



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, August 22, 2016 – 7:00 p.m. – Town Hall Conference Room

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

Staff: Karen Anderson – Town Administrator

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. Theresa Walker, RPC: C-RiSe Project

Theresa Walker, RPC, updated the Board about the C-RiSe Project. This was the second phase of the assessment and analysis by RPC and the Stormwater Center. They have been looking at the science and data that has been collected about sea level rise, climate change, storm surge, and increased precipitation events, and how it impacts towns at the local level. RPC will be doing a vulnerability assessment for Greenland in the coming year. They will be looking at how increasing sea level rise in Great Bay and in the tidal tributaries may impact infrastructure and land use along the Winnicut River and Great Bay.

T. Walker reviewed maps with the Board that showed data and assessment scenarios. Recent storm events are bringing more water in a concentrated period of time. There is data specific to New Hampshire that shows how that's impacting the Seacoast and the southwest portion of the State. The likelihood of 4" storm events is increasing. The Town Administrator asked if any of the data corresponded to the 100 year storm. T. Walker responded that they're finding it's happening within the 100 year floodplain; if the Town is already taking preventative measures in building and planning, they are on the correct path. While helping with new developments, it may not help with existing infrastructure. T. Walker stated that RPC will be meeting with the Planning Board and the Conservation Commission as well as residents, especially those living along the Bay.

There was a brief discussion about the bridge on Rt. 33; T. Walker stated they haven't talked to DOT about the bridge, but it will be mentioned in the vulnerability study. She suggested that the Board discuss it with them when working on the ten year plan because it is a critical bridge. Also discussed was the impact on flood insurance. T. Walker didn't feel there would be a change right away; FEMA maps were just revised. However, they have seen the information.

RPC's job was to make sure that as land use or CIP decisions are made, towns are aware of the data and how it can be used to their advantage. Through the hazard mitigation planning process, the NH Homeland Security office offers pre-disaster mitigation grants that enable towns to address issues.

Research is being done on sea level rise and its effect on groundwater and information wasn't readily available. Asked about septic systems, T. Walker suggested design amendments could be a recommendation in the vulnerability report. When a septic system is reviewed by the State, they don't look at sea level rise information; it could be added to subdivision regulations on the local level. The vulnerability assessment would need to be referred to when identifying parcels that are at risk.

This data is parallel to that being used by the Coastal Risk and Hazards Commission. The vulnerability assessment may be available early winter or the first of the year. T. Walker will meet with the Planning Board and Conservation Commission as well as the Emergency Management Director and Highway Agent to start discussions on recommendations for the Planning Board. The Town Administrator reminded T. Walker that the Planning Board had a small window of time to put forward any Zoning Ordinance changes; T. Walker didn't think it would be ready for this Town Meeting cycle. She will provide information that can be added to the Town website.

2. Chief Ralph Cresta, Fire Department: Staffing, Grant Application

Chief Cresta discussed available grants with the Board, stating funds were available for infrastructure that included stations. The Town Administrator added it was a very competitive grant process. The same one was used six years ago when the Fire Department received gear; another year they received SCBA tanks and a washing machine. The application process starts shortly, but towns don't find out right away. The Assistance to Firefighters Guide does fund construction projects.

The Fire Department may also be applying for a grant that provides physicals to firefighters and EMT's. Basic physicals are required now. Chief Cresta told the Board that if they receive the grant, physicals will have to be done through the Town after the grant expires.

Chief Cresta told the Board that in the last month the department has lost five members to area departments. Members of the Stratham Fire Department are covering night calls, and a few former members from Greenland are returning. Chief Cresta also talked about a leadership transition for himself, stating he plans on at least another two to three years. P. Sanderson stated that there is currently mutual aid assistance from other towns; if Greenland is unable to provide mutual aid due to lack of staff, mutual aid agreements can be aggregated overnight and there would be no coverage. There was a discussion about meeting with Stratham regarding the possibility of working together and sharing personnel. The Town Administrator suggested setting up a joint meeting with the Stratham Town Administrator, Board of Selectmen and Fire Chief; Chief Cresta suggested he initially work with Chief Cook.

