



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 05, 2014 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chair John Penacho, Kevin Forrest, John McDevitt, Vaughan Morgan, Mo Sodini

Staff: Karen Anderson – Town Administrator

Chair Penacho 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. E911 Committee Report: Chief Laurent

Chief Laurent updated the Board on the E911 process. To bring the Town into compliance, it will require renumbering residences and renaming streets. Chief Cresta, Emergency Management Director Ken Fernald and Chief Laurent have met on numerous occasions, driven throughout Town and reviewed all the recommendations. They will have another meeting to finalize the list of their recommendations.

Chief Laurent introduced Mike Kelleher, E911, to the Board. The end result of the process is to make it easier for emergency services to locate people. Chief Laurent told the Board that there are four streets similarly named, and will probably need to be changed. The majority of the problem is driveways that have more than two houses off them; shared driveways will have to be named as a private road if there are more than two houses. Under RSA 231:133(a) the Town has the authority to name roads. The Town would not take over maintenance or assume any liability; however, the road would be named for emergency purposes. Chief Laurent recommended that the Town pay for the first street sign on a private road.

Any resident possibly affected by E911 updates will need to be notified and a public hearing held during a Board of Selectmen meeting. Notice of the hearing must also be in the newspaper at least ten days prior to the public hearing. E911 will also work with the Post Office; letters will be provided for mortgage companies, utilities, etc. A recommendation for the location of house numbers will be included as well as the effective date (a 60 day notice). E911 will notify all licensed service providers and update map data used for cell phone locations; land lines will give accurate house locations.

M. Kelleher reiterated to the Board that the main reason for the changes was for police and fire emergencies as well as any mutual aid that may come into Town. If there are multiple houses branching off one driveway from a main road, the caller may not be located.

The Town of Lee was used as an example, having recently put E911 in place. They did their changes in a systematic manner, affecting 40 addresses at a time. This made it easier on a Board level during public

hearings. The Selectmen also gave residents a choice of three names, which had to meet the E911 guidelines.

Chief Cresta, EMD Fernald and Chief Laurent will have one more meeting to finalize and prioritize the list of recommendations before presenting it to the Selectmen. Their plan is to return to the next meeting or the first meeting in June with recommendations. Although the thought was to try 40 revisions at a time, there are a couple of streets/roads where houses need to be renumbered. M. Sodini suggested moving any public hearing to the school where the seating capacity is much larger.

M. Kelleher suggested an ordinance for addressing that would include the size of numbers and how they should be placed on houses. The Town Administrator will research and get samples of numbers for the next meeting.

The Board agreed that the process should be started immediately. Chief Laurent noted that deeds would not have to be changed until a property transfer was made.

2. Cemeteries – Town Land and Maps: David Gill, Cemetery Trustees Chairman

D. Gill addressed the Board, explaining that the current tax maps make it difficult to locate cemetery land. He would like to have a better map that would show all the Town-owned land. The Town Administrator added that through the assessing software a list could be printed by map and lot. The overall tax map cannot show individual lots due to the scale. The NRI map only shows conservation land. D. Gill further explained the Cemetery Trustees would like to walk the land, but are unsure of boundary lines. The Town Administrator told the Board that D. Gill would like something similar to the 911 map that would include street names, map and lot, and Town land.

D. Gill asked the Board what the next step would be if the Trustees located land they would like to use for a cemetery. Do they walk the property with them? Is an engineer hired? J. McDevitt suggested a soil scientist be hired. Chair Penacho suggested an expert be hired to make a determination on the use of the land. The Town Administrator told the Board the previous Building Inspector had met with DES regarding the Chick property and the placement of a cemetery within the well radius. There can be a human cemetery there, but not a pet cemetery. J. McDevitt suggested meeting with the Circuit Rider, who can provide additional insight about land use.

Maps have been done by John O'Donnell for a number of years. They are not a GIS based, CAD system map with overlays. The Town Administrator has spoken to the Building Inspector about changing mapping companies; however, the initial transition will be costly.

Chair Penacho stated he would like to know what can be done with the Chick property. If it can't be used as a cemetery, there may be another purpose for the land.

UNH, through Granit Mapping, may be able to do a map that would meet the needs of the Cemetery Trustees. The Town Administrator will contact them.

