



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, March 07, 2016 – 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, Paul Hayden – Property Maintenance Supervisor, Tara Laurent – Police Chief

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.

Chair Morgan deferred the gavel to J. Penacho in honor of his last Board of Selectmen meeting.

I. APPOINTMENT

1. Paul Hayden, Property Maintenance Supervisor: Recycling and Transfer Station Fees

P. Hayden explained his concerns about recycling and Transfer Station fees to the Selectmen, stating that the tonnage being recycled has decreased. The Town Administrator added that the Town was at 38%/62% recycling/solid waste, and had dropped to 27%/38%. The State is down in recycling due to the reduced weight on recyclable items. P. Hayden told the Board that there are no rules enforcing recycling, and the percentage should be closer to 50/50. The biggest offenders are people using heavy duty construction bags. “Pay as you throw” was discussed as was the use of clear or white bags. Metal disposal is costing the Town money; the metal market has dropped. Mercury switches and/or freon must be removed from almost every appliance. Metal disposal is currently \$200 per load; the Town does approximately 1.5 loads per week.

J. McDevitt stated that the Transfer Station should be self-sufficient; he would support whatever was needed to make it self-sufficient. Responding to a question from J. McDevitt, P. Hayden explained that a scale could be used in determining disposal costs. It was suggested that residents should be charged the cost to dispose of mercury switches and freon, or increase the cost of a dump sticker.

The Town Administrator noted that since the paving was done and the traffic pattern was changed, people use the dumpster rather than wait in line at recycling. It’s easier to “sneak out” without recycling. There was a discussion on where money might be lost and possible solutions.

A public hearing needs to be held to change the fee structure at the Transfer Station. K. Forrest asked for a proposed fee schedule and how they will be charged vs. current fees. J. Rolston suggested the Selectmen place an article in the *Greenland Grapevine* explaining the increase in fees as well as encouraging residents to recycle. Other ways to inform residents of the savings if they recycled were

discussed. P. Hayden mentioned that the school used to bring recycling every Wednesday, and that's no longer happening.

J. Penacho stated that the only way to get residents to recycle was to have someone open every bag being brought to the Transfer Station. There also has to be a means of enforcement if residents are not recycling. P. Hayden will research policies of surrounding towns. He will have information regarding fees and proposed policies available for the meeting on Monday, April 18, 2016. J. Rolston suggested that when compiling information, P. Hayden include how long fees have been in effect. J. McDevitt requested information about a larger container for metal; he was also willing to say "no construction bags".

II. ADMINISTRATIVE AND OTHER ITEMS

1. Town Office Address Change

The Town Administrator reminded Board members that on June 01, 2016, the address of the Town Offices will change from 575 Portsmouth Avenue to 11 Town Square. If the current stock of envelopes and letterhead were to be replaced, the cost would be approximately \$1,700. Envelopes and letterhead have the street address as well as PO Box 100; mail would be returned to the PO Box. There is not a mailbox for a street address on the Town Hall grounds. The Town Administrator recommended replacing the checks. Chief Laurent stated that the Police Department will continue to use their letterhead and envelopes after June 01 until gone. J. Penacho suggested that the letterhead be replaced. The Board directed the Town Administrator to have letterhead and checks reprinted with the new address; envelopes will not be changed until the supply is depleted. They did not want labels used on envelopes. P. Hayden suggested that a locking mailbox be installed, eliminating the post office box. A mailbox will be reviewed again at a later date.

2. Veteran's Exemption

The resident qualifies for a 100% disabled service credit.

MOTION: K. Forrest moved to approve the disabled veteran's credit for 60 Sleepy Hollow Drive. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Eversource Petition and Pole License

An application for two new poles on Bayridge Road was received. Two poles are being added in addition to the existing poles that are licensed and being replaced.

MOTION: J. McDevitt moved to approve the Petition and Pole License Number 63-0612 for poles 19/6C and 19/6B on Bayridge Road. Second – Chair Morgan; all in favor. MOTION CARRIED

4. Audit Engagement Letter: Plodzik & Sanderson

The audit engagement letter is for the year 2015; the audit is scheduled for May 2016. This will be year two of a three year contract; the cost is \$9,655.

MOTION: J. Rolston moved to authorize the Town Administrator and the Chairman of the Board of Selectmen to sign the engagement letter for the 2015 audit with Plodzik and Sanderson. Second – K. Forrest; all in favor. MOTION CARRIED

5. Town Office and Fire Department Phone System

There was a discussion at the last meeting about the Fire Department phone not working. The problem was a phone off the hook, and was easily fixed. The Town Administrator told the Board that the current Nortel phone system that was purchased in 2006 is no longer supported. She has received a proposal to replace the existing system. Replacement cost would be just over \$7,700; however, the Town Administrator would like to look at other systems.

She reviewed the proposed system with the Board. The Board's directive was that a needs assessment be done for replacing the phone system. The Town Administrator noted that the most common concern is not with equipment, but rather the need for an additional line into the building. She will also check with the Town IT person for his suggestions.

6. Approval of Minutes: Monday, February 22, 2016

MOTION: K. Forrest moved to approve the minutes of Monday, February 22, 2016 as amended. Second – J. Rolston; all in favor. Four in favor, one abstain (J. Penacho). **MOTION CARRIED**

7. Other Business

- The list of paving to be done by the State was reviewed (Ocean Road, Rt. 33 and Breakfast Hill Road).
- An anonymous letter regarding the *Greenland Grapevine* was received.
- James Connelly, 22 Charles Drive: Voiced his concern about the school being open during voting day. Chief Laurent responded that it was the school's decision whether or not to cancel. J. McDevitt suggested it was a School Board issue.
- Tonight's meeting was J. Penacho's last as Selectman. On behalf of the Board of Selectmen, Chair Morgan presented him with a plaque for six years of service to the Town. J. Penacho expressed his sincere gratitude to Town employees, the Police Department and Fire Department as well as to members of all Boards and Commissions.
- Chief Laurent briefly reviewed her Highway Safety grant request, which includes anything traffic related.

MOTION: K. Forrest moved to approve the Highway Safety grant request as presented by Chief Laurent in the amount of \$15,863.40. Second – J. Rolston; all in favor. **MOTION CARRIED**

III. ACCOUNTS PAYABLE – THURSDAY, MARCH 10, 2016

1. Payroll Manifest 05

MOTION: J. McDevitt moved to approve Payroll Manifest 05 in the amount of \$50,166.42. Second – J. Rolston; all in favor. **MOTION CARRIED**

2. General Fund Manifest 05

MOTION: K. Forrest moved to approve General Fund Manifest 05 in the amount of \$190,926.06 (School - \$120,000). Second – J. Rolston; all in favor. **MOTION CARRIED**

NOTE: This motion was rescinded and the correct amount of \$490,926.06 approved at the meeting on Monday, March 21, 2016.

3. Fire and Safety Revolving Fund Manifest 03

MOTION: *J. Rolston moved to approve Fire and Safety Revolving Fund Manifest 03 in the amount of \$80.74. Second – K. Forrest; all in favor. MOTION CARRIED*

MOTION: *J. Rolston moved to enter into non-public session in accordance with RSA 91-A:2(e) at 8:14 p.m. Second – K. Forrest; all in favor. MOTION CARRIED*

The Board returned to public session at 8:43 p.m.

IV. ADJOURNMENT

MOTION: *J. Rolston moved to adjourn at 8:44 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED*

NEXT MEETING

Monday, March 21, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, March 21, 2016