



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

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

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

Members Absent: Kevin Forrest

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

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

1. Transfer Station Fees

Chair Morgan opened the public hearing at 7:00 p.m., explaining that the Board would be taking comments regarding the proposed increase in fees at the Transfer Station. He continued that it was necessary due to the loss of revenue and the increase in hauling fees. The Transfer Station doesn't make a profit. Residents will need to make a 100% effort to recycle; the increases are a cost recovery effort.

Kevin Van Etten, 55 September Drive: Questioned the cost of operating the Transfer Station. The net cost last year (2015) was \$144,431, which included payroll. Dave Luchsinger, 47 Park Avenue: Asked if it would help if residents recycled more. The Town Administrator explained the Town's recycling contract is at no cost for disposal; costs are for transportation only. The cost to dispose of one tone of MSW is \$82.42, compared to one ton of recyclables at \$25.20. Debra Luchsinger, 47 Park Avenue: Questioned if more composting could be used. The Property Maintenance Supervisor explained that the Town is not permitted to do composting and there isn't enough land at the Transfer Station. J. McDevitt suggested the Conservation Commission may be able to provide information to residents on composting. The Town Administrator added that composting bins could be purchased through New Hampshire the Beautiful for residents at a reduced rate.

Chair Morgan reviewed the proposed increases. Kevin Van Etten, 55 September Drive: Requested that a sign with prices be posted at the Transfer Station. He also suggested a sign be posted letting residents know how much revenue has been made through recycling.

P. Sanderson suggested a price sign be at the first stop; an attendant should also be present to look at the load and let them know the charge immediately. He also voiced his concern about accounting for cash. There needs to be a location for the fee to be assessed and money collected. P. Sanderson suggested the Board look at operational issues; J. McDevitt was concerned about traffic flow.

The pricing structure was discussed. Dave Luchsinger, 47 Park Avenue: As a home owner, he found the price increases extremely reasonable. Tim Francois, 890 Portsmouth Avenue: Asked for clarification regarding the use of contractor bags. The Town Administrator clarified it was for household trash. Debra Luchsinger, 47 Park Avenue: Was there a way to know who is not recycling and are residents aware of the benefits of recycling. The Town Administrator responded that recycling is not at the level it should be. On average, towns see about 55% recycling and 45% trash; Greenland had 64 tons of MSW and 33 tons (29%) of recyclables in March. The Town Administrator added that 50/50 is the goal. Other towns are requiring clear plastic bags or pay per trash bag. Every ton of recycling saves the Town \$57.22.

Chair Morgan stated that the Board will be working on rules and regulations to help the Transfer Station employees when dealing with residents. A lettered vehicle will define a contractor.

Brian Fogarty, 7 Moulton Avenue: Suggested that the Town, with the help of the school, create a two minute video. The Town Administrator added that recycling starts with the children and it would be a great idea.

There being no further discussion, Chair Morgan closed the public hearing and returned to the Board. The traffic flow was discussed further.

MOTION: *J. Rolston moved to close the public hearing at 7:30 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED*

MOTION: *J. McDevitt moved to increase the Transfer Station fees as follows. Second – J. Rolston*

- *Transfer Station sticker to \$10*
- *Appliances with Freon to \$20*
- *TV's: units less than 20" will be \$10; units less than 32" will be \$20; units greater than 32" will be \$25*
- *Mattresses: Crib will be \$3; twin will be \$7; full will be \$10; queen will be \$13; king will be \$15*
- *Construction debris - truck bed: 6' bed level will be \$40; 6' bed rounded will be \$50; 8' bed level will be \$50; 8' bed rounded will be \$60*
- *Contractors to be charged \$25 per load for brush*
- *Microwave ovens: \$5*
- *Prohibit the use of heavy weight contractor bags at MSW.*

DISCUSSION: P. Sanderson stated there may be difficulty with the heavy weight contractor bags as well as construction debris; however, was willing to try it for 90 days to get feedback from the employees.

AMENDED MOTION: *P. Sanderson moved to amend the motion to add that the contractor bags and construction debris be revisited in 90 days. Second – J. Rolston; all in favor. MOTION CARRIED*

MOTION: *J. McDevitt moved to increase the Transfer Station fees as amended. Second – J. Rolston; all in favor. MOTION CARRIED*

J. McDevitt requested that traffic flow also be reviewed in 90 days. P. Sanderson added that the intent of his motion was to have the employees talk to the Board sooner rather than later if there were problems.

II. APPROVAL OF MINUTES

1. Monday, April 18, 2016

MOTION: *J. Rolston moved to approve the minutes of Monday, April 18, 2016 as amended. Second – J. McDevitt; all in favor. MOTION CARRIED*

III. OLD BUSINESS

1. Recreation Committee Appointments

Adam Bottrill, requesting to be appointed to the Recreation Committee, addressed the Board giving them a brief background. After a discussion about appointments and term lengths, the Board continued this item to the next meeting. J. McDevitt requested term lengths for all people seeking re-appointment.

2. Snow Plow Contract

The Town Administrator will give the Town Attorney the snow plow contract for review.

3. Fire Station Repairs

The Property Maintenance Supervisor told the Board that they will be looking at the sections of siding that are in the Maintenance Building to make sure they are the correct panels. They should not be difficult to install.

4. Engineering Costs for Great Bay Drive West

The Town Administrator told the Board that she was waiting for the results of the road survey and available funding. The cost from Underwood Engineering is approximately \$70,000 before any permitting issues. Decisions won't be made until the survey is done.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Weekly Report

There was no discussion.

