



BOARD OF SELECTMEN
Town of Greenland • Greenland, NH 03840
11 Town Square • PO Box 100
Phone: 603.431.7111 • Fax: 603.430.3761
Website: greenland-nh.com

MINUTES OF THE BOARD OF SELECTMEN

Tuesday, September 06, 2016 – 6:30 p.m. – Town Hall Conference Room

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

Late Arrival: John McDevitt (7:30 p.m.)

Staff: Karen Anderson – Town Administrator

I. 6:30 p.m. NON-PUBLIC SESSION [RSA91-A:3, II(a)]

1. Mid-Year Review: Chief of Police

J. McDevitt was not present

MOTION: *P. Sanderson moved to enter into non-public session at 6:30 p.m. Second – J. Rolston; all in favor. MOTION CARRIED*

MOTION: *P. Sanderson moved to leave non-public session and return to public session at 7:00 p.m. Second – J. Rolston; all in favor. MOTION CARRIED*

Chair Morgan opened the Board of Selectmen meeting at 7:02 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

II. 7:00 p.m. PUBLIC HEARING

MOTION: *P. Sanderson moved to open the public hearing. Second – J. Rolston; all in favor. MOTION CARRIED*

1. Acceptance of Donation: National Night Out 2016

The Chief Michael Maloney Foundation donated \$300 to the Town of Greenland for National Night Out held on Tuesday, August 02, 2016. There were no comments from the public.

MOTION: *P. Sanderson moved to accept the donation of \$300 from the Chief Michael Maloney Foundation for National Night Out 2016, and authorize its expenditure. Second – K. Forrest; all in favor. MOTION CARRIED*

2. Authorization for Grant Acceptance: Fiscal Year 2016-2017 NH Highway Safety Grant

Three grants needed to be authorized by the Board. Chief Laurent explained that the STEP Grant was for speed, traffic light and distracted driving control. The Town has received this grant in the past; it's

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now under a new name. The DWI Grant runs from October 01, 2016 through September 30, 2017. There was also a 50/50 grant for new radar. There were no comments from the public. P. Sanderson added that the grants provide the Town with additional funding to pay officers doing the enhanced enforcement patrols; DWI is prevention and the radar is 50/50. State funds are received to be used on the local level.

MOTION: K. Forrest moved to accept the Fiscal Year 2016-2017 NH Highway Safety Grant. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: P. Sanderson moved to accept the proposed Radar Grant from Highway Safety. Second – K. Forrest; all in favor. MOTION CARRIED

MOTION: P. Sanderson moved to accept the DWI Patrol Grant from Highway Safety. Second – K. Forrest; all in favor. MOTION CARRIED

There being no further public comments, Chair Morgan closed the public hearing.

MOTION: P. Sanderson moved to close the public hearing at 7:06 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

III. APPOINTMENT

1. Hiring of Part-Time Police Officer: Chief Laurent

Chief Laurent explained that they have gone through the process to hire a part-time Officer to replace Tom Simmons who has retired. Dr. Harry Wallus has applied for the position. He is an Emergency Room doctor at Portsmouth Regional Hospital, and has served with the local SERT team for approximately two years. Dr. Wallus would like to work shifts and not details, which will help the department; he is also willing to attend the part-time academy. All background checks have passed. Chief Laurent requested Dr. Wallus be hired at \$1 less per hour (\$21.43) than the current part-time rate; once he has successfully completed the part-time academy, he would receive the regular part-time rate (\$22.43).

Chief Laurent clarified that Dr. Wallus would not be on the street alone until a specific number of training hours have been completed. He will attend the part-time academy in February 2017; the physical test would be done in January 2017. Chief Laurent further explained that the part-time academy is two evenings per week plus Saturday for a period of 12 weeks.

MOTION: K. Forrest moved to appoint Dr. Harry Wallus as a part-time officer for the Town of Greenland. Second – P. Sanderson; all in favor. MOTION CARRIED

On behalf of the Board and Town, Chair Morgan thanked Officer Tom Simmons for his service.

2. Police Department Private Detail Rate: Chief Laurent

Chief Laurent stated that there is an increase in the NH Retirement rate, effective July 2017, for Group II - Police Officers and Firefighters. The administrative side needed to be increased to cover costs. She sent a survey out across the State regarding rates for administration and cruisers. Chief Laurent recommended raising the officer rate to \$44 per hour. Of the 56 agencies that responded, the average officer rate was \$43.52. It is not the Chief's intent to raise the rate yearly; the last increase was four

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years ago. The overall increase billed out would be \$61 per hour to cover expenses and administrative fees; the cruiser rate will remain at \$15 per hour.

