



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 17, 2016 – 6:30 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Jim Rolston, Paul Sanderson

Members Absent: Kevin Forrest, John McDevitt

Staff: Karen Anderson – Town Administrator

Chair Morgan opened the Board of Selectmen meeting at 6:35 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

I. APPOINTMENT (6:30 p.m.)

1. Library Trustees – Phase II Presentation of Proposed Library

Marcia McLaughlin, Library Trustee Chairman, addressed the Board. Also present were Denise Grimse, Library Director; Ron Lamarre, Principal – Lavallee Brensinger Architects; Karen Mason, Trish Gray and Dale Rockefeller, Library Trustees. M. McLaughlin stated that the Library Trustees and staff wanted to start communication of their vision for the expansion and renovation of the current site with the Selectmen. The Board had received a copy of the needs assessment in their informational packets prior to the meeting; supporting documents from the Greenland School Board and Greenland Community Church were distributed. They were also requesting the release of funds for payment of Phase II.

P. Sanderson thanked the Trustees for coming to the Board. Although he didn't have concerns with the needs assessment, he had questions regarding the site due to its limitations. There is 140' of frontage starting 1' 8" from the current foundation of the church building. They have 14,000' of area that includes a driveway, two septic systems and a historic building. Where would a 9,000 sq. ft. building go? R. Lamarre responded that as part of the assessment, they went to the back of the building and staked out four corners. They have spoken to the Church and the School Board: if the building were to go there, they would need parking on the site from the school. They would also need to share the drive-around access with the Church as it currently exists, understanding that the property line is against the Church. Because it's a tight site, the proposed Library would be two stories using the back of the Library. They would take advantage of the existing lower level and the topography that slopes down in the back. The upper floor would be the first floor; the basement would be the lower floor. It would get daylighting because of the topography. The construction period would be phased: the front door and emergency access from the lower level would be accessible during construction. Once construction is completed, the current building would be open to the new addition. Putting the building behind the Library would allow the addition to be a back drop to the historic façade.

The septic system would probably be replaced, in the same area as the current. There would no longer be two septic systems, but a newer system that would require less maintenance. P. Sanderson stated

there is currently one system for the Library and one for the Church, and asked if they would be combined into one new system. R. Lamarre responded they are working with Underwood Engineering and will discuss sharing one system. They can also do a “butterfly”—a system for each building in the same location.

R. Lamarre stated that in Phase I they outlined what needed to be done. During Phase II, concept design will be discussed. That will include everything from site work to how the phasing will go. The deliverable will be exterior renderings of the building as well as layouts/floor plans. They also would assist in locating a construction manager and work with that person to establish a guaranteed maximum cost, similar to what was done in Newington. Determining the guaranteed maximum cost would be part of the pre-bond; when that is done, it goes to Town vote. If that is approved, the engineering would be completed. The intent is for the building to come in under the guaranteed maximum cost.

Lavallee Brensinger Architects believes it’s crucial to public libraries to decrease the operational costs of the Library. This presents the perfect opportunity to tighten up some of the air infiltration in the historical portion of the Library while doing the renovation. Part of the pre-bond is to identify those costs and systems.

If they cannot fit the proposed 9,000 sq. ft. as stated in their needs assessment, they would look at other means including reviewing the priorities in the needs assessment. Every project has a wish list which would be reviewed.

P. Sanderson noted there is approximately \$500,000 in the Capital Reserve Fund. An estimated cost of the project was \$3.5 million to \$4 million, which the Town would bond. P. Sanderson asked if the Trustees would be adding to the Capital Reserve Fund to reduce the amount to be bonded. M. McLaughlin responded that it had not been discussed. P. Sanderson suggested it be discussed; there should be tremendous community support before a project is proposed.

P. Sanderson further suggested that the Trustees work with the Town Attorney regarding any issues there may be with the title. They should also discuss with him how to move forward if the project were approved, including who does the RFP’s for the contract, who should manage the project, etc. Any questions or concerns should be resolved before the project starts.

D. Grimse asked if the Board felt a warrant article should be submitted with additional funding for their Capital Reserve Fund. P. Sanderson responded the Board needed to go through the budget process to see what was available for warrant articles, which will also be discussed with the Budget Committee. He added that any funding put aside now will help with a future project. D. Grimes asked their feeling on a warrant article in 2017 and then bonding in 2018. P. Sanderson responded that he was uncertain at this time without more information.

An amount not to exceed \$41,700 was requested from their Capital Reserve Fund to Lavallee Brensinger Architects for Phase II. P. Sanderson added this would provide enough information to determine if the project could move forward at that scope.

MOTION: J. Rolston moved to authorize the release of funds to Lavallee Brensinger Architects not to exceed \$41,700 for Phase II of the Library Project. Second – P. Sanderson; all in favor. MOTION CARRIED

P. Sanderson suggested as the budget process continues, they think about a warrant article for the Capital Reserve Fund as well as a projected date to present the project to the Town.

2. Chief Laurent – Introduction of New Part-Time Police Officer (Dr. Harry Wallus)

Chief Laurent introduced Dr. Harry Wallus, the new part-time officer to the Board and Town Administrator. He has started training and will be going to the Police Academy in February 2017. Dr. Wallus currently works in the Emergency Department at Portsmouth Regional Hospital.

II. APPROVAL OF MINUTES

1. Monday, October 03, 2016

MOTION: P. Sanderson moved to approve the minutes of Monday, October 03, 2016 as submitted. Second – J. Rolston; all in favor. MOTION CARRIED

III. OLD BUSINESS

1. Department Budget Reviews

The following department budgets were reviewed by the Board.

- a. Town Clerk/Tax Collector: On a request by the Budget Committee last year, the Town Clerk researched the cost of preserving all records currently in the safe. The cost would be well over \$100,000. Records will be preserved on the current schedule at this time. There was a discussion about wages for the Town Clerk/Tax Collector and Deputy Town Clerk.

2. Tax Warrant

A preliminary rate was received from DRA. The rate is based on the Board's direction; there is \$50,000 in overlay and the fund balance will not be used. With adjusted revenues, the 2016 tax rate would be \$16.65, which is a decrease from the current tax rate of \$16.91. An option was to increase the overlay to \$100,000; that would change the tax rate to \$16.72. The undesignated fund balance is \$1.68 million; 10% is the recommended amount or \$1.319 million. There would be approximately \$350,000 to fund capital reserve accounts, warrant articles, etc. J. Rolston commented that the taxpayers would be happy to have their tax rate decrease. P. Sanderson added it was a good, stable tax rate that wasn't being artificially purchased down. The Town Administrator anticipated that next year, with the increase in building, there could be another decrease in the tax rate. P. Sanderson stated that having \$350,000 to repurpose was a great luxury.

MOTION: P. Sanderson moved to approve the preliminary tax rate at \$16.65 and notify DRA. Second – J. Rolston; all in favor. MOTION CARRIED

The Town Administrator noted that she reconciled with the Town Clerk and the difference was \$107; DRA allows \$57,000.

3. Department Budget Reviews (continued)

- b. Police Department: Chief Laurent reviewed her budget with the Board, which has been revised since submitting it to the Town Administrator in September. Her original wage increase was 1.75% for officers; looking at the climate towards law enforcement throughout the country, she increased their wages by 3%. The Police Department Secretary's wages were increased by 1.5%.

Ballistic vests will be a warrant article this year; she didn't see an end for that warrant article due to replacing vests every five years. There was a discussion about the need for an additional officer, for a total of eight officers. Including an additional officer, the Police Department budget increased \$37,000 or 5.15% over the 2016 budget. Chair Morgan suggested the budget submitted to the Budget Committee include the additional officer. J. Rolston noted that the Police Department requesting a 3% wage increase doesn't necessarily justify other departments doing the same. The Town Administrator will update figures based on a 3% wage increase and eight officers, and email it to the Board.

- c. Building Department: The Building Department budget increased 15%. Permit fees, to date, are over \$107,000. The Building Inspector felt the Town's permit fees were substantially lower than surrounding towns. He discussed his salary compared to surrounding towns. He discussed a web-based GIS program to integrate with the website and an Adobe Professional program to have more information available to the public and residents of Greenland. The iPad data plan will be temporarily discontinued. Chair Morgan felt the salary increase would be a tough sell to the Budget Committee; Board members were in agreement. There was further discussion of the GIS program. P. Sanderson asked him to have information available comparing the GIS program to Google Earth and Vision for the meeting next week.
- d. Fire Department: Chair Morgan stated there was a meeting with Chief Cresta, two former fire chiefs and P. Sanderson to discuss working with Stratham and Newington. There will be a meeting with Stratham on Wednesday, October 19, 2016 at 7:30 p.m. in Stratham; Newington will be Tuesday, October 25, 2016, at 6:30 p.m. After those meetings, they will discuss personnel for budgetary purposes. The EMS budget increased due to the ambulance becoming a paramedic ambulance. The remaining budget increase was based on personnel changes. Fire Department staffing, or lack thereof, was discussed. There was also a discussion about the relationship between the Building Department and Fire Department regarding fire inspections. Overnight accommodations were briefly discussed.
- e. Public Works: The biggest changes were to equipment, building maintenance and paving at the Maintenance Building. The wage increase was 2%. The Property Maintenance Supervisor explained the need for a new truck. There was a discussion about the truck being submitted through the budget vs. a warrant article. Snowplowing remained the same as 2016; maintenance of roads remained the same, but is subject to change; a wage increase of 1.75% was submitted for the Transfer Station employees. The Town Administrator partnered with Newington to look into the possibility of doing a grant for Hazardous Waste. The State currently offers a 50% reimbursement grant, based on the number of households, for towns sponsoring a Household Hazardous Waste Day. Portsmouth sponsors a day that includes Greenland and Newington, but doesn't share the grant amount. The Town Administrator, with Newington's Town Administrator, worked together to see if it made fiscal sense for the two towns to apply for the grant jointly. It didn't work because the initial setup fee was more than the towns were currently paying. Both towns will continue to work with Portsmouth and their Household Hazardous Waste Day.
- f. Recreation Department: An increase in part-time labor was submitted. Under equipment, the Property Maintenance Supervisor has requested a Harley Rake, which is an attachment for the Skid Steer. Infield upgrades at Krasko Field were also included.
- g. P. Sanderson discussed the Public Works Network. P. Sanderson summarized that the objective was to purchase existing equipment and make it Town-owned; the existing equipment used by the Town was discussed. P. Sanderson suggested having information about the purchase price of comparable used equipment available when the budget was reviewed by the Budget Committee. For the next budget review by the Selectmen, the Property Maintenance Supervisor will have information on replacing and repairing the bed of the dump truck, price of a rack body, and price for the repair of the back building. P. Sanderson questioned why there was

no report from Underwood Engineering on the repair of roads; the Town Administrator will follow-up with them.

- h. The Building Inspector asked about his involvement with the Town's roads. Chair Morgan stated that P. Hayden was the Road Agent at this time; the Board has not had the opportunity to discuss the letter from the Building Inspector but will at a future meeting.
- i. Administration, Welfare: There were very few changes to General Government. Wages were submitted at 1.75%. There was a discussion about the Treasurer's stipend. P. Sanderson stated any wage increases for elected officials should be submitted through warrant articles. There was a substantial increase in computer programs: Virtual Town and School annual updates, additional user for Vision and other software programs. There was a discussion about computer replacement and the IT Director evaluating software and equipment requests. Benefit figures will be finalized as more financial information becomes available. There was a substantial increase in building maintenance due to the addition of a gas heating system for the Town Office and Fire Station, wiring in the Town Clerk's office, one-way window to the lobby hallway from the Bookkeeper's office, new windows in the Town Clerk's office, replacement of the back door, and a security camera in the entrance hallway. Insurance figures have not been received. Testing was increased due to the Coakley Landfill and residential water tests that may be required. Child and Family Services requested a substantial increase.
- j. The total requested budget increase is 9.3% or \$359,000. The Selectmen will receive updated figures from the Town Administrator.
- k. P. Sanderson has requested recommendations for repurposing the \$350,000 by Monday, October 24, 2016. The Town Administrator is recommending deposits into various capital reserve funds, with the bulk into the Road Improvement Capital Reserve Fund.

4. Salt Purchasing

MOTION: P. Sanderson moved that vendors may not purchase salt through the Town for personal use, even if reimbursing the Town. Second – J. Rolston; all in favor. MOTION CARRIED

The Town Administrator will inform Jim Jones.

5. Fire Truck Bid

MOTION: P. Sanderson moved to accept the bid from Roger Rand for the fire truck in amount of \$2,796. Second – J. Rolston; all in favor. MOTION CARRIED

6. Coakley Update

The Town Administrator updated the Board on the Coakley meeting she attended Thursday, October 13, 2016. Legislators want to have public water provided to the area before there is a problem. The Rye Water District believes they have enough capacity. She noted that two different water systems cannot be combined/connected. She continued that she wanted to push for Rye Water District doing Seavey Way, continuing to Breakfast Hill Road, and have the City of Portsmouth, through the Coakley Group, bring water from the top of Breakfast Hill Road down towards Seavey Way. The Town Administrator stated that the overpass on Rt. 95 was bored; there is no piping. It would be very expensive but would provide the opportunity to extend water to more residents. P. Sanderson stated the Town should know how much water is being withdrawn from the Greenland aquifer currently.

The Town Administrator will not be able to attend the Coakley meeting on Thursday, October 20, 2016 and asked if a Selectman would be available to attend. It will be held at Rye Jr. High School at 6:00 p.m.

7. Other Old Business

- Chair Morgan reminded department liaisons to follow up with the Department of Safety issues. All areas of concern must be corrected by Friday, October 28, 2016.
- Chair Morgan stated the letter from the Building Inspector regarding the Road Agent position will be discussed when J. McDevitt is present; he is the liaison for that department.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Bi-Weekly Report

There were no comments on the bi-weekly report.

2. Troiano Contract – Waste & Recycle Hauling

The Town Administrator stated the contract was based on the bid results for hauling of the MSW and single stream.

MOTION: P. Sanderson moved to authorize the Town Administrator to sign the contract with Troiano for the hauling of municipal solid waste to Covanta and single stream recyclables to EcoMaine. The contract is effective January 01, 2017. Second – J. Rolston; all in favor. MOTION CARRIED

3. Other New Business

There was no other new business to discuss.

V. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 20, 2016

1. Payroll Manifest 21

MOTION: J. Rolston moved to approve Payroll Manifest 21 in the amount of \$51,116.52. Second – P. Sanderson; all in favor. MOTION CARRIED

2. General Fund Manifest 21

MOTION: P. Sanderson moved to approve General Fund Manifest 21 in the amount of \$184,899.99 (School - \$160,000). Second – J. Rolston; all in favor. MOTION CARRIED

3. Police Special Revenue Fund Manifest 06

MOTION: J. Rolston moved to approve Police Special Revenue Fund Manifest 06 in the amount of \$42,964.85. Second – P. Sanderson; all in favor. MOTION CARRIED

VI. ADJOURNMENT

MOTION: P. Sanderson moved to adjourn at 10:07 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, October 24, 2016 – 7:00 p.m., Budget Review, Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 31, 2016