3. Greenland Veteran's Memorial Committee: Wally Berg

W. Berg distributed a letter to the Board that was sent to Charles Williams, President of Landscape Lawn Sprinkler Systems, LLC. Referring to Remembrance Park, W. Berg stated that the project had been funded and was in process; the only outstanding item was a watering system. The Town Administrator

explained that there are hydrants on Park Ave.; the City of Portsmouth would need to install a meter and run a line across the street.

W. Berg provided the Board with the schematic and proposal for the sprinkler system. He requested the Town fund a source of water. Using the existing hydrants, the estimate received from the City of Portsmouth Water Department was \$3,000. Several years ago, the Town received a bid to irrigate the entire park for approximately \$10,000. W. Berg, in an effort to save the Town money, suggested tapping into the water line and capping the ends for future use to irrigate the entire park.

If Mr. Williams agreed to irrigate the park, Lowe's will provide some of the needed materials. The Town will benefit from the reduction in the overall cost of irrigating the remainder of the park. However, the Town needs to provide the water supply as soon as possible. By acquiring the necessary funding and working with the City of Portsmouth, the water could be connected within two to three weeks.

V. Morgan stated that W. Berg had done a great job with Remembrance Park, raising the majority of the funds single-handedly. He continued that the park will be an asset to the Town, and definitely a worthwhile project. Responding to a question from V. Morgan, the Town Administrator told the Board there is approximately \$10,000 in an account that is maintained every year for unanticipated repairs. Paul Hayden, Property Maintenance Supervisor, described how the water would be run from the hydrants to the park.

MOTION: *V. Morgan moved to approve funding the proposal from Wally Berg to run a line across Park Avenue into Remembrance Park not to exceed \$3,000.*

DISCUSSION: Chair Penacho stated that he didn't want an estimate on the cost to run a line, but wanted the actual cost. M. Sodini agreed, suggesting that they approach the City of Portsmouth to connect a water line from Park Ave. to the Town Green without a dollar amount attached.

AMENDED MOTION: *V. Morgan moved to approve funding the proposal from Wally Berg to run a line across Park Avenue into Remembrance Park.*

There was further discussion about not including a dollar amount in the motion. J. McDevitt recommended that the line be large enough to add onto in the future. Chair Penacho clarified that Mr. Williams should be aware that the Town may add irrigation to the remainder of the park in the future.

The Board authorized the Town Administrator to discuss running a water line from Park Ave. to Remembrance Park. She will report back to the Board at the meeting on Monday, May 19. W. Berg will be speaking to Mr. Williams about the probable commitment from the Selectmen regarding the irrigation of Remembrance Park.

II. ADMINISTRATIVE AND OTHER ITEMS

1. IT Contractor: Award of Bid

The Town Administrator reviewed the summary of the IT Consultant bids. She stressed the importance of moving forward with awarding the bid: the Town Offices did not have an IT person. The bids were sent to Randy Bunnell, who had done a security assessment of the computer system, for review; he recommended Main Stay. K. Forrest questioned the number of hours that would be required for on-site support. In 2014 to date, 18 hours have been used. Chair Penacho recommended either Neo-Scope or Swift Tide; the differences between the two were briefly discussed. Many Board members preferred the

idea of using the same vendor throughout the Town for continuity. Chair Penacho suggested using Swift Tide this year and possibly doing a contract for Police, Fire and Town Offices next year.

MOTION: *M. Sodini moved to approve Swift Tide for IT support for the Town Offices. Second – V. Morgan; all in favor. MOTION CARRIED*

2. Post-Issuance Tax Compliance Policy: Bond Requirement

The Town Administrator explained that the policy is for the bond. The bank is borrowing the money tax-exempt; it is passed on to the Town at the lower rate. The Town cannot profit from the bond; limited income is allowed. The bond will be used within two years. The Bond Council requires that the policy be in place. This will prevent the Town from borrowing \$800,000 and deciding to invest the money in another project, and make a substantial profit. Because the Town is tax-exempt, it would be considered revenue. By signing the policy, it ensures the Town will keep accurate records and expend the funds as they were approved.

