



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 05, 2015 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, John Penacho, Jim Rolston

Late Arrival: John McDevitt (7:11 p.m.)

Staff: Karen Anderson – Town Administrator; Myrick Bunker – Building Inspector; Marge Morgan – Town Clerk; Tara Laurent – Police Chief; Ralph Cresta – Fire Chief

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.

1. Greenland Letter to Site Evaluation Committee: Sea-3's Request for Exemption

Fred Mason, 14 Tidewater Farm Road, and Mark Duggan, 13 Tidewater Farm Road, were present. K. Forrest reminded the Board that at the last two meetings Selectmen were asked to consider sending a letter to the State Site Evaluation Committee stating they were not supporting the requested exemption by Sea-3. He continued that with expansion by Sea-3 and increased rail traffic throughout the community, the Site Evaluation Committee's purpose was to look at safety of the site and take the concerns of the neighboring communities into consideration when doing their analysis. K. Forrest felt the Town should not support the exemption and allow the Site Evaluation Committee process to go forward to ensure all interests are advocated.

Information was provided to the Board of Selectmen and reviewed at the meeting on Monday, September 21, 2015 by F. Mason and M. Duggan. J. Penacho, who was not present at that meeting, requested any decisions about sending a letter not supporting the exemption be deferred until a full Board was present.

F. Mason addressed the Board. He stated they did not see any down side to requesting the Evaluation Committee to put in place a procedure authorized by the legislature to assess energy installations as well as to endorse the request for the Site Evaluation Committee to go through the process.

F. Mason continued that a "no" vote from the Board to send a letter to the Site Evaluation Committee would indicate they were content with the outcome of the exemption being granted or not granted. If the exemption were granted, Sea-3 would move forward with the expansion without any further assessment. F. Mason stated that the Board would, therefore, be content with safety upgrade costs being borne by taxpayers. If it follows Portsmouth, 90% would be from federal agencies and residents covering the remaining 10%. He continued that Greenland emergency services should have plans to cover the possible need to evacuate a two mile corridor along the rail line; guidelines call for a one mile radius. The Greenland Fire Department will need to have access to the thousands of gallons of water required to extinguish a tank car fire if one were to occur along the rail line. Further, the Town accepts

the potential for diminished revenues from decreased values to properties along the rail line. The Town would also accept the risk to public welfare, health and safety.

Chair Morgan stated that the Board had looked into the possibility of evacuation. He has spoken with the Fire Chief and Emergency Management Director, and they have plans in place. They also would not have a problem responding to that type of emergency. Chair Morgan continued that he was confident with the response from the Fire Chief and EMD—both are experienced in emergency operations. J. Rolston added that type of scenario was covered during Emergency Management training.

M. Duggan stated that approximately 200 transportation cars per year go through Town; Sea-3 is forecasting 4,000 to 6,000 cars along the rail line. He questioned if the training scenario was based on 200 cars or 4,000. Chair Morgan felt that if one car exploded, it wouldn't matter if it was 200 or 4,000 cars. M. Duggan countered that the probability increases with the number of cars. Chair Morgan stated that there are risks involved in everything, and there were no guarantees. His job is to ensure that emergency operations staff can handle this type of situation; he trusts their judgement and experience. F. Mason suggested there should be written plans in place; he was assured there were.

J. McDevitt arrived at 7:11 p.m.

J. McDevitt stated that there was a very long discussion at the last Board meeting. F. Mason briefly reviewed the earlier discussion that J. McDevitt missed. He added it was difficult to see a down side to sending a letter requesting that the SEC do what the legislature intended. J. McDevitt stated his opinion at the last meeting was that he had confidence with the State making a decision to either request a site evaluation or feel it wasn't necessary; that was their job. He continued that in the documents provided by F. Mason there was nothing referencing rail traffic through the Town that would be a cause for concern. F. Mason noted that the State would consider input from the public when making their decision.

J. Rolston stated that he didn't necessarily believe that by voting "yes" or "no" it would mean that the Town was accepting that the tax rate would be a burden on residents; there were other factors involved. He continued that he didn't necessarily agree with F. Mason's observation. In terms of full transparency, F. Mason responded that there were no other factors to defray the costs other than the taxpayer.

J. Penacho stated that everything he has read and seen indicates that the rail has proven to be safe. Independent inspections have also proven it's safe. F. Mason countered that it has simply proved that there had been an inspection. J. Penacho continued that the Board has no control over the railroad. It's a Sea-3 issue and he found nothing that would persuade him that the government would not be able to do their job in determining its safety, with or without the Greenland's support. He was not personally in favor of sending a letter.

K. Forrest thanked F. Mason for the research work he had done. It was more than he had seen done on any issues since becoming a Selectman, and it was certainly appreciated. Looking at all aspects of how it may affect the Town of Greenland, a great deal of speculation was involved. He continued that he was in favor of sending the letter requesting Sea-3 not be exempt. He was glad that the studies done to date from the FRA and privately funded studies have indicated a good safety record. He was pleased that the Town's emergency management team felt confident that they could respond to a situation on the rail line. Although studies indicate that safety issues have been covered, the Site Evaluation Committee's purpose is not only the site expansion and safety related issues at the site, but also that of

surrounding communities. He asked why the Town would accept not having the SEC go through the full process of evaluation that would include safety issues for Greenland.

MOTION: *K. Forrest moved that the Board of Selectmen send a letter to the Site Evaluation Committee requesting that Sea-3 not be exempt from the SEC process. Receiving no second, there was no further discussion. MOTION DENIED*

I. PUBLIC HEARING

1. Acceptance of Donation: Spectra Energy (\$1,000)

The donation of \$1,000 was from Spectra Energy which runs the Maritime gas line through the Town. Spectra Energy did a community service project in Town several weeks ago; they painted the band stand and planted mums around the exterior. A team of their engineers also set up the new bleachers in Krasko Field for the Rec Department. The donation, which was part of a grant, is in addition to the work done for the Town. The cost of paint and flowers was deducted from the donation.

MOTION: *J. Penacho moved to accept the donation from Spectra Energy in the amount of \$1,000. Second – K. Forrest; all in favor. MOTION CARRIED*

A thank you note has been sent by the Town Administrator.

II. ADMINISTRATIVE AND OTHER ITEMS

Chair Morgan told those present that the Town was at a very comfortable financial level. There is approximately \$1.6 million in the Unassigned Fund Balance, which he felt was largely due to the efforts of Town employees. He felt it was an appropriate time for Department Heads to submit salary increases, and asked the Town Administrator to research salaries in neighboring towns of similar size. Proposed salary increases were made for the purpose of discussion with the Selectmen and Budget Committee.

1. Budget Reviews

- a. Building Department: There was very little change to the Building Department budget. A slight increase was made to memberships and books. A wage increase was not added and was submitted at 3% which has been the standard for the last several years. The budget increase was less than 1%. Offsetting revenue: J. Penacho noted that it was estimated at \$125,000; the actual was \$45,000. The Town Administrator explained that on September 01, after the Board revised revenues, it was decreased to \$110,000; the Building Department was on track to make \$110,000. As of today, the total was approximately \$49,000. For 2016, the \$125,000 revenue was solid. The Building Inspector agreed, stating that Aroma Joe's wanted to open by December and Tractor Supply would be coming in, as would the Age Restricted Housing development with 73 units. He added that Van Etten Drive is slowly building; Falls Way is almost finished. In addition, Newington Road has three lots and Sofia Way has four. Seavey Way (10 single family homes) should start before the end of the year. The Building Inspector reported that 1088 Portsmouth Avenue is in compliance. Responding to a question from K. Forrest regarding mileage, the Building Inspector told the Board that rather than taking the Town car he uses his own vehicle and doesn't charge the Town.

The Town Administrator told the Board that she met with 911, Chief Laurent and the Building Inspector on Friday, October 02, 2015, to discuss numbering. At this time, the 911 recommendations will be followed, and explained the numbering system for the Age Restricted Housing development. Although 911 wanted numbering to be done in 10' increments, 50' increments will be used as close as possible to avoid any confusion with elderly residents. Until the units are sold and the driveways are in, houses will have alphabetical addresses. If units are pre-sold before they're built, it could be a problem for the Tax Collector because there will not be a street address for the deed; there will be a map and lot. Also discussed: Rt. 33 will be renamed Rt. 33 from town line to town line; sections of Portsmouth Avenue will also be renamed.

- b. Town Clerk: Everything other than wages was hard numbers. Wages were adjusted based on Chair Morgan's suggestion. The Deputy's salary was increased \$1 per hour over her current wage, or an increase of 5.78%. The Town Clerk's salary was increased by 7.91%. The overall budget increased 7.03% and includes salaries and a slight increase to Staff Development. Revenues have increased this year due to the number of new residents.

