



**BOARD OF SELECTMEN**  
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**MINUTES OF THE BOARD OF SELECTMEN**

Monday, July 10, 2017 – 7:00 p.m. – Town Hall Conference Room

*Members Present:* Chester Deorocki, Chip Hussey, Vaughan Morgan, Jim Rolston

*Members Absent:* Paul Sanderson

*Staff:* Karen Anderson – Town Administrator, Tara Laurent – Police Chief, Ralph Cresta – Fire Chief, Jim Marchese – Building Inspector, Jeannie Cadarette – 911 Representative

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. PUBLIC HEARING**

**1. Ratification of Town Meeting Results (Tuesday, March 21, 2017)**

K. Anderson explained that ratification was needed in order to expedite the Town's tax rating setting. DRA and the Secretary of State were not requiring towns to ratify the Town Meetings that were postponed due to the blizzard unless there was a bond or contested race, etc. She received a call two weeks ago from DRA saying that not ratifying the Town Meeting would not hold up the tax setting; however, their direction was to work with those towns last. Greenland's tax rate is normally set at the beginning of the process. The notice for the public hearing to ratify the actions taken at Town Meeting on March 21, 2017, delayed from March 14, 2017, was in The Portsmouth Herald.

Chair Morgan opened the meeting to public comment. There being none, he returned to the Board for a motion.

MOTION: J. Rolston moved that the Board of Selectmen legalize, ratify and confirm the actions that were taken by the voters of the Town of Greenland at the March 21, 2107 election and Town Meeting. Second – C. Deorocki; all in favor. MOTION CARRIED

**II. APPOINTMENT**

**1. Swearing In of Police Officers**

Chief Laurent introduced two new police officers to the Board. John Sardinha, full-time officer, was sworn in during the meeting; Rich Newman, part-time officer, was sworn in last week.

## 2. E-911 Committee

E-911 Committee members were present to discuss renaming and renumbering streets to be compliant with E-911 safety standards. Some Board members requested clarification about the need to renumber. Chief Laurent explained that the E-911 standardization has been an ongoing process nationwide. GPS locations for driveways, houses, roads etc. was done in Greenland approximately five years ago. After all data was accumulated, a series of maps was given to the Town. Included were issues that were not standardized, some of which were severe.

The standardizations and intent are designed to make it easier is for emergency personnel, whether Town or mutual aid, to get to a location as quickly as possible. Chief Laurent noted it is not legally mandated that changes must be made; not every change that is recommended has to be made (example: if driveways on a road aren't in 50' increments but are in order and make sense, numbers don't have to be changed).

When the E-911 process was started, the committee wanted to address public safety issues. Using Falls Way as an example, Chief Laurent pointed out that there are discrepancies in the numbering: rather than going up, numbers go down on the opposite sides. Another issue is the 'Bay' roads. It's not only confusing to mutual aid responders; emergency personnel in Town have gone to wrong addresses. Dispatch has been known to give out wrong street names (Great Bay Road vs. Great Bay Drive). Chief Laurent continued that the issues they want to prevent are safety issues only; recommendations are based exclusively on safety.

Chair Morgan stated that safety trumps inconvenience and the changes are necessary. Chief Laurent noted that the meetings have been very contentious, and she wouldn't continue the process, which is approximately 50% complete, if she didn't believe it would make a difference to somebody. J. Cadarette added that the 'Bays' and 'Greats' are the most egregious and confusing areas. She told the Board that if they did nothing else, they should change those names: it was a potentially dangerous situation. They were relying on people calling in emergencies having the street name correct, especially road vs. drive. Calls go from the caller to 911 to local dispatch to the responders; there's a lot of chance for error.

C. Hussey, referring to the proposed changes before the Board, stated he didn't see a problem with the existing numbering. He was in total agreement with the road names being changed. J. Cadarette explained that if the road was going to be renamed, the numbering should be done in 50' increments. Renumbering of Great Bay East and West will be necessary because the roads will be combined. On Fairview Drive there are odd and even numbers on the same side of the road.

Chief Laurent reminded the Board that another area to be revisited was Portsmouth Avenue: Portsmouth Avenue to Rt. 33, Portsmouth Avenue in front of the Town Hall and Portsmouth Avenue by Suds 'N Soda. These are confusing to any mutual aid responders. There are some historical aspects to consider, but ultimately there will have to be a Rt. 33 that doesn't include Portsmouth Avenue or Greenland Road.

Chair Morgan explained the public hearing process. It was not "if" the changes would take place; the Board had already made the decision, legally, under the law. The purpose of the public hearing was to answer any questions that residents may have, and the committee would be present. Complete informational packets are mailed in advance of the effective date. The goal is to make the process the least intrusive as possible. Residents are encouraged to submit street names to the Town Administrator before the second public hearing. The Town purchases the first street sign; private road signs are blue and Town street signs are green.

Referring to the proposed changes to Bay Shore, C. Deorocki asked how someone would know which way the numbering went. Chief Laurent responded that the lowest numbers always go to the right (this is standard). She added that each time there is a new phase the Selectmen would receive a map as well as a list of the proposed changes, and encouraged the Board to drive the proposed changes.

MOTION: C. Deorocki moved to send the legal notice and resident letters out in conjunction with the E-911 compliance for Bay Shore Drive, Fairview Drive and Bayview Drive. Second – C. Hussey; all in favor. MOTION CARRIED

J. Cadarette congratulated the Town for having set standards for address conversions and doing a great job. E-911 references the process and informational packets when talking to other towns.

### III. APPROVAL OF MINUTES

#### 1. Monday, June 26, 2017

C. Deorocki amended Item 6 – Need for Fire Station (New Business and Administrative), paragraph four to read “P. Sanderson responded that last year there were approximately 203 ambulance calls and 204 fire calls, for a total of 407 total calls.”

MOTION: C. Deorocki moved to approve the minutes of Monday, June 26, 2017, as amended. Second – J. Rolston; all in favor. MOