



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, April 18, 2016 – 6:00 p.m. – Town Hall Conference Room

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

Members Absent:

Staff: Karen Anderson – Town Administrator, Paul Hayden – Property Maintenance Supervisor

NON-PUBLIC SESSION – RSA 91-A:3, II(a) [6:00 p.m. to 7:00 p.m.]

1. Personnel Evaluations – Police Chief, Town Administrator

MOTION: K. Forrest moved to enter into non-public session at 6:00 p.m. Second – P. Sanderson; all in favor. **MOTION CARRIED**

MOTION: P. Sanderson moved to leave the non-public session and enter in public session at 7:10 p.m. Second – J. Rolston; all in favor. **MOTION CARRIED**

MOTION: P. Sanderson moved to seal the minutes from the non-public session. Second – J. Rolston; all in favor. **MOTION CARRIED**

Chair Morgan opened the Board of Selectmen meeting at 7:10 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

I. APPOINTMENT [7:00 p.m.]

1. Conservation Commission and Recreation Committee Appointments

Conservation Commission: Chair Morgan noted that Kevin Lucey, Conservation Commission, did not wish to be reappointed. K. Forrest stated that if residents seeking reappointment were known to the Board, they shouldn't be required to meet with the Selectmen unless there were questions or concerns, or they were new members seeking appointment. J. McDevitt disagreed, stating that appointments were made for as many as three years, using the example that the Selectmen may not see some members for 12 years. He further noted that there was a recommendation for staggering the term dates for the Conservation Commission due to four of the five members expiring in the same year.

There was further discussion about requiring appointees to meet the Selectmen. J. McDevitt reminded the Board that appointees were representing the Selectmen; K. Forrest stated if an appointee met with the Board on a regular basis, it may not be necessary vs. someone who has never been before the Board.

P. Sanderson felt one of the priorities for the Conservation Commission should be to manage the land the Town owns.

J. McDevitt suggested a three year term and two year terms. After a brief discussion with Laura Byergo and Chip Hussey (Bill Bilodeau was not present) about their reasons for seeking reappointment, the following motions were made:

MOTION: *J. Rolston moved to appoint Chip Hussey to a two year term on the Conservation Commission. Second – J. McDevitt; all in favor. MOTION CARRIED*

MOTION: *P. Sanderson moved to appoint Laura Byergo to a three year term on the Conservation Commission. Second – K. Forrest; all in favor. MOTION CARRIED*

MOTION: *Chair Morgan moved to appoint Bill Bilodeau to a one year term on the Conservation Commission. Second – J. Rolston*

DISCUSSION: L. Byergo asked that B. Bilodeau be appointed to a two year term. She stated that the Commission was down several members and recruitment was not easy. B. Bilodeau has been an asset to the Commission. In addition, they didn't want to send a message that might discourage a resident from serving on the Conservation Commission. P. Sanderson stated for the record that it was not his intention to send that message; it was done for the purpose of staggering.

AMENDED MOTION: *Chair Morgan moved to appoint Bill Bilodeau to a two year term on the Conservation Commission. Second – J. Rolston; all in favor. MOTION CARRIED*

Recreation Committee: P. Sanderson noted that over time, the Recreation Committee has become a large entity; he felt that may be counterproductive to its mission. It was not his intention to denigrate the volunteers, their connections to the programs or the work they have done. His concern was that the committee may become too large, making it difficult to get a quorum. That might encourage meetings of sub committees by email in order to get things accomplished. He suggested a smaller group on the committee that can meet under the Right-to-Know Law, be more cognizant of its finances, etc. The people working on programs and with children would report to a smaller group. K. Forrest responded that there is a primary group and there are alternates for that reason; there are program directors that are not voting members. P. Sanderson further suggested that the reappointments be tabled in order for the Recreation Committee to meet with the Selectmen to discuss their organization and visions for the organization. K. Forrest noted that the Recreation Committee did a lot of good for the community and he didn't want that to get lost in the process. P. Sanderson added he wanted to see them structured for success.

The Town Administrator assured the Board that the Recreation Committee's ability to operate without reappointment of its members would not be a problem. The Oath of Office is in place until someone is appointed by the Selectmen in their stead.

MOTION: *J. McDevitt moved to continue the Recreation Committee appointments to a future meeting. Second – J. Rolston; all in favor. MOTION CARRIED*

II. APPROVAL OF MINUTES

1. Minutes to be Approved: Monday, April 04, 2016

MOTION: *J. McDevitt moved to approve the minutes of Monday April 04, 2016 as written. Second – K. Forrest; all in favor. MOTION CARRIED*

III. OLD BUSINESS

1. Paul Hayden: Recycling and Transfer Station Fees

The Town Administrator updated the Board on the proposed disposal rates (copy on file). P. Hayden provided transfer station fees from surrounding towns. There was a discussion about increasing the cost of a Transfer Station sticker, which would need to go to public hearing. Prohibiting the use of contractor bags would not need to go to public hearing. P. Sanderson stated that there would need to be explicit communication with residents so there was a clear understanding about recycling to prevent co-mingling. The public also needed to be aware this was for cost recovery purposes and not money making.