MOTION: *M. Sodini moved to approve the Post-Issuance Tax Compliance Policy and resolution as presented, and appoint the Town Administrator as coordinator. Second – K. Forrest; all in favor. MOTION CARRIED*

A representative from the bank and Jim Rolston, Town Treasurer, will be present at the meeting on Monday, May 19, which will be the closing date for the bond. Funding will be three days after the closing. Funds do not require a separate bank account, but will be shown as a line item in the General Fund.

3. Gravel Pit: Vaughan Morgan

V. Morgan discussed with the Board a meeting on March 24 regarding the gravel pit; results were provided to the Board. There are approximately 50,000 yards of gravel in the pit. He felt it would be worthwhile to move forward with the project. A proposal has been received from Ambit Engineering to determine how much gravel is in the pit and how much can be removed at certain stages; a value can be then be established. The Town Administrator clarified that a topo will be designed, indicating what is there and how the final shape will look. The difference is how much will be removed. Asked if the income could be used to offset the cost of road repairs, the Town Administrator explained that revenue could not be spent.

M. Sodini stated that the engineering had to go out to bid because it was over \$6,800. Some gravel will be used for repairs on Dearborn and Caswell. Processed gravel will need to be purchased for the top 6" of the roads.

V. Morgan recommended going out to bid for the engineering to determine the exact amount of gravel in the pit. V. Morgan stated that the proposal from Ambit Engineering included the proposed work on the road into Krasko Field. Underwood Engineering suggested it would be more cost efficient to have the engineer doing the gravel pit also do Krasko Field. The Town Administrator told the Board that the Selectmen have the right to waive bidding procedures.

MOTION: *K. Forrest moved to waive the bidding process and approve Ambit Engineering to complete the work as proposed, including the Krasko Field road in the amount of \$6,800. Second – M. Sodini; all in favor. MOTION CARRIED*

4. Soil from Packard Development

When Packard was being built, they offered the Town top soil and loam. The Town accepted, and top soil and loam was hauled behind the Transfer Station. There is a large amount, but is not top quality; it's similar to clean fill. P. Hayden suggested different ways to dispose of the soil, including trading for chipping services. The Town Administrator asked him to contact Peter K or Brian Pafford about the expansion of the fields at the Maloney Complex.

5. Transfer Station Compactor: Award of Bid

The Town Administrator reviewed the bids for the compactor. P. Hayden discussed his preferences with the Board.

MOTION: *M. Sodini moved to approve the purchase of a CP 3002 compactor from Lake Fabrication in the amount of \$34,373.38. Second – V. Morgan; all in favor. MOTION CARRIED*

6. Krasko Field Entrance

Bourassa Construction submitted a price of \$23,705 for the entrance to Krasko Field which is based on the Town's road construction and using Town-owned gravel. The price is much less than anticipated (\$60,000). A wetlands permit may be necessary, which would add to the cost. The Town Administrator will check with DES to see if a wetlands permit is needed; because it's a manmade swale, it may not be necessary.

Chair Penacho's concern was trucks using the road to access the gravel pit once the road was repaired. J. McDevitt felt the road should be built to subdivision regulations. She will also check with the RPC Circuit Rider about road specifications. The Town Administrator will move forward based on the above.

MOTION: *M. Sodini moved to award the contract to repair the road at Krasko Field to Bourassa Construction, contingent upon DES requirements and road specifications, in the amount of \$23,705. Second – J. McDevitt; all in favor. MOTION CARRIED*

Speed limit on the road was discussed. The speed bump at the Transfer Station was discussed as well. P. Hayden was directed to tell the resident who placed the speed bump on Town property that the Selectmen have requested it be removed.

P. Hayden requested that repairs to the Krasko Field road be coordinated with Greenland School baseball games due to traffic.

7. Completion of Back Bay Terrace

The Board received a copy of the estimate for remaining work on Back Bay Terrace. Approximately \$15,648 will be added to cover the cost of curbing on Hillside where the pitch is steep, bringing the cost to \$121,298. The curbing should keep the water draining towards the catch basins, and out of yards and driveways.

MOTION: *M. Sodini moved to approve the expenditure of \$121,298 for the completion of Back Bay Terrace. Second – J. McDevitt; all in favor. MOTION CARRIED*

8. Road Name: New Development off 319 Winnicut Road and Vardon Lane

The Town Administrator explained the project is still at the Planning Board level, but may be approved soon.

MOTION: *K. Forrest moved to approve Hickory Lane as the road name for the new development off 319 Winnicut Road and Vardon Lane. Second – V. Morgan; all in favor MOTION CARRIED*

9. Summer Farmer's Market Correspondence

- a. Jean Eno, Manager: Rick Simpson is no longer running the Summer Farmer's Market and has passed it on to Jean Eno. Insurance certificates will be in place as well as last year's requirements. Permission is needed from the Board to hold the Farmer's Market on Town property. It will be a little larger than last year, and will be located toward the school end of the Green. J. McDevitt was concerned about the number of vendors and parking. The Town Administrator explained that the vendors parked at the school; parking for customers is normally along Park Ave or at the school; there were no traffic issues last year. The layout will allow for approximately 20 vendors, depending on the season. There will be minimal use of electricity, which will be paid by the organization. There is a \$20 charge for each booth; a portion of the proceeds will be donated to the Food Pantry; the remainder will be used to offset any expenses. J. McDevitt felt there should be a minimum use charge if Town property was used by other than a Town organization.

M. Sodini commented that it worked well last year and was well attended and organized, and didn't see it as a problem. The Town Administrator added that only non-profits were allowed to use the Town Green. It would be a Board decision to charge a minimum use fee; however, it would need to be consistent. Currently, the Green is used by the Women's Club for the concerts, the Vet's for their Memorial Day Program, the Easter Egg Hunt and the Jason Hussey Race. Chair Penacho didn't see a problem with electricity being used one day a week; the electric bill for the park is approximately \$23. J. McDevitt suggested a nominal fee of \$25 for the use of the park.

MOTION: *M. Sodini moved to approve the Summer Farmer's Market to be held on the Green from Tuesday, May 27 through Tuesday, October 14, 2014. Second – V. Morgan; all in favor. MOTION CARRIED*

- b. Jewell Towne Vineyards

MOTION: *M. Sodini moved to approve Jewell Towne Vineyards participation at the Summer Farmer's Market. Second – K. Forrest; all in favor. MOTION CARRIED*

- c. Throwback Brewery

MOTION: *M. Sodini moved to approve Throwback Brewery's participation at the Summer Farmer's Market. Second – K. Forrest; all in favor. MOTION CARRIED*

10. Approval of Minutes: Monday, April 21, 2014

MOTION: *K. Forrest moved to approve the minutes of Monday, April 21, 2014. Second – J. McDevitt; three in favor, two abstain (Chair Penacho, V. Morgan). MOTION CARRIED*

11. Other Business

MOTION: M. Sodini moved to approve the 2014 First Half Tax Warrant as presented by the Town Clerk/Tax Collector in the amount of \$5,076,913. Second – K. Forrest; all in favor. MOTION CARRIED

Sheila Pratt, Memorial Day Parade organizer, received a request from Chris Muns to walk in the Memorial Day Parade. He is currently a State Representative, and has requested he be accompanied by someone holding a sign indicating he was running for State Senate. The Board agreed that participation in the Memorial Day Parade should be non-political.

III. ACCOUNTS PAYABLE – MAY 08, 2014

1. Payroll Manifest 10

MOTION: V. Morgan moved to approve Payroll Manifest 10 in the amount of \$42,688.04. Second – K. Forrest; all in favor. MOTION CARRIED

2. General Fund Manifest 10

MOTION: V. Morgan moved to approve General Fund Manifest 10 in the amount of \$188,977.36 (School - \$130,000). Second – K. Forrest; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 09

MOTION: V. Morgan moved to approve Medical Deductible Expendable Trust Manifest 09 in the amount of \$5,709.90. Second – K. Forrest; all in favor. MOTION CARRIED

IV. NON-PUBLIC

1. Personnel: RSA 91-A:3, II (a)

MOTION: K. Forrest moved to adjourn into Non-Public Session at 9:45 p.m. Second – M. Sodini; all in favor. MOTION CARRIED

MOTION: M. Sodini moved to return to Public Session at 10:22 p.m. Second – K. Forrest; all in favor. MOTION CARRIED.

V. ADJOURNMENT

MOTION: M. Sodini moved to adjourn at 10:22 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

NEXT MEETING

Monday, May 19, 2014 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, May 19, 2014