J. Penacho suggested that salaries be discussed separately and then changes could be made. The Town Administrator will prepare a budget for positions and salaries.

- c. Police Department: The Police Department budget increased 3.9%. Wages for officers and the secretary were increased 3%; the Chief's salary was increased 5%. Salaries were done based on comparison with neighboring towns of similar size. New Equipment will increase slightly (\$350); trail cameras are needed (currently being borrowed from Fish & Game). The Chief reviewed her budget in-depth. The Chief and Fire Chief have spoken with the Travel Center about making an arrangement for fuel for the Town vehicles. The Town Car is used mainly for detail work; the hourly charge is \$15. The lift has been installed at the Police Station, and they're hoping to have the Occupancy Permit by the end of the week. The Chief will submit a warrant article to replace the external doors and frames. The Board requested that the replacement doors be submitted as part of the budget rather than a warrant article; the Chief will adjust her budget to reflect that change.
- d. Fire Department: Reviewed at the meeting on Monday, September 21, 2015.
- e. Public Works: The Town Administrator reviewed the Public Works budget. (Note: The Property Maintenance Supervisor will be out on short-term disability beginning November 16 for approximately six to eight weeks.) His salary was submitted at 3%; he met with several Selectmen about becoming salary-exempt. If that happened, he requested a salary of \$52,500. The Town Administrator researched the Department of Labor requirements, and he does qualify under most of the standards. He doesn't quite qualify for the requirement that he supervise two full-time employees or their equivalent. He does supervise three 18 hour per week positions, one five hour per week position, and the seasonal ten hour per week individual for the Recreation Department. The Town Administrator stressed to the Board that she had no concerns about the Property Maintenance Supervisor being salary-exempt; he would definitely put in any needed hours. Her concern was that he would overdo things; he would need to balance his time and pace himself. The "pro" side is that it would be a set rate and used the past winter as an example. Chair Morgan was in agreement with the salary-exempt status, stating the Property Maintenance Supervisor has been called out at all hours at over-time for the Town. He is currently at the maximum of comp time (40 hours), most of which was earned January through March. J. McDevitt pointed out that it may work for the current Property Maintenance Supervisor, but not for the next. The Town Administrator responded that would be part of the interview process to insure that anyone in that position could work independently with little direction and plan their work well. J. Penacho stated that the job

description needs to clearly define the role as supervisor. If an exempt position is created, it should be kept that way.

Recycling: The recycling cost for the Town has decreased and the tonnage is increasing. Waste is remaining steady, which may be due to the increase in the number of residents.

J. Rolston asked about adding air conditioning and heat to the Transfer Station office. The Town Administrator stated that a cover is being built over the baler; the peak roof of that will be high enough to connect to the peak on the compactor building. Electricity will be run between the compactor and baler. The eaves on either end will also be blocked where the recycling is located so the wind won't blow through. The Property Maintenance Supervisor has picked up the type of heater that goes on top of a propane tank to put inside the compactor area. There has also been a discussion about adding canvas to enclose it when it's colder.

Maintenance of Roads: There is a \$54,000 increase, which includes paving Tidewater Farm Road (\$150,000). The road is showing signs of wear; the Town Administrator would like to have it done before it becomes critical. In addition, it will complete a good portion of that end of Town. Dearborn and Caswell are almost complete: they need to "marry in" the driveways. Reports from residents have been positive.

Solid Waste Collection: A part-time position on Saturday's (5 hours) has been added; this is a \$5,000 increase. Since the summer there has been an extra person on site from noon until 5:00 p.m., and the demo revenue has increased as a result of greater oversight in that area.

The hauling rate has increased slightly, but the budget has decreased. The difference is the recycling compactor. The Town Administrator expects to start saving on electronics. Going out to bid and doing Requests for Proposals, she was able to change to a local company. They will unload the container at no charge and pay the Town for a variety of items; there are items the Town would have to pay to have hauled away.

- f. Administration: There were no changes to Health and Human Services. The Board discussed that area services asking for funding meet with them. Culture and Recreation did not have many changes. A request from the Rec Committee for a person for 14 weeks was added. A request for field repairs at Krasko was also submitted by the Rec Committee.

Under the "Executive" heading, the only change was to wages. Elections show a significant increase; there will be four elections in 2016. Insurance: Rates should be set shortly. The Town Administrator briefly reviewed options that are available. She told the Board that according to the Affordable Care Act, the employer cannot fund 100% of the deductible on a large indemnity plan; the maximum allowable is 50% of the deductible. She added that one type of plan from each program can be offered. HSA's can also be used with some of the plans; any remaining funds can roll over to the next year.