There will be a public hearing on Monday, May 02, 2016 for the proposed disposal rates. J. Rolston suggested there be an explanation of the increases on the website before the public hearing; P. Sanderson suggested a news release for the paper. Fliers will be distributed at the Transfer Station explaining the cost increase beginning Wednesday.

2. Acceptance of Cushman Way

Altus Engineering reviewed the construction of Cushman Way and recommended the Town accept the road with the condition that a bond of \$7,000 for landscaping and drainage repairs be placed in an escrow account. The bond has been received.

MOTION: *J. McDevitt moved to accept Cushman Way in accordance with the recommendation of Altus Engineering, and to further accept a bond in the amount of \$7,000 for landscaping and drainage repairs. Second – J. Rolston; all in favor. MOTION CARRIED*

3. Other

- Fire Department: There was a discussion at the meeting on Monday, April 04, 2016 regarding paying shared personnel with area towns. It was suggested that there be a meeting of towns involved for further discussion. Chair Morgan informed the Board that he would not be available for at least a month.
- Coakley Landfill Meeting: Chair Morgan stated for the record that four of the five Selectmen were able to attend the meeting on April 14, 2016, as well as the Town Administrator and Health Inspector. Members of the Planning Board and Conservation Commission were also present. He continued that the meeting was well-received and questions were sufficiently answered. The result of the meeting was “the Coakley Landfill, at present, presents no imminent danger to surrounding residents and that it is being monitored on a continual basis”. P. Sanderson thanked the Town Administrator and Health Office for a job well-done in organizing the meeting. He found it to be a very informative meeting.

- Training Program: P. Sanderson has provided information on training programs for the Property Maintenance Supervisor. Chair Morgan would like to look into the possibility of the Property Maintenance Supervisor attending some of those programs. They are day classes, and would be dependent on his schedule. P. Sanderson added they are also classes available on road management.
- Dump Trailer: At the last meeting, the purchase of the trailer was awarded to REP, the second lowest bidder. The low bid was received from Sleeper (Concord); the difference was \$1,195 between the two bids. Chair Morgan stated that Sleeper would not have been authorized to sell the trailer due to a fair trade agreement. The Property Maintenance Supervisor added that Sleeper rescinded their bid. For the record, the trailer was purchased at the lowest bid.
- Snow Plow Contract: Chair Morgan has not had an opportunity to meet with the Town Administrator. In an email to Board members, the Town Administrator explained that the trucks loading salt from the shed were authorized and spreaders were located under the trucks; the Town Administrator added they are “live bed” trucks and the spreaders are not visible. In addition, Jim Jones will be Green Pro Certified in September.
- Snow Plow Contract Appropriation: At the last meeting, P. Sanderson noted that funds cannot be spent until they are appropriated. Chair Morgan suggested revising the snow plow contract to renew on an annual basis or include a non-appropriation clause stating it is subject to appropriations.
- Fire Station Repairs: It was suggested at the last meeting that the back side of the fire station be repaired; panels are available. J. Rolston questioned if that had been done. The Property Maintenance Supervisor responded he had panels in his shop. It was also suggested that the roof should be looked at for repairs.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator’s Weekly Report

- Great Bay Drive West: Information will be available at the next meeting; the Town Administrator is in the process of obtaining engineering costs. P. Sanderson voiced his concern about permitting; the area is a direct outfall to the Bay. The Town Administrator stated that a Shoreline Protection Permit will be needed. P. Sanderson added that there may be problems under the Stream Crossing rules, depending on the culvert. The Town Administrator was aware that permits will need to be obtained through NHDES. P. Sanderson stated that when the plans are complete the Board should have an accurate idea of the permitting that will be needed. J. McDevitt added he would like to review the engineering plans before work begins.

2. Abatements

- 18 Bay Shore Drive: The abatement for 18 Bay Shore has been recommended by the assessor.

MOTION: *J. Rolston moved to approve the abatement for 18 Bay Shore Drive in the amount of \$2,489.15, plus interest, for 2015. Second – K. Forrest; all in favor. MOTION CARRIED*

- 16 Tower Place: P. Sanderson is a trustee of the property and will recuse himself. This is an issue between the lessor and lessee, and is not based on the value. The recommendation is to deny the abatement request.

MOTION: K. Forrest moved to deny the abatement for 16 Tower Place. Second – J. Rolston; four in favor, one recused (P. Sanderson). **MOTION CARRIED**

3. Van Etten Drive Bond Reduction

Approval for the bond reduction has been received from Altus Engineering. The current bond is in the amount of \$264,680; bond reduction has been approved at \$133,346.

