

**GREENLAND BOARD OF SELECTMEN
MEETING MINUTES**

Monday, December 22, 2008

Members Present: Chair Mo Sodini, Vice Chair Paul Sanderson, Jon Wendell and Charles Cummings

Member Absent: Bruce Dearborn

Staff: Karen Anderson, Town Administrator

Chair Sodini opened the meeting at 7:00 P.M. and asked for a roll call of the attending Board members.

Public Hearing

Chair Sodini stated the purpose of this public hearing was to take comments from the public in regard to implementing a taser program within the Police Department and to accept the donation of six tasers. With that said, he opened the hearing for public comments. Hearing no comments, the hearing was closed.

Chief Maloney presented a list of the businesses that made donations towards this cause and the amounts of the donations, which totaled \$5,230. Mr. Sanderson noted he supports the taser program due to the Police Department having a good history of training procedures and policies in place, and because the chief's annual evaluation will include a report of the training certifications. Mr. Cummings added he also supports the program. After the discussion, the following motion was made:

Motion 1: Paul Sanderson moved to accept the gifts from the named businesses, in the amount of \$5,230 for the purchase of tasers and implement the program. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

Mr. Cummings asked that thank you notes be signed by the full Board and sent to those businesses that made donations.

Appointments

1. Kenneth Fernald, Emergency Mgmt. Director, Re: NIMS Agreement

Mr. Ken Fernald approached the Board to discuss the NIMS (National Incident Management System) resolution agreement. He explained the goal is for all communities statewide to adopt NIMS, as well as the Incident Command Systems. After the discussion, the following motion was made:

Motion 2: Paul Sanderson moved that the Board of Selectmen sign the NIMS resolution agreement and insert it into the Emergency Management Plan. Charles Cummings seconded the motion. All were in favor. MOTION CARRIED.

Mr. Fernald discussed the recent ice storm and was asked by the Board if there was anything that needed improvement regarding emergency management. Mr. Fernald responded that communication with the Selectmen should have been better on his part. It was suggested that a list of the older town residents and their phone numbers be put together so they can be called to confirm their plans before the next storm hits. Also discussed were the problems/issues that had been caused by generators being wired erroneously. Mr. Fernald informed them that the State has recently put together an informational do's and don'ts pamphlet regarding generator safety. The Board suggested including this information in the Town Report and asked Mr. Fernald to briefly speak at Town Meeting about it. There was further discussion about the need of a generator being installed in the new section of the school. Another item discussed was having portable generators available to be placed at the Transfer Station. After the discussion, the Board commended Mr. Fernald for his efforts during the ice storm.

Administrative and Other Items

1. Town Administrator's Report

The Board reviewed and discussed the following items from the Town Administrator's report:

1. 2008 Line Item Transfers: The Board reviewed the 2008 Line Item Transfers, which included: Election & Registration, Emergency Management, Welfare, and Recreation Department for a total amount of \$19,303.00. After the review, the following motion was made:

Motion 3: Paul Sanderson moved to approve the line item transfers as presented by the Town Administrator. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

2. 2008 Request for Encumbrances: The Board reviewed the 2008 Request for Encumbrances (attachment 1). After the review, the following motion was made:

Motion 4: Paul Sanderson moved to approve the 2008 request for encumbrances as presented by the Town Administrator. Charles Cummings seconded the motion. All were in favor. MOTION CARRIED.

3. Veteran's Credit: The Board reviewed two applications for veteran's credits. After the review, the following motion was made:

Motion 5: Charles Cummings moved to approve the two veteran's credits as presented by the Town Administrator. Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.

4. Jones invoice for Weeks Public Library: The Board reviewed and discussed the request from the Weeks Public Library for the Selectmen to pay the invoice from Second Nature Landscape Outlet (Jim Jones) (attachment 2). The Board did not have any issues paying the bill, but asked Ms. Anderson to research if the Library had the funds in their budget to pay the invoice. Ms. Anderson was asked to speak to them regarding their understanding

of lapsing funds. After the discussion, the following motion was made:

Motion 6: Paul Sanderson moved to pay the Jones invoice, subject to calling the Library Trustees to check if they have the funds in their operating budget and have Ms. Anderson assist with the accounting regarding lapsing of funds. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

5. Abatements: The Board reviewed four abatements with recommendations of each from the Town Assessor (attachment 3). Three recommendations were to approve and one was to deny. After the review and based on the recommendations, the following motions were made:

Motion 7: Jon Wendell moved to approve the abatement requests for 11 Caswell Drive, 10-12 Fish & Game Road and 580 Post Road as presented by the Town Administrator. Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.

