



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

Monday, May 30, 2016 – 7:00 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

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.

There was a moment of silence in observance of Memorial Day prior to the start of the meeting.

I. APPOINTMENT

1. Debbie Beck – Drainage at 1039 Portsmouth Avenue

Chair Morgan stated that at the last meeting it was noted that the developer was in compliance with the Planning Board Conditions of Approval. Further, the developer is under no obligation to change the drainage. The developer had expressed his willingness to do the permitting for a change in order to create a maintained swale with the condition that the abutter remove the debris on her property. Chair Morgan felt it was a reasonable solution, and it was now up to the abutter. The Town Administrator added that the abutter was invited to attend tonight's meeting; D. Beck was not present.

P. Sanderson asked that the Building Inspector monitor the debris on the abutter's lot. As the pile gets larger, it may become a machinery junkyard under the statute. The Town Administrator noted that the limit is 500 sq. ft., and is being monitored by the Building Inspector.

II. APPROVAL OF MINUTES

1. Monday, May 16, 2016

MOTION: K. Forrest moved to approve the minutes of Monday, May 16, 2016. Second – J. Rolston; four in favor, one abstain (J. McDevitt). **MOTION CARRIED**

III. OLD BUSINESS

1. Social Media Policy

The Town Administrator told the Board that the Social Media Policy has been amended based on comments from the previous meeting. Updates to the policy were reviewed; a copy is on file.

MOTION: P. Sanderson moved to approve the Social Media Policy as amended. Second – J. McDevitt; all in favor. MOTION CARRIED

2. Town's 300th Anniversary

Chair Morgan volunteered J. Rolston to be the Chairman of the 300th Anniversary Committee. A request for volunteers will be posted on the website and Town Facebook page.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Weekly Report

The Town Administrator noted that her reports were now being sent to all employees in an attempt to improve communication.

Chair Morgan requested an update on Soft Draw; this will be discussed in a non-public session because it's an ongoing legal case.

2. Audit Fraud Questionnaire

The Town Administrator stated this is an annual process. Questions were answered by the Board and will now be submitted to the auditors.

3. Lane Avenue Light

The removal of the street light on Lane Avenue was discussed at several Board of Selectmen meetings. Mike Brown, Lane Avenue, recently approached the Town Administrator about funding the repair of the light. He works with Eversource on a regular basis and has the ability to make the repair. Chair Morgan clarified that the street light at the end of Lane Avenue is no longer working. The Board of Selectmen, after consultation with the Police and Fire Departments, did not ascertain there was a sufficient safety concern to spend the necessary funding to repair the light. Chair Morgan thanked M. Brown on behalf of the Town.

Rich Cirulli, Lane Avenue, was present and in favor of the repair; 6' to 8' of paving on his driveway will be disturbed. It was his feeling that the Town should restore his driveway; however, he wouldn't let that hold up the light repair. The Property Maintenance Supervisor stated that using a "ditch witch" would cause minimal damage to his driveway.

J. McDevitt suggested a Hold Harmless Agreement be done with the Town. P. Sanderson stated that the Town's risk was not very high; the homeowner who was present wanted the light repaired. The Town will pay the electric bill for the light (approximately \$13 per month). Chair Morgan suggested paying for any driveway repair, caused by trenching, not to exceed \$500. It was also suggested that the Town obtain a Certificate of Insurance from the contractor prior to any work starting on Town property.

MOTION: P. Sanderson moved to grant permission to enter Town property to repair the street light on Lane Avenue, do the necessary trenching, and to pay up to \$500 for any pavement repair necessary due to the installation. Prior to the work beginning, the Town must receive the necessary insurance information from the contractor. Second – J. Rolston; all in favor. MOTION CARRIED

4. Other Business

- Trees at Remembrance Park: Eversource would like to plant the trees before it gets too hot. Six selections were provided, with the genus and species, to the Conservation Commission. The Conservation Commission has met twice regarding the trees; they had additional questions for Eversource regarding the trees.

P. Sanderson stated the Town Administrator and Property Maintenance Supervisor could work with Eversource on the tree selection, location and when best to plant. The Town Administrator has spoken to Rick Simpson, Rolling Green Landscape, about a tree vista in the park in the future. Trees will be located in Remembrance Park or along Post Road.

J. McDevitt suggested low maintenance trees; Chip Hussey, Conservation Commission Chairman, stated all trees on the suggested list were fruitless trees and would be low maintenance. The trees are also low growing and will stand up to the salt used on the road.

J. McDevitt noted for the record that Conservation Commission member, Laura Byergo, stated that this was not a Conservation Commission issue. As appointees of the Board of Selectmen, it was expected they would complete requested tasks or speak to the Board if there was a problem. J. McDevitt found her comments unacceptable. He asked C. Hussey to convey the message to the Conservation Commission. C. Hussey responded that was the feeling when they initially were discussing the tree selection. He also suggested mixing the species of trees; if the same species of trees were planted and a virus hit, they would lose all the trees. The Property Maintenance Supervisor added that the trees were further away from the road in case gas line work needed to be done.

P. Sanderson recapped: selections will be made by the Town Administrator and Property Maintenance Supervisor; they will decide the date of planting and location; the Board suggested alternating three Cherry Autumn Flowering trees and three Crab Apple trees.

- Transfer Station: One or two people have tripped on the platform to the recycling bins. The Property Maintenance Supervisor will paint the platform a bright orange.

P. Sanderson has met with the Property Maintenance Supervisor and reviewed a few safety concerns for residents and employees. They also discussed a quick and easy change to improve traffic flow. They will continue to discuss ways to improve the site and the Board will be updated. P. Sanderson has requested that the Town Administrator prepare a fiscal impact report on recycling and possibly having those monies go into a special revenue fund. That can't happen until the next Town Meeting; however, the report would give the fiscal impact. This would be the last major department that does not include equipment purchases through a special revenue fund.

- Coastal Risks and Hazards Commission: P. Sanderson stated this is a big issue for the Planning Board. One of their recommendations was that the Planning Board consider an ordinance addressing sea rise and what could be done with the shoreline areas. The most impact would be on the Flood Insurance Program at some point. The Flood Insurance Program has a Community Rating System; according to the FEMA website, Rye is the only coastal community that is participating.
- Building Inspector: There was a notice of potential rulemaking from the Department of Safety regarding building codes. P. Sanderson noted that very few municipalities in the State have a Building Inspector; most communities don't attempt to enforce codes. The Department of Safety is

proposing rules that would make them the enforcement agent. P. Sanderson added that the Town could decide not to have a Building Inspector and let the Department of Safety do all the work, all the way to increasing the amount of work the Building Inspector handled and the Department of Safety was not involved. He continued that the Building Inspector needed to watch this very carefully and report back to the Board. If a municipality has a Building Inspector, the statute is clear that they have agreed to take on the enforcement aspect.

- **Building Inspector Summer Hours:** J. McDevitt stated that the Building Inspector has requested to work a shorter day on Friday's during the summer; he would work a longer day Monday through Thursday. If inspections were scheduled on Friday afternoon, he would be available to do them. There was a discussion regarding working hours. The consensus of the Board was that the Building Inspector needed to go through his probation period before a change could be made to his schedule.
- **Transfer Station Employee Hours:** The Property Maintenance Supervisor requested that Tim work all day on Saturday's during the summer when the Transfer Station is very busy. It would mean an additional eight hours every two weeks. P. Sanderson was in favor of the request. He felt it may help prevent a loss in revenue until procedures at the Transfer Station could be improved.

For budgetary purposes, the Property Maintenance Supervisor stated there were no other projects scheduled for the remainder of the year. The Town Administrator suggested a motion be made: when this position was submitted to the Budget Committee, it was part-time at five hours a week.

DISCUSSION: Authorizing 9:00 a.m. to 5:00 p.m. on Saturday would be an increase of six hours every two weeks. There is not an issue on Wednesday.

MOTION: P. Sanderson moved to authorize the increase in hours for the part-time Transfer Station attendant from noon to 5:00 p.m. on Saturday to 9:00 a.m. to 5:00 p.m. on Saturday. Second – J. McDevitt; all in favor.

Chair Morgan encouraged Board members to be visible at the Transfer Station and take suggestions for improvements. The Town Administrator stated that if she knew in advance of any changes that could have a financial impact, she would have information available to Board members.

V. ACCOUNTS PAYABLE – THURSDAY, JUNE 02, 2016

1. Payroll Manifest 11

MOTION: J. McDevitt moved to approve Payroll Manifest 11 in the amount of \$49,578.41. Second – K. Forrest; all in favor. **MOTION CARRIED**

2. General Fund Manifest 11

MOTION: J. McDevitt moved to approve General Fund Manifest 11 in the amount of \$1,345,758.94 (School - \$1,288,835). Second – K. Forrest; all in favor. **MOTION CARRIED**

VI. ADJOURNMENT

MOTION: K. Forrest moved to adjourn at 7:55 p.m. Second – J. Rolston; all in favor. ***MOTION CARRIED***

NEXT MEETING

Monday, June 13, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, June 13, 2016