If the Fire Department was awarded the Assistance to Firefighter's Grant for a station, the Town would be responsible for 20%. The Town would have a year to acquire the balance of its funding, and the project must be completed within three years.

3. Jim Marchese, Building Inspector: Proposed Roadway Re-Alignment

The Building Inspector presented a proposed roadway re-alignment of the Post Road and Portsmouth Avenue intersection. J. McDevitt stated that he should talk to the Planning Board Chairman; the Planning Board had discussions about the sidewalks and creating a downtown district. There were also concerns about Rt. 151 being a State road, the length of the proposed driveways, and who was responsible for maintenance of the driveways. In addition to meeting with the Planning Board Chair, J. McDevitt wanted the Building Inspector to meet with Paul Hayden, the Town's Road Agent.

J. Rolston asked if it would be possible to add parking for the Church, voicing his concern about traffic safety on Sunday's or during a wedding. P. Sanderson added it may be a way to get future parking for the Library; parking has always been an issue. He continued that this was discussed years ago with Doug DePorter, District Engineer for DOT. D. DePorter wanted a template showing the turning radius, in both directions, for tractor trailers making the turn. P. Sanderson continued that more work would have to be done to calm traffic before it reached the intersection. It would also be removing two points of access to a State highway, which is under control of Division 6. The cost, because it's a State road, could be \$250,000 and may not get much voter support. The Building Inspector felt Division 6 would be interested in a much safer intersection. P. Sanderson added that when this was originally presented to DOT, they definitely were not interested. J. McDevitt stated that the Planning Board put a lot of effort into the Village District concept, which went from the intersection of Rt. 151 and Rt. 33 up to the school.

While P. Sanderson applauded the Building Inspector's initiative, he wanted him to be aware of the possible roadblocks. The Town Administrator added that the Building Inspector wanted to have the Board's support for the overall concept before he met with the State, Planning Board Chairman or the Road Agent. J. McDevitt stated that he would need a lot more information before he could give his blessing, including a traffic study done by a traffic engineer. P. Sanderson added that the concept had promise and may free up some land for alternative purposes; however, District 6 is in charge.

Chair Morgan was in agreement with J. McDevitt and P. Sanderson as two former Planning Board members. Chair Morgan was appreciative of the Building Inspector's initiative, adding that he was doing a great job and liked that he thought "outside the box". P. Sanderson stated that the concept provided a better, safer route to the school and better pedestrian access from the whole area. P. Sanderson suggested the Building Inspector talk with District 6; based on accident history.

II. APPROVAL OF MINUTES

1. Monday, August 08, 2016

K. Forrest requested that the following be made removed: Page 4, Review of the Town Administrator's Weekly Report, Mosquito Spraying – reference to ..."parents don't want chemicals on the fields..."

MOTION: P. Sanderson moved to approve the minutes of Monday, August 08, 2016 as amended. Second – J. Rolston; all in favor. **MOTION CARRIED**

III. OLD BUSINESS

1. Jim Marchese, Building Inspector: Public Works Garage and Salt Shed Assessment

The Building Inspector reviewed his assessment of the Public Works Garage and Salt Shed. The building appears to be solid; the bones of the building are fine but need some "tender loving care". Nothing has been done to fix the bumps and bruises over the years. The Town needs to develop a budget and start repairing the things that are broken and create a safe facility. There isn't enough lighting, especially if loading salt at night. Chair Morgan noted that if the building is structurally sound, it could be refurbished.

The Property Maintenance Supervisor is researching the cost of fixing the siding and if there is enough available with what is there now. K. Forrest questioned if the building goes away in five years, how much does the Town really want to invest? P. Sanderson asked the cost to fix, based on what needed to

be done. The Building Inspector responded that he had not looked at costs; he only looked at issues and problems with the building. In his opinion, it is fixable.