2. Bayside Road Classification

In 2009, the Board initiated the transfer of a portion of Bayside Road from Rt. 33 to Palm Drive with the State. The Town was required to hold a public hearing; however, residents were opposed to the transfer, the Board voted to stop process and the State was notified of that decision. Several weeks ago a resident contacted the State about a pothole on that section of road; the resident was told that was turned over to the Town. The Town Administrator has spoken to the State and was told it was a Town-owned section. Documentation has been provided to the State and Board.

The State has fixed the pothole on that section of the road. P. Sanderson stated this would be included in the road survey; the status of each and every road in Town must be determined. He suggested that the Town Administrator do nothing right now, but include it in the overall road survey; there may be

other areas with a similar problem. Titles should not be done until all discrepancies are found. That section of Bayside Road is Class II summer maintenance for the State and Class II winter maintenance for the Town, and will not be easy to resolve.

3. Town Office Improvements

- a) The Building Inspector has requested that bollards be placed outside the Town Offices on the side adjacent to the parking lot. He felt there is a safety issue to the building and its occupants. A drawing of the location of the bollards was provided; the estimated cost is \$2,000 to \$2,500. After a brief discussion, the Board has put this item on hold dependent on future building plans. A guard rail may be installed temporarily.
- b) Entering the Town Office from the side entrance was discussed. It's currently an exit only/emergency access door; the door frame is deteriorating. Estimated cost: \$4,500. The door was put on hold dependent on future building plans.
- c) Unitil is installing natural gas throughout the Bramber Green development to Portsmouth Avenue. The Town Administrator has discussed with Unitil the possibility of connecting the Town municipal buildings at their expense. The police station will be easy to do with access from Bramber Road; the cost to connect would be approximately less than \$1,000 to convert from propane to natural gas. The Town Administrator recommended stubbing off the connection to the Maintenance Building; that lot will be reconstructed with the new facilities project. The Fire Department has heaters that are convertible; the biggest expense is that the current vents are not to code. The other highway building will be demolished with a new facilities plan. The Town Hall is currently on electric heat and is extremely inefficient. On the high end, a new furnace will cost approximately \$63,000 for the heat units. P. Sanderson stated it made sense to connect the police station now; however, other aspects should be on hold until discussions can take place regarding a new Town complex. The Town Administrator stated that Unitil has to prove any extension to the PUC on a cost benefit analysis. The possibility of connecting Vernita Drive, Grove Street, Eagle Court and other neighborhoods in that vicinity was discussed with Unitil. The Property Maintenance Supervisor suggested extending the line to connect with the Town Hall generator. The Town Administrator will contact the representative at Unitil to update her on the Board's decision to connect the police station and Town Hall generator. J. McDevitt asked for a written proposal; P. Sanderson stated this would justify a special meeting by the Board, if needed.

4. Town Website

The Town Administrator updated the Board on the option for a new Town website. Virtual Towns and Schools has been determined to be the best option, and hosts 60% of the municipalities in the State. The cost, including design and training, would be \$6,500; the annual hosting fee is \$1,500 per year. Two years of minutes and other documents can be migrated over to the new website. It has been suggested that a few residents, a member from different Boards/Committees and departments be involved in discussions for the initial set up. Meetings are hosted by VTS and different options are explained. The Board Secretary would be the administrator of the website; each department would have access to their own page.

Dennis Malloy, 10 Van Etten: Told the Board that the Town of Barrington uses a website hosted by VTS and it has worked very well.

MOTION: P. Sanderson moved to authorize the Town Administrator to move forward with the Town website with Virtual Towns and Schools. Second – J. McDevitt; all in favor. **MOTION CARRIED**

Weeks 2 to 3 will be the design meeting with the design website committee. The Town Administrator is hoping to have an update for the Board at their next meeting on Monday, May 16, 2016. J. Rolston will update the Library Trustees on the new website and ask them to contact the Town Administrator for more information.

5. Other Business

- J. McDevitt noted that a resident was present at the meeting earlier who had a concern about drainage on her property. The Town Engineer is scheduled to do a site walk and will make a report to the Board.
- The new cruiser will be arriving next week. At the meeting on Monday, May 16, the future of the Town car will be discussed.
- The liaison for the Property Maintenance Supervisor was discussed.

MOTION: J. Rolston moved to appoint P. Sanderson as the liaison to the Property Maintenance Supervisor. Second – J. McDevitt; all in favor. **MOTION CARRIED**

- Performance evaluation performs for the Board Secretary and Bookkeeper were given to Board members for review and comments.

V. ACCOUNTS PAYABLE – THURSDAY, MAY 05, 2016

1. Payroll Manifest 09

MOTION: J. McDevitt moved to approve Payroll Manifest 09 in the amount of \$49,167. Second – P. Sanderson; all in favor. **MOTION CARRIED**

2. General Fund Manifest 09

MOTION: J. McDevitt moved to approve General Fund Manifest 09 in the amount of \$206,281.96 (School - \$140,000). Second – J. Rolston; all in favor. **MOTION CARRIED**

3. Police Special Revenue Manifest 03

MOTION: J. Rolston moved to approve Police Special Revenue Manifest 03 in the amount of \$30,517. Second – P. Sanderson; all in favor. **MOTION CARRIED**

It was noted this funding is for the new police cruiser and is paid through special details.

4. Fire/Safety Manifest 07

MOTION: J. Rolston moved to approve Fire/Safety Manifest 07 in the amount of \$48.45. Second – J. McDevitt; all in favor. **MOTION CARRIED**

VI. ADJOURNMENT

MOTION: J. McDevitt moved to adjourn at 8:47 p.m. Second – J. Rolston; all in favor. **MOTION CARRIED**

NEXT MEETING

Monday, May 16, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, May 16, 2016