Chair Morgan noted that the details pay for new cruisers; the Town Administrator added that the details have paid for the last seven cruisers. Maintenance, gas, etc. are also paid for through details.

MOTION: *J. Rolston moved to increase the detail rate to \$61 per hour effective January 01, 2017 and to increase the officer's rate to \$44 per hour effective January 01, 2017. Second – P. Sanderson; all in favor.*
MOTION CARRIED

IV. APPROVAL OF MINUTES

1. Monday, August 22, 2016

Correction to minutes on Page 6, Item 4 motion: "CARRIED"

MOTION: *J. Rolston moved to approve the minutes of Monday, August 22, 2016, as amended. Second – P. Sanderson; all in favor.* **MOTION CARRIED**

V. OLD BUSINESS

1. Greenland/Stratham Fire Departments

The Town Administrator has been in contact with the Stratham Town Administrator to set up a joint Board meeting; he was receptive about a meeting. She was informed last week by the Stratham Town Administrator that their Fire Chief had recently resigned. Chief Cresta is anxious to move forward and has spoken with Deputy Larrabee, Stratham Fire Department; he is interested in the discussion as well. The Town Administrator has contacted Stratham about how they would like to proceed. Chair Morgan would like the Town Administrator to arrange a meeting for with the chairmen of both Boards, Town Administrators from both towns, and Chief Cresta and Deputy Larrabee. P. Sanderson stated that it should be to set an agenda and not make any decisions. He added, for the benefit of the public, that the Greenland Fire Chief has advised the Board that he's having a difficult time getting volunteers; he was looking into all possibilities for getting more members into the Fire Department.

2. Coakley Update

Chair Morgan stated a letter should be sent to follow-up on the meeting of August 08, 2016. The Town Administrator will be meeting with representatives from the EPA this week. P. Sanderson suggested putting together informational material so residents understand who the Coakley Group is, the history of the issue, and how outside agencies became involved as well as their input into the situation. The Town Administrator has information available from the original presentation at the Bethany Church.

3. Other Old Business

- The light in the Conference Room needs to be repaired.
- Chair Morgan requested that the Property Maintenance Supervisor get a price to reside the back garage.
- Water Line for New Subdivision on Breakfast Hill Road: Chair Morgan reminded the Board that J. McDevitt suggested the plans be reviewed by the Town Engineer and its effects on the Town's

easement as well as the impact on the Bethany Church's site plan. The Town Administrator has spoken to the engineering firm that did the site plan. The water line is not crossing Town property; it is crossing an existing Town easement which is to "pass and re-pass": at no time will the Town's ability to pass and re-pass be impeded. The water line will be put underneath the easement, connecting to an existing line at the Bethany Church. The engineering firm felt it would not affect the site plan because it was an underground utility. P. Sanderson's concern was maintenance in the future; there should be an easement to access the Bethany Church property. If the line remained private, the public would be unable to maintain the line. The line will be owned by the City of Portsmouth. The Town Administrator will contact the City of Portsmouth for a copy of the water line agreement. P. Sanderson felt it would affect the Bethany Church site plan because the water line may impact their potential to use the property in the future. In addition, there is a second property on the original site plan that was not served by municipal water, but may also connect now. Sizing the water line to provide additional service was also a concern.

VI. NEW BUSINESS AND ADMINISTRATIVE

J. McDevitt arrived at 7:30 p.m.

1. Review of Town Administrator's Weekly Report

- K. Forrest recognized the Town Administrator for completing the set up of the Easy Merchant account for the Recreation Committee on short notice.
- The Town Administrator received a call from the plumber doing the commercial development near Tractor Supply. He appreciated the excellent, professional service he received from the Board Secretary and Building Inspector. The Town Administrator will put a letter of commendation in their personnel files.
- Water Ban: There is still a water ban in effect, odd/even. The Portsmouth City Council will meet within the next few days to discuss extending the ban further. Brian Goetz, City of Portsmouth, has spoken with the Town Administrator; they are monitoring meters and will be fining people not adhering to the water ban. She has confirmed with the Property Maintenance Supervisor that the irrigation system in the center of Town is on the alternate day schedule.

2. MS-535: Financial Report of Town

The MS-535 is an annual report prepared by the auditors and outlines the financial report of the Town. It shows the amount budgeted in 2015 vs. expenditures in 2015 as well as projected revenue for 2015 and what was actually received. The differences are what fall into the undesignated fund balance. That fund balance is \$1,683,784.

The School submitted its DO-25 on September 01. They are returning \$389,000 from their undesignated fund balance; they are at the maximum amount that can be held in their fund balance. That amount will help to offset the tax rate. Their budget projected an increase of \$1 on the tax rate; with the Town's increased valuation, there was approximately \$.50 saved on the tax rate. With the return of \$389,000 from the School, the impact will be a decrease of \$.44 on the tax rate. The school's impact is less than \$.20 of the proposed \$1 increase.