Motion 8: Paul Sanderson moved to deny the abatement request for 11 Portsmouth Avenue. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

2. Personnel Policy amendments

The Board continued the discussion regarding the personnel policy amendments (attachment 4). The first one discussed was Section 2.21- Definition of Part-time employees. Ms. Anderson noted, per the comments at the last meeting, that she added the statement: any part-time employee regularly scheduled to work 25 hours or more shall receive holiday and vacation benefits pro-rated to their regularly scheduled hours. After the discussion, the following motion was made:

Motion 9: Jon Wendell moved to adopt Chapter II, Section 2.21 into the personnel policy. Paul Sanderson seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

The Board discussed Section 3.5-Positions. Ms. Anderson noted the only change she added into the existing definition was the statement: and part-time employees. With that said, the following motion was made:

Motion 10: Jon Wendell moved to accept the change to Chapter III, Section 3.5 of the personnel policy. Paul Sanderson seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

The Board discussed Section 12.3.4-Sick Leave Sell Back change. While reviewing this change, the Board found the calculations confusing and after making suggestions, asked Ms. Anderson to continue working on it.

The Board discussed Section 12.11.3-Holidays. Ms. Anderson noted she added the statement: every employee who observes a scheduled holiday shall receive his/her normal hourly compensation for the period normally scheduled for the period observed. After the discussion, the following motion was made:

Motion 11: Paul Sanderson moved to accept the change to Chapter XII, Section 12.11.3 of the personnel policy, effective January 1, 2009. Jon Wendell seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

The Board discussed Section 12.1 and 12.2 regarding vacation time. Ms. Anderson noted the changes made to this section, as requested by the Board at the first review of this section, have vacation time accrued monthly, but available beginning January 1st; although the accrued rate is based on the employee's anniversary date. She further noted if the employee resigns or is fired and more vacation time was used than that which was accrued, the amount used would be payable back to the Town. After the lengthy discussion, the Board made changes to Section 12.2 and the following motions were made:

Motion 12: Paul Sanderson moved to accept the change to Chapter XII, Section 12.1 of the personnel policy, as presented by the Town Administrator. Jon Wendell seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

Motion 13: Paul Sanderson moved to accept the change to Chapter XII, Section 12.2 to the personnel policy, as amended, by striking out the first sentence. Jon Wendell seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

The Board discussed Section 8.8-Over-time pay. Ms. Anderson noted the changes made to this section. After the discussion, the following motion was made:

Motion 14: Jon Wendell moved to accept the change to Chapter VIII, Section 8.8 of the personnel policy. Paul Sanderson seconded the motion. There was a vote of 3 for and 1 abstained (C. Cummings). MOTION CARRIED.

Other Business

1. Accounts Payable Manifest: The Board reviewed the accounts payable manifest in the amount of \$98,112.93. After the review, the following motion was made:

Motion 15: Charles Cummings moved to approve the accounts payable manifest in the amount of \$98,112.93. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

2. Payroll Manifest: The Board reviewed the payroll manifest in the amount of \$25,874.83, dated for December 24, 2008. After the review, the following motion was made:

Motion 16: Charles Cummings moved to approve the payroll manifest in the amount of \$25,874.83 and Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.

3. Special Manifest: The Board reviewed the special manifest for leave that was unable to be taken. After the review, the following motion was made:

Motion 17: Paul Sanderson moved to approve the special manifest for payment of one week of vacation that was unable to be taken. Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

Mr. Sodini suggested Ms. Anderson request to the police chief that he send both the payroll sheets and vacation requests to the Board for signatures.

4. State Representative Pam Tucker was present and informed the Board that she has been assigned to environment and agriculture issues. She stated any issues/concerns in those regards should be forwarded to her to be handled. She also updated them on the process of the "bill" regarding the corridor study on Route 33 from Stratham to Portsmouth.

Minutes

The Board reviewed the minutes of December 8th. No changes were made to the document and the following motion was made:

Motion 18: Charles Cummings moved to approve the minutes of December 8, 2008 as presented. Paul Sanderson seconded the motion. All were in favor. MOTION CARRIED.

Having no other business to discuss, the following motion was made:

Motion 19: Paul Sanderson moved to adjourn the meeting at 9:18 P.M. and Jon Wendell seconded the motion. All were in favor. MOTION CARRIED.

Transcribed and typed by:

Amy Leonard
Selectmen's Secretary

Attachments:

1. 2008 Request for Encumbrances
2. Weeks Library request to pay invoice, dated 12/10/08
3. Abatement recommendations from Todd Haywood
4. Personnel policy amendments
5. Agenda, dated 12/22/08

Approved by the Greenland Board of Selectmen on January 12, 2009.