Debbie Beck, 1039 Portsmouth Avenue: Stated she still has a drainage issue with the water impounding on the west side of her residence; she is concerned it will get worse and she will not have any recourse. D. Beck added that the drainage problem is due to the road, and the swale not being maintained. She requested that the Town Engineer address the issue, adding that the only way to fix it may be to bring the drainage into the front her property and that of her neighbor. J. McDevitt asked that the Town Engineer discuss this issue with the Board. C. Hussey added that DES is letting drainage ditches return to their natural state. He asked that D. Beck write a letter so it can be addressed with DES.

P. Sanderson recommended approving the request for a bond reduction; funding would still be available to resolve the drainage issue.

MOTION: P. Sanderson moved to reduce the bond for Van Etten drive by \$133,346, to \$131,334. Second – J. Rolston; all in favor. **MOTION CARRIED**

J. McDevitt requested that C. Hussey be present at the meeting on behalf of the Conservation Commission.

4. Appointment of Deputy Treasurer

Tina Miles, Town Treasurer, requested that Sharon Hussey-McLaughlin be appointed as Deputy Treasurer.

MOTION: J. McDevitt moved to appoint Sharon Hussey-McLaughlin as Deputy Treasurer for a one year term. Second – P. Sanderson; all in favor. **MOTION CARRIED**

5. Appointment of Library Trustee

Mark Willis, Library Trustee, has resigned effectively immediately. The Library Trustees have requested that Trisha Gray, an alternate, be appointed as a Trustee.

MOTION: K. Forrest moved to appoint Trisha Gray as Library Trustee for a term of one year. Second – J. Rolston; all in favor. **MOTION CARRIED**

6. Fire Department Bunks

The Town Administrator received two different answers from the Dept. of Labor: 1) they could be in the station as long as they didn't do anything and their hours wouldn't count; and 2) if they're in the station, even if they came to watch a game on TV, they should be compensated by the hour. She discussed both responses with the NHMA legal counsel; they highly recommended not providing sleeping quarters for overnight coverage.

7. Other Business

- The Town of Greenland approved resurfacing of the tennis courts in the 2016 budget. K. Forrest had a discussion with Sarah Olsen, a local tennis instructor and frequent renter of the courts. S. Olsen felt the tennis court would not need to be resurfaced for a couple more years. K. Forrest brought this up at Rec Committee meeting on April 06, 2016; the Committee agreed if the courts did not require resurfacing, they supported delaying the surfacing until needed. The Town Administrator explained that the courts were done in 2003. Vermont Tennis looked at them two years ago and recommended they be resurfaced. The Property Maintenance Supervisor agreed they should be resurfaced due to damage that may be caused by pressure washing. If the courts are resurfaced now, they should last another eight to ten years. If the courts are not done, the funding will lapse and have to be re-budgeted next year. P. Sanderson felt it would be preventive maintenance and should be done. The consensus of the Board was to have the tennis courts resurfaced as scheduled in mid-July.
- Transfer Station Equipment: A scissor table was purchased for the Transfer Station for electronics. An item is placed on the scissor table, lifted up for 4' and dropped into the bin; the table can lift up to 1,000 lbs.
- Town Car: The Town Administrator told the Board the Town Car was at the end of its life. More information will be available at the next meeting. The car will be listed on Craig's List. The new SUV for the PD arrives in May and two vehicles will be available; the Building Inspector uses the Town Car daily.

V. ACCOUNTS PAYABLE – THURSDAY, APRIL 21, 2016

1. Payroll Manifest 08

MOTION: P. Sanderson moved to approve Payroll Manifest 08 in the amount of \$52,514.99. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 08

MOTION: P. Sanderson moved to approve General Fund Manifest 08 in the amount of \$204,397.45 (School - \$140,000). Second – J. Rolston; all in favor. MOTION CARRIED

3. Police Special Revenue Manifest 02

MOTION: P. Sanderson moved to approve Police Special Revenue Manifest 02 in the amount of \$50,000. Second – J. Rolston; all in favor. MOTION CARRIED

4. Fire/Safety Manifest 06

MOTION: P. Sanderson moved to approve Fire/Safety Manifest 06 in the amount of \$80.74. Second – K. Forrest; all in favor. MOTION CARRIED

MOTION: K. Forrest moved to enter non-public session at 8:25 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

VI. NON-PUBLIC - RSA 91-A:3, II(a)

1. Personnel

MOTION: *K. Forrest moved to leave the non-public session and enter in public session at 8:39 p.m. Second – P. Sanderson; all in favor. MOTION CARRIED*

VII. ADJOURNMENT

MOTION: *J. McDevitt moved to adjourn at 8:40 p.m. Second – J. Rolston; all in favor. MOTION CARRIED*

NEXT MEETING

Monday, May 02, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, May 02, 2016