P. Sanderson noted that \$1,683,784 is not immediately available to reduce taxes; it could be used for a variety of purposes. The Selectmen would work with the Budget Committee on a proposal to present the voters on expenditure of those funds. The Town Administrator added that to be fiscally responsible

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as a Town, there should be a minimum of \$1,000,000 in the undesignated fund balance that would be available for emergencies. The fund should never be below \$700,000.

MOTION: K. Forrest moved to approve the MS-535: Financial Report of the Town. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Appointment of Library Trustees

Due to the recent resignation of a Library Trustee, the Trustees have requested that Karen Mason be appointed as a Library Trustee and Karen Jaggars be appointed as an alternate. Both appointments will expire in March 2017. J. Rolston noted that he met both women at a recent Library Trustees meeting, and they are well-qualified.

MOTION: K. Forrest moved to appoint Karen Mason as a Library Trustee until March 2017. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: J. McDevitt moved to appoint Stephanie Jaggars as an alternate Library Trustee until March 2017. Second – J. Rolston; all in favor. MOTION CARRIED

4. Discontinue Medical Deductible Expendable Trust Fund

The Medical Deductible Expendable Trust Fund was discontinued at Town Meeting in March. An outstanding check in the amount of \$96.10 from that account has been voided. A motion is needed to approve the closure of that bank account and authorize the balance to be transferred to the General Fund.

MOTION: J. Rolston moved to approve the closure of the Medical Expenditure Trust bank account and authorize the balance to be transferred to the General Fund. Second – K. Forrest; all in favor. MOTION CARRIED

5. Bookkeeper Hours

The Bookkeeper has requested an increase in hours, from 30 hours per week to 34 hours per week. The position is currently budgeted at 30 hours, with an additional 75 hours available for special needs; it averages to approximately 31 hours per week. The increase in her work load has been justified. The Town Administrator has discussed the increase in hours for the last quarter of this year with the Bookkeeper to determine if that is enough hours. The Bookkeeper felt it would be a matter of time before the position became full-time. The Town Administrator is recommending the increase in hours, adding that with the current Bookkeeper 34 hours would be enough; any succession planning may require it to be a full-time position. P. Sanderson noted that at 34 hours, the position doesn't qualify for NH Retirement, but would at 35 hours. He was hesitant to create a permanent position without going through the Budget Committee and Town vote; he was in agreement with a temporary increase until December 31, 2016.

MOTION: K. Forrest moved to authorize the Bookkeeper's position to be increased to 34 hours per week beginning October 03, 2016 to December 31, 2016. Second – J. McDevitt; all in favor. MOTION CARRIED

6. Location of Trees in Remembrance Park

The Board received a letter from Wally Berg expressing his concern for the location of two of the trees planted in Remembrance Park by Eversource. He has requested that the trees be replanted in an

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alternate location. Chair Morgan has spoken to the Property Maintenance Supervisor, who explained that the trees were planted in their current location due to underground gas lines and overhead telephone wires. P. Sanderson added that a site with limitations prohibits changes. With the current drought conditions, the trees will die if they are moved. Next year may be the earliest they can be moved, and that would depend on the winter. He was not in favor of moving the trees; sufficient justification was given for their current location. No disrespect was meant to the monument or its area; trees were planted there for very practical reasons.

Wallace Berg, Greenland resident and former Chairman of the Memorial Committee responsible for the new Remembrance Park: stated that the citizens had a vested interest in when and how the park would be utilized. He has recommended over the last several years that there should be someone overseeing the recreational facilities and parks in Town, adding that the Property Maintenance Supervisor was not qualified. W. Berg continued that he would purchase two new trees if the existing trees died after they were moved. He read the following statement into the record:

In recent conversation with several citizens, I learned that two competent and qualified private landscape professionals had offered their services and advice; advice contrary to the final decision. A third professional, employed by Eversource, the power company, was used. This individual, (with a vested interest) and apparently the Greenland grounds maintenance personnel were influential in the final decision as to tree species and location. There are several interested citizen groups/individuals, who have voiced their concerns to me. At no time, as previous chairman of the Park committee (GVMC), was I consulted or advised of the tree planting plans.

Having spent nearly a year, full time on the Park project, I was in a position to at least advise. Once again my advice to the select board is this—there should be created an official entity, to manage and supervise our invaluable parks and recreation facilities, this should not be left up to individuals who maintain the grounds, and they lack qualifications. The planting suggestion contained in my letter of August 26 to the select board was a minimal suggestion, ideally I would prefer nothing added within the corner markers.