Chair Morgan asked the Town Administrator to send a copy of the Building Inspector's report to Jim Jones. The Building Inspector stated that further deterioration could be prevented by better monitoring of the facility; when an accident happens, it should be repaired. Chair Morgan suggested that the Property Maintenance Supervisor should take charge of that area. P. Sanderson added that the Board should talk to Jim Jones about the amount of space he needed and accessed. The Building Inspector further recommended that at the end of the season, the area be cleaned up and salt covered so it doesn't mitigate outside the storage shed. Nine months out the year, the salt should be stockpiled and consolidated in one place away from any metals so it doesn't cause deterioration. J. McDevitt suggested that the Property Maintenance Supervisor assess the building before the season started and equipment arrived, and after the season ended. It was discussed that the snowplow contract be amended to cover any damage to the buildings.

J. Rolston pointed out that the Property Maintenance Supervisor was being given more responsibility in addition to his regular duties. He questioned if he would be able to handle the additional responsibilities. P. Sanderson responded that it could be an issue going forward; the Board would have to look at his responsibilities and accountability. The Town Administrator noted that he does have a part-time helper for 12 hours a week during the summer. Chair Morgan added that in the future the Board may have to hire more help.

2. Budget

P. Sanderson agreed that the Town Administrator should help the Property Maintenance Supervisor prepare his budget, adding the need for additional help. He also would like departments to include a "wish list" in their budget submissions.

The Town Administrator asked for direction regarding salaries. J. Rolston noted the CPI was projected to be .6%. Asked by P. Sanderson if the NHMA Wage and Salary Survey was available, the Town Administrator responded it was now done every other year and was electronic only. P. Sanderson suggested the Town stop paying dues to NHMA.

Last year, departments were told to submit requested salary increases and a tier was used; the Board made the decisions. In previous years it was a set percentage (the range has been between 1% and 3%), and based on the September CPI. J. Rolston stated that the CPI is at .6%. The Board suggested a directive of a 1.5% or 2% increase; the consensus was 1.75%. P. Sanderson agreed, adding that departments could provide justification if the suggested increase presented an issue.

3. Other Old Business

- Chair Morgan stated the \$300 donation received by the Police Department for National Night Out required a public hearing; the Town Administrator noted it will be on the next agenda.
- Coakley Landfill: Chair Morgan suggested that the Board write a letter regarding the Coakley Landfill to individuals/groups addressing concerns voiced by residents at the last meeting. He distributed a basic letter, asking for members to review. The Town Administrator will be meeting with a representative from the EPA this week; she will give him a copy of the draft and they will revise to include technical information. Chair Morgan requested that the Coakley Landfill be kept on the agenda until a letter was sent.

- **Water Line for New Subdivision:** P. Sanderson addressed the proposed water line to the new subdivision on Breakfast Hill Road. It crosses private property and doesn't get into the Breakfast Hill Road right-of-way. He asked the status with the Planning Board. J. McDevitt noted that the agreement was totally separate and never came back to the Planning Board. P. Sanderson noted that in order for water to be brought to the development, the Town's right-of-way had to be crossed. That will impact the Town's ability to access the 50 acres in the rear owned by the Town. The Town Administrator stated there is an existing water line that connects at the Bethany Church; that line will be extended to the Seavey property. It will not be coming down the road; it will be coming down the back to Seavey Way. It is being sized for future expansion and stubbed close to Breakfast Hill Road. J. McDevitt suggested an engineer review the plans and the effects on the Town's easement; P. Sanderson added it impacts the Church's site plan and should be reviewed by the Planning Board. There could be issues in the future with it being a privately owned water line. The Town Administrator stated that the Rye Water District would be turning the line over to the City of Portsmouth, and explained the metering process. There was also a discussion on other areas in Town that may need groundwater protection through DES.
- **Town Administrator's Weekly Report:** Chair Morgan suggested that unless something requires immediate attention, the report be done on a bi-monthly basis, with reports being done on the off week from the meeting. It was decided the weekly report would be done the week informational packets for Board meetings are not sent. If there is something the Board needs to be informed of, the Town Administrator will continue to notify members.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Weekly Report

There was a concern from a resident about basketball being played at night at the court on Caswell Drive; vehicle headlights were used for lighting and shining in windows. The Town Administrator has worked with the Police Chief, and signage has been ordered for Caswell Drive and the Maloney Fields.

2. MS-1: Summary Investment of Valuation

Financial reports for the Town need to be submitted to DRA by September 01. The MS-1 is a report about the value of the Town. The value, with utilities, is now \$703,370,116 which is an increase over the previous \$687,121,432; the net increase is \$16,248,684. The value from the Bramber Green development won't be seen until next year and the year after; the increase is based primarily on Tractor Supply and several developments. Based on last year's budgets, the valuation increase alone would have resulted in a \$0.40 decrease in the tax rate; the same scenario is anticipated for next year. The Town Administrator reviewed the MS-1 Report with the Board.

MOTION: K. Forrest moved to approve the MS-1 Summary of Valuation as prepared. Second – J. McDevitt; all in favor. **MOTION CARRIED**

3. MS-434: Revised Revenues

The MS-434 is the revised revenue for the Town. When the budget is set and presented at Town Meeting, revenues are estimated. There are two opportunities to change the revenues based on actual numbers; the first opportunity is now, the last opportunity is at tax setting. There was a net increase of \$63,000. The Town Administrator reviewed the increases/decreases with the Board. The Board had the option to increase revenue by \$63,000 or leave it same. While some towns underestimate their

revenues, the Town Administrator tries to project Greenland's as accurately as possible without over-estimating so that the Fund Balance is truly excess revenue and unspent.

MOTION: *P. Sanderson moved to approve the MS-434 Revised Revenues Report in the amount of \$1,673,903. Second – J. Rolston; all in favor. MOTION CARRIED*

4. Tax Rate Overlay Fund Balance Discussion

Overlay is tax money that's raised to cover abatements and litigation settlements, or unexpected emergencies. Last year, \$250,000 was put into Overlay to cover outstanding abatements; there is only one outstanding case at this time. The Town Administrator recommended \$50,000 as an overlay amount.

MOTION: *J. McDevitt moved to authorize \$50,000 to be used an overlay in determining the 2016 tax rate. Second – K. Forrest; all in favor. MOTION CARRIED*

The Board also discussed the Undesignated Fund Balance to be used to offset the tax rate. If no fund balance was used, \$50,000 in overlay, and the increase in values, the 2016 tax rate would be approximately \$17.13; the current tax rate is \$16.91 (increase of \$0.22). The Town's rate would drop from \$3.53 to \$3.45. The school expected a \$1 increase; they will go from \$9.84 to \$10.23.

If the Board wanted to maintain the same tax rate (within a few cents) at \$16.91, \$150,000 would be used from the Fund Balance. Options were discussed by the Board. A decision was not made at this time.

5. Labor Day Meeting: Monday, September 05, 2016

After a brief discussion, the Board will meet on Tuesday, September 06, 2016. The Board authorized the Bookkeeper to submit payroll on Tuesday, September 06, 2016.

6. Other New Business

- Chair Morgan requested a non-public meeting on Tuesday, September 06, 2016, regarding personnel.
- K. Forrest requested a mid-year review of goals for the Police Chief and Town Administrator at the meeting on Tuesday, September 06, 2016.

V. ACCOUNTS PAYABLE – THURSDAY, AUGUST 25, 2016

1. Payroll Manifest 17

MOTION: *K. Forrest moved to approve Payroll Manifest 17 in the amount of \$52,118.38. Second – P. Sanderson; all in favor. MOTION CARRIED*

2. General Fund Manifest 17

MOTION: *J. Rolston moved to approve General Fund Manifest 17 in the amount of \$175,323.48. Second – P. Sanderson; all in favor. MOTION CARRIED*

3. Fire/Safety Revolving Fund Manifest 10

MOTION: K. Forrest moved to approve Fire/Safety Revolving Fund Manifest 10 in the amount of \$32.30. Second – J. McDevitt; all in favor. **MOTION CARRIED**

4. Police Special Revenue Manifest 05

MOTION: K. Forrest moved to approve Police Special Revenue Manifest 05 in the amount of \$62,457.50. Second – J. Rolston; all in favor. **MOTION CARRIED**

VI. ADJOURNMENT

MOTION: P. Sanderson moved to adjourn at 9:15 p.m. Second – J. Rolston; all in favor. **MOTION CARRIED**

NEXT MEETING

Tuesday, September 06, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Tuesday, September 06, 2016