The Town Administrator will prepare a spreadsheet showing the current employee wages and the proposed. The budget must be submitted to the Budget Committee by October 30, 2015.

2. Health Trust Membership Agreement

This is the annual agreement signed by the Board of Selectmen showing that the Town participates in Health Trust, agree to follow their guidelines and comply with the Affordable Care Act.

MOTION: K. Forrest moved that the Town of Greenland shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B. Karen Anderson, Town Administrator, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Greenland, the "Application and Membership Agreement" in substantially the form presented to this meeting. Second – J. Rolston; all in favor. MOTION CARRIED

3. Abatement: Land Use Change Tax – 1088 Portsmouth Avenue [R11, 31]

The abatement is for James Coombs' current use penalty. The Building Inspector and Town Engineer have looked at the property. A letter has been received from the Town Engineer stating that the property is in compliance and 10 acres have been restored to current use status.

MOTION: J. Penacho moved to approve the abatement for 1088 Portsmouth Avenue [Map R11, 31] in the amount of \$45,000. Second – J. Rolston; all in favor. MOTION CARRIED

J. Coombs was sent the bill for legal fees; it was paid immediately. He will also be sent the bill for the Town Engineer's reviews. J. Penacho requested that periodic inspections of the property take place.

4. Veteran's Credit

This is a new resident that has moved to 319 Post Road and qualifies due to her husband's years of service.

MOTION: J. Rolston moved to approve the Veteran's Credit for the resident at 319 Post Road. Second – K. Forrest; all in favor. MOTION CARRIED

5. Approval of Minutes: Monday, September 21, 2015

MOTION: K. Forrest moved to approve the minutes of Monday, September 21, 2015, as amended. Second – J. Rolston; three in favor, two abstain (Chair Morgan, J. Penacho). MOTION CARRIED

6. Other Business

Letter from Town Attorney: Following a meeting with the Town Attorney regarding Great Bay Drive East and West, the Board requested he prepare a deed for their review. The Town Administrator has reviewed the deed and is looking for direction from the Board on how to proceed. The Board will invite Tom Brackett to attend a meeting, and would like the Town Attorney present.

Speed Study: The Town Administrator and Police Chief have met regarding the available options.

Van Etten Drive: Troy Thibodeau has requested permission to do some landscaping at end of Van Etten Drive just past the spillway for the rain garden. J. McDevitt asked the Town Administrator to have the Planning Board Consultant make sure it doesn't conflict with any approved landscaping plans. The consensus of the Board was that if the Planning Board Consultant was in agreement, the landscaping could be done.

Funeral Arrangements: The Town Administrator gave the Board the funeral arrangements for Officer Cormier's brother, Peter Cormier. Chair Morgan plans to attend as well as the Town Administrator.

III. ACCOUNTS PAYABLE – THURSDAY, SEPTEMBER 10, 2015

There was no meeting on Monday, September 07, 2015 due to the Labor Day holiday; manifests were signed outside a public meeting, which is allowed by statute.

1. Payroll Manifest 18

MOTION: K. Forrest moved to confirm approval of Payroll Manifest 18 in the amount of \$48,008. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 18

MOTION: K. Forrest moved to confirm approval of General Fund Manifest 18 in the amount of \$264,178.69. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 18

MOTION: K. Forrest moved to confirm approval of Medical Deductible Expendable Trust Manifest 18 in the amount of \$1,628.50. Second – J. McDevitt; all in favor. MOTION CARRIED

IV. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 08, 2015

1. Payroll Manifest 20

MOTION: J. McDevitt moved to approve Payroll Manifest 20 in the amount of \$46,541.63. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 20

MOTION: J. McDevitt moved to approve General Fund Manifest 20 in the amount of \$160,088.79. Second – J. Rolston; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 20

MOTION: J. Rolston moved to approve Medical Deductible Expendable Trust Manifest 20 in the amount of \$3,259.60. Second – K. Forrest; all in favor. MOTION CARRIED

4. Police Special Revenue Fund Manifest 09

MOTION: J. Penacho moved to approve Police Special Revenue Fund Manifest 09 in the amount of \$44,823.80. Second – J. Rolston; all in favor. MOTION CARRIED

V. ADJOURNMENT

MOTION: J. Penacho moved to adjourn at 9:10 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, October 19, 2015 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 19, 2015