W. Berg continued that eventually the monuments would be obscured once the trees started to grow. He suggested moving two trees, at a minimum, to the outside of the monument area. He asked for the Board's sincere consideration to move the trees.

J. Rolston clarified that there was a discussion regarding trees with an arborist from Eversource. The trees that were selected were appropriate for that location. W. Berg emphasized that he didn't have an objection to the trees, but to the placement. Rick Simpson, business owner in Town and stakeholder in the Town's appearance: was surprised in the placement of the trees. He had presented information to the Conservation Commission. An individual from Eversource was supposed to attend one of their meetings to address the number of trees and species available; he wasn't present at that meeting. The information from Eversource clearly states the species planted could be located under the power lines due to their height. R. Simpson continued that to his knowledge the Conservation Commission was not part of the decision. J. McDevitt responded that they were asked for their recommendation; a member of that Board had stated it wasn't their job. Chip Hussey, Conservation Commission Chair, clarified that they recommended a landscape architect be hired and the Selectmen didn't want to do that. R. Simpson added that he was told the area would be staked out and done by others, and his volunteerism had ended. He has been in the landscape and design business for over 40 years, and felt his input would be valuable.

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The Town Administrator added that a streetscape plan had been discussed and was part of the reason the trees were planted in their current location. R. Simpson stated that as part of a design concept for a streetscape, utilities would be a concern. He also questioned the Town's vision for the function of the park. The trees planted where they are, diminish the ability to use the park as a gathering point for the community.

Dave Luchsinger, 47 Park Avenue: Agreed with W. Berg; the two trees should be relocated. There are areas in the Park where trees were cut down that are wide open. He suggested they be moved to those areas. He continued that the trees and bushes are in jeopardy by the Gazebo. His neighbors have chickens that are digging up the trees and bushes. He suggested that someone should look at the bushes due to the damage being caused by the chickens. They were also behind the monuments digging up the mulch.

R. Simpson suggested that the trees could be moved if they were recently planted and well-watered. He recommended not moving them unless there was a firm vision/plan in place. Chair Morgan suggested that he meet in the park next week with W. Berg, C. Hussey as Conservation Commission Chairman, R. Simpson and any other interested parties. J. Rolston requested they also look at the cannons, stating they are a disgrace.

7. Legislative Policy Conference

This item was continued to the meeting on Monday, September 19, 2016. The Town Administrator was designated as the Town's representative.

8. Other New Business

Coleen Penacho, 86 Tidewater Farm Road: Asked when that road would be paved. The Town Administrator had been directed to have the road survey done before roads were paved; roads would then be prioritized and the Board would make their decisions. Tidewater Farm has been funded to be paved this year; the Town Administrator would like to put it out to bid so funds can be encumbered for next year. K. Forrest agreed they were waiting for the road survey, adding there was discussion about having the paving done at the same time as Stratham for future paving. C. Penacho questioned why there was a road survey when it was specifically earmarked for paving. P. Sanderson explained that the road survey would give the Town a rational system for paving based upon need. C. Penacho responded that if the road was budgeted to be paved, it should be paved; the survey should be for roads going forward. The Town Administrator stated that the plan had been to do a total overlay on Tidewater Farm when Stratham did their portion. The two towns could partner in 10-15 years when the entire road was redone. P. Sanderson stated the overlay could be done between now and November 01. The Town Administrator was directed to contact Bourassa Paving. P. Sanderson pointed out that when the overlay was done, the Town would not be back in that area for a long time. An overlay will handle wearing issues, but not engineering issues. J. McDevitt stated that going forward he would like to see a plan in place to identify and prioritize roads for paving as needed. The Board was in agreement. There was further discussion regarding the culvert on Tidewater Farm Road as well as paving the road.

MOTION: J. Rolston moved have the Town Administrator contact Bourassa Paving to overlay Tidewater Farm Road. Second – K. Forrest; four in favor, one abstain (P. Sanderson). **MOTION CARRIED**

VII. ACCOUNTS PAYABLE – THURSDAY, SEPTEMBER 08, 2016

1. Payroll Manifest 18

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MOTION: J. Rolston moved to approve Payroll Manifest 18 in the amount of \$51,062.76. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 18

MOTION: P. Sanderson moved to approve General Fund Manifest 18 in the amount of \$382,444.83 (School - \$325,000). Second – J. Rolston; all in favor. MOTION CARRIED

VIII. NON-PUBLIC SESSION [RSA 91-A:3, II(a)]

MOTION: K. Forrest moved to enter into non-public session at 8:30 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

1. Personnel Update
2. Mid-Year Review: Town Administrator

MOTION: K. Forrest moved to return to public session at 9:03 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

IX. ADJOURNMENT

MOTION: K. Forrest moved to adjourn at 9:05 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, September 19, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: