



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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

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

*Staff:* Karen Anderson – Town Administrator

*Also Present:* Tara Laurent – Police Chief, Denise Grimse – Library Director, 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.

**I. ADMINISTRATIVE AND OTHER ITEMS**

**1. Week's Public Library Trustees: Request to Release Funds (\$5,900)**

Dale Rockefeller, Library Trustee, addressed the Board. The process has been started for the Library building project. After meeting with three different architects, the Trustees selected Lavallee Brensinger Architects from Manchester.

Phase I, at a cost of \$5,900, will get a building program for the Library project. The architects will help determine the size and layout of the building. The next phase will involve looking at sites and providing sketches of possible buildings.

The community will be involved, and a survey may be done through the *Grapevine* and Survey Monkey online. Distributing information through CodeRed is also a possibility. Public meetings will be held when plans are available.

J. McDevitt questioned the clause regarding an additional fee of \$4,500 should existing Library plans not be available. D. Rockefeller assured the Board that those are not necessary for this phase.

***MOTION:*** J. Penacho moved to authorize the withdrawal of \$5,900 from the Library Future Growth Capital Reserve Fund. Second – J. Rolston; all in favor. **MOTION CARRIED**

**2. Veteran's Credit**

This is a Veteran's Credit for a new resident at 228 Breakfast Hill Road. The credit will not become effective until September 2016, but can be submitted after April 01, 2016. They are moving from out of state and must be a resident for one year.

***MOTION:*** K. Forrest moved to approve the Veteran's Credit for the resident at 228 Breakfast Hill Road in the amount of \$500. Second – J. Rolston; all in favor. **MOTION CARRIED**

### 3. 2015 Tax Warrant

The proposed tax rate was submitted on Tuesday, October 13, 2015. Using funds from the Fund Balance account, the rate was submitted at a \$.99 increase, which is lower than initially expected. A tax warrant for \$11,453,219, less the first half tax billing, was prepared. The Tax Collector and Town Administrator have done the necessary reconciliation; the variance between systems for the warrant is \$1,743. The difference is the result of utility billing as well as some residents who receive the Elderly Exemption and Veteran's Credit, resulting in a negative tax bill.

**MOTION:** J. Penacho moved to approve the 2015 Tax Warrant in the amount of \$11,453,219. Second – J. McDevitt; all in favor. **MOTION CARRIED**

### 4. Approval of Minutes: Monday, October 05, 2015

**MOTION:** J. McDevitt moved to approve the minutes of Monday, October 05, 2015, as amended. Second – K. Forrest; all in favor. **MOTION CARRIED**

### 5. Other Business

There was no other business to discuss.

### 6. Budget Review

- Library: Denise Grimse stated she was not at this meeting to review the Library budget; she was there to learn more about the SB2 budgeting process.
- General Government: J. Penacho noted that the increase in General Government was due to wages. He noted that overall, the budget was the same as last year with the exception of an increase in road maintenance under Public Works. Recreation also increased due to work at Caswell Field and wages (addition of part-time person).

Chair Morgan stated that in the past, the increase in wages was done across the board; this year will be different. He requested that wages be discussed as the last item. A non-public session to discuss wages was offered as an option since it could lead to discussions about individual employees.

The Board discussed a reduction to Staff Development. The Town Administrator explained that it's used to reimburse any employee choosing to take a course. The Town's reimbursement rate is 50% if the employee receives a grade of "B" or better, and is dependent on funds availability. The course does not have to be towards a degree, but rather any kind of staff development. Chief Laurent expressed concerns about a reduction in that account. Assessing and Tax Billing: There may be an increase in 2018, which is a re-valuation year. If there is a BTLA case, an assessor will be needed to do appraisals. There are still a few cases that are pending. Legal: The Town Administrator reminded the Board that this amount is for 2016, not the current year. The Board agreed to cut the Legal accounts by \$5,000 each.

Health Insurance: Currently, it's at a flat level, but rates were just received. The Town is allowed to stay with the existing plan for another year. However, only 50% of the deductible can be funded through the Town. Last year, the Town spent \$292,504 on that plan, including deductibles. Other available options: Matthew Thornton Site of Service - \$1,000 deductible; lowest cost to the Town at \$230,221 but has the most expensive exposure to the employee. Co-pay is \$20 for primary care visit, \$40 per specialist visit, \$100 for emergency room, and the maximum out of pocket for the

employee will be \$5,000 (\$10,000 for family). The Matthew Thornton 10 – same maximum out of pocket for the employee; the cost to the Town would be \$307,681. The primary care co-pay is \$10 per visit, \$20 for a specialist visit and \$50 for an emergency room visit. There is no co-pay for preventative care with both of the Matthew Thornton plans as well as no co-pay for routine care. The Blue Choice Tier 20 is a \$20 co-pay and everything else is covered; however, it is the most expensive plan for the Town at \$316,098. The monthly rate for a single person on the Blue Choice T-20 plan is \$902.92; the Comp 5000 is \$598 per month for a single person. Matthew Thornton 10: \$878 – single, \$1,750 – two person, and \$2,371 - family.

