was not approved. Invoices for this year will be sent out shortly. Chair Morgan suggested it was something to consider for next year.

Selection Committee members: K. Forrest, J. McDevitt, Stu Gerome (Planning Board Chair), John Samonas (ZBA Chair) and the Town Administrator. The top candidates will be introduced to the Board of Selectmen; all Selectmen will receive copies of the resumes.

Hiring an interim inspector was discussed. Also reviewed was the inspection status at Tractor Supply.

MOTION: *Chair Morgan moved to approve appoint an interim Building Inspector on a part-time basis. Second – J. Rolston*

DISCUSSION: Charles Smart requested \$25 per hour. Part-time employees are covered by the Town's Worker's Comp insurance. J. McDevitt suggested the interim inspector be available on Thursday when the Planning Board Consultant is on site. K. Forrest stated that the current Building Inspector should not attend the Building Inspector's meeting on Wednesday afternoon, but be available to residents and contractors.

MOTION: *J. Penacho moved to appoint Charles Smart as the interim Building Inspector on a part-time basis until such time a permanent is hired. Second – K. Forrest; all in favor. MOTION CARRIED*

The Town Administrator clarified that subcommittees may contact one another; the Board may not "reply all".

3. Appointment of Weeks Library Trustee Alternate

Library Trustee alternatives are appointed by the Board of Selectmen upon recommendation by the Library Trustees. They have requested that Jonathan Dowling, a teacher at Greenland School, be appointed as an alternate. By statute, terms are limited to one year.

MOTION: *J. Penacho moved to appoint Jonathan Dowling as an alternate on the Weeks Library Board of Trustees. Second – J. Rolston; all in favor. MOTION CARRIED*

4. Abatements

An abatement request has been received for 8 Van Etten Drive. The lot was assessed incorrectly; all lots on Van Etten Drive were assessed for one number and were adjusted to a 70% condition because the road was not complete as of April 01. 8 Van Etten was graded as 85% good rather than 70% good. The

adjustment will revert to 70% good for 2015. The property owner requested \$129,900; Mr. Haywood recommended \$143,500 from \$175,000.

MOTION: *J. Penacho moved to approve the abatement R30, 10D, 8 Van Etten Drive, in the amount of \$30,700. Second – J. Rolston; all in favor. MOTION CARRIED*

5. Reduction in Bond: Cushman Way – Altus Engineering, Beals Associates

Altus Engineering has recommended a reduction in the bond on Cushman Way, with contingencies. Our Ordinance allows 10% to be withheld if the road hasn't gone through a winter or there are other prevailing conditions. There have been some drainage issues along the road and between properties. Altus Engineering stated that everything meets their specifications other than some landscaping. It is their recommendation the bond be reduced to \$22,634 and held until the spring when the integrity of the road can be determined.

MOTION: *J. Penacho moved to reduce the bond on Cushman Way to \$22,634 as recommended by Altus Engineering. Second – J. Rolston; all in favor. MOTION CARRIED*

6. Veterans Exemptions

There were two veteran's credits for residents. They have completed the one year requirement as New Hampshire residents.

MOTION: *K. Forrest moved to approve the two Veteran's Credits for 55 Ridgecrest in the amount of \$500 each. Second – J. Penacho; all in favor. MOTION CARRIED*

7. 911 Address Change: 615 Portsmouth Avenue

The Town Administrator received an email from the property owner at 615 Portsmouth Avenue. He stated he did not want a Tuttle Lane address and would keep Portsmouth Avenue.

8. Appointment of Deputy Fire Chief: Chief Cresta

Chief Cresta has requested that Ted Hartmann be appointed Deputy Fire Chief to replace Myrick Bunker. Chair Morgan has spoken to T. Hartmann and feels he would be a good assistant for Chief Cresta. The Chief and Deputy Chief are appointed by the Board of Selectmen.

MOTION: *J. Penacho moved to appoint Ted Hartmann as the Deputy Fire Chief. Second – K. Forrest; all in favor. MOTION CARRIED*

9. Warrant Articles

The warrant was signed by the Selectmen, and warrant articles were assigned. There will be a Power Point presentation.

Article 11: Operating Budget Mary McDonough, Budget Committee Chairman
Article 12: Maloney Rec Complex Construction Reserve Fund (petitioned)K. Forrest
Article 13: Grounds Maintenance EquipmentJ. Rolston
Article 14: Transfer Station Equipment Chair Morgan
Article 15: Stormwater Improvements – Riverside Drive J. Penacho

Article 16: Conservation Purposes.....	Conservation Commission
Article 17: Pedestrian Bridge (petitioned)	Conservation Commission
Article 18: Police Equipment.....	J. Rolston
Article 19: Ambulance Billing Fees.....	K. Forrest
Article 20: Greenland Grapevine	Chair Morgan
Article 21: Discontinue E-911 Standardization of Addresses.....	Petitioned
Article 22: Discontinue Medical Expendable Trust CRF	K. Forrest
Article 23: Discontinue Police Second Floor CRF	J. Penacho

10. Approval of Minutes: Monday, January 11, 2016

Revisions were made to the minutes prior to the meeting. The approval of minutes was continued to the meeting on Monday, February 08, 2016.

11. Other Business

Debra Beck, 1039 Portsmouth Avenue: There are two drainage issues on 470 Great Bay Road. One is the swale and there is water backing up at the culvert. She has spoken to NHDOT and they have looked at the problem. They told D. Beck it was an equalizing culvert that needs to be replaced. She requested a letter from the Selectmen to Division 6 stating that the culvert needs to be replaced. The State put a 12" PVC pipe in the culvert with an obvious header and discharge; it's not running now. She has also spoken to Eric Weinreib at Altus Engineering, and he concurs it needs to be replaced. J. McDevitt requested that the Town Administrator get a letter from E. Weinreib addressing this issue; the Board can then forward it to the State. D. Beck continued that she has water coming into her basement at 1039 Portsmouth Avenue. The groundwater is impounding to the west of her house.

Chair Morgan asked D. Beck to add her concerns to the agenda in advance, unless it's an emergency. This would allow the Selectmen to research issues prior to the meeting.

III. ACCOUNTS PAYABLE – THURSDAY, JANUARY 28, 2016

1. Payroll Manifest 02

MOTION: J. Penacho moved to approve Payroll Manifest 02 in the amount of \$45,748.37. Second – J. Rolston; all in favor. **MOTION CARRIED**

2. General Fund Manifest 02

MOTION: K. Forrest moved to approve General Fund Manifest 02 in the amount of \$331,080.36 (School - \$170,000). Second – J. Rolston; all in favor. **MOTION CARRIED**

3. Medical Deductible Expendable Trust Manifest 02

MOTION: J. McDevitt moved to approve Medical Deductible Expendable Trust Manifest 02 in the amount of \$917.24. Second – K. Forrest; all in favor. **MOTION CARRIED**

IV. ADJOURNMENT

MOTION: J. Penacho moved to adjourn at 8:32 p.m. Second – K. Forrest; all in favor. **MOTION CARRIED**

NEXT MEETING

Saturday, January 30, 2016 – 9:00 a.m., Town Budget Deliberative Session, Greenland School
Monday, February 08, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, February 08, 2016