The Town and employees have saved money over the years doing the large deductible and the Town funding that deductible. The law has changed so that the maximum allowable funding of the deductible by an employer is 50%. The Lumenos Plan has not been priced at this time. The Town could fund the Lumenos 2500 Plan at a cost of \$1,250 per employee; an HSA must be used with this plan. The current Comp 5000 plan will no longer be available after 2016. With an SB2 ballot, funding of the Comp 5000 plan would be through a warrant article, and there is concern among employees it would not pass. J. Penacho recommended that the Town not fund a 100% deductible plan. Chief Laurent stated that the private sector is much different than the public sector. J. Penacho responded that at some point the employee has to take responsibility for their own care. He continued that the Town could not continue to afford to cover the deductibles. The Town Administrator suggested the Board may want to consider the Matthew Thornton 10 Plan, which has no deductible. The prescription plan is the same as the current plan; no deductible; the out of pocket limit is \$5,000. J. Penacho told the Town Administrator that he would like to see an analysis of employee costs: premiums for the various plans, insurance cost and wages.

There was discussion regarding the Lumenos Plan and the HSA. Responding to J. McDevitt's concerns about the use of HSA funds contributed by the Town, J. Penacho told members that it was the employee's responsibility to account for the use of those funds with the IRS. Any remaining HSA funds will roll over to the next year.

Worker's Comp and Liability Insurance: Rates were not available at the time of the meeting; a 5% increase was budgeted. If Property Liability Trust remains viable, it's guaranteed the increase will not be more than 5%. PRIMEX will quote a price for the Town. Davis and Towle, a commercial insurance company branching out into the municipal field, will also provide a quote.

Police Department: Overtime is based on actual hours. Building Maintenance: Adjusted to reflect the doors that were recommended at a previous meeting (\$10,000). Vehicle Fueling: Negotiations to lock-in vehicle fuel prices are ongoing with the truck stop. J. Penacho stated he would like to review the type of controls and fleet management programs that are in place when fueling vehicles before any commitments are made. He also doesn't want any open accounts. Chief Cresta stated that cards will be used; statements will include the type of vehicle and user. The grand total for the Police Department, with adjustments, is \$763,553 (increase of 5.61%).

There was a discussion regarding Narcan. It will be available to the Police Department, but requires training. Departments must be certified to carry it and officers must be certified in CPR and First Aid. In addition, a policy must be in place. Chief Laurent's understanding was that hospitals provide the first dose to Police Departments. Chief Cresta added that the hospital will bill the patient when they replace Narcan administered in the ambulance. Chief Laurent and Chief Cresta will research the cost and reimbursement for the next meeting.

Fire Department: Chief Cresta would like to have an EMT/Firefighter and medic on all shifts; at a minimum he would like an Advanced EMT and firefighter on each shift. He clarified that there would be two people on each eight hour shift each day. He continued that it's been a struggle to get personnel to respond to evening ambulance calls. Early mornings (4:00 a.m.) have also been a concern for coverage. There was a discussion about the hours when most calls occur and the personnel responding. Chief Laurent added that it's a problem beyond the Seacoast Area in towns with volunteer departments. J. Penacho suggested that funds received from ambulance billing may be used to offset the expense of hiring personnel to cover calls. The Town Administrator stated that there would need to be a warrant article to amend the Special Revenue Fund. Chief Cresta added that in 2016, Scott Packs will need to be replaced using funds from that account (\$150,000 to \$200,000). Revenue will increase with insurance billing when a medic responds to a call vs. a basic level EMT responding.

Chief Cresta stated that he was comfortable with two people on a 12-hour shift, eventually going to a 24-hour shift. J. Rolston asked how it would affect volunteer members when others were being paid. Chief Cresta responded that volunteers can receive a stipend or an hourly wage; it was their choice. Responding to a question from J. McDevitt, Chief Cresta stated that he tries to schedule hourly personnel 24 hours per week. Chair Morgan stated that he would feel comfortable with 12 hour coverage if some of the revenue could be returned to the Town. The consensus of the Board was 12 hour coverage for 2016.

Also discussed was paying personnel for evening coverage (2 people @ \$50 each). If they came back for a call, they would be paid an hourly rate. J. Penacho stated that it was getting away from the volunteer concept. Chief Cresta stated that they're losing volunteers: due to moving away, family issues, etc. During a membership meeting, individuals stated they wanted to "have a reason to stay around". Chief Cresta felt that \$25 to cover a shift would not be enough incentive. J. McDevitt stated that there needed to be a system in place to guarantee they would respond to a call: if they get paid, they need to respond. Chief Cresta will poll the membership about being paid \$25 to cover shifts, adding that they've already approached him for \$50 per shift. J. Penacho felt the membership was dictating to the Board. They were volunteering for the benefit of the Town, and now they want to be paid or they're not going to do it anymore. He continued that it was like having an unofficial union in the fire department. Chair Morgan stated that it may be better not to offer anything.

To receive a stipend, personnel must make at least 10% of the calls and half the training hours. Chief Cresta, in response to K. Forrest, stated that the investment in members included hours of training (Firefighter and EMT) and gear. He no longer pays for courses; once they're licensed, they normally leave for a paying job. The maximum stipend is \$4,900 for making 50% of the calls and half the training hours.

The consensus of the Board was nine months of 12 hour shifts, 6:00 a.m. to 6:00 p.m. The cost: \$111,384. The adjusted Fire Department total was \$295,051.

Building and Enforcement: Travel was decreased to \$500. Public Works: Chair Morgan asked about adding \$30,000 for Public Works equipment. The Town Administrator told the Board that bids are due for the lawnmower next week; the trailer is estimated at \$15,000. The new lawnmower is estimated at \$14,000; the Town may get \$5,000 when the old one is put up for sale. The trailer will be a dump body trailer, and will be more efficient. The Town Administrator warned that there should not be too big a difference between the operating and default budgets. If it's too large, the budget could fail. The Town Administrator recommended these two items be put forward as a

warrant article, stating that the voters are very supportive about common sense items. If the article were to fail, services would continue and the current equipment would have to make do. Transfer Station: Chair Morgan stated that someone had donated heaters for the compactor area at the Transfer Station; power lines will need to be run. Health and Human Services: The SPCA bills the Town if a Greenland resident drops off a dog. An agreement was signed that they would handle the Town's strays. A specific amount is budgeted each year, and every two or three years the Town receives a bill. There was also a discussion about funding non-profits. If an increase was requested, they must attend a meeting to justify the additional funding. Recreation: Includes a part-time seasonal helper for field maintenance. Library: By Statute, the town's fund libraries as a single line item. Funds are then transferred on an annual or quarterly basis. They pay their own bills; any remaining appropriation at the end of the year is returned to the Town. D. Grimes noted that the Library budget did not include any salary increases, and that her budget would probably change.

Summary: The budget increase, with the revisions made at this meeting, is approximately 8% with a variance of \$283,543 (not including wage adjustments). The Town Administrator will provide Board members with the changes that were made.

## II. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 22, 2015

### 1. Payroll Manifest 21

**MOTION:** J. McDevitt moved to approve Payroll Manifest 21 in the amount of \$45,203.37. Second – K. Forrest; all in favor. MOTION CARRIED

### 2. General Fund Manifest 21

**MOTION:** J. McDevitt moved to approve General Fund Manifest 21 in the amount of \$37,571.19. Second – K. Forrest; all in favor. MOTION CARRIED

### 3. Medical Deductible Expendable Trust Manifest 21

**MOTION:** J. Rolston moved to approve Medical Deductible Expendable Trust Manifest 21 in the amount of \$1,880.33. Second – K. Forrest; all in favor. MOTION CARRIED

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

**MOTION:** K. Forrest moved to enter non-public session at 9:40 p.m. Second – J. Penacho; all in favor. MOTION CARRIED

**MOTION:** J. Penacho moved to return to public session at 11:00 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

## IV. RETURN TO PUBLIC SESSION

The Selectmen recommended the following increases for various Town positions within its budget.

- 6%: Town Clerk
- 5%: Town Administrator

- 5%: Deputy Town Clerk
- 5%: Bookkeeper
- 4%: Police Chief
- 4%: Secretary to the Boards
- 3%: Building Inspector
- 3%: Police Department Staff and Officers
- 3%: Transfer Station (6% total increase: includes new part-time position)
- Property Maintenance Supervisor: increased to \$52,000 as a salaried/exempt position
- Fire Chief: stipend increased to \$15,000 annually

#### V. ADJOURNMENT

**MOTION:** *K. Forrest moved to adjourn at 11:10 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED*

#### NEXT MEETING

Monday, October 26, 2015 – 7:00 p.m., Final Budget Review, Town Hall Conference Room

Monday, November 02, 2015 – 7:00 p.m., Regular Board Meeting, Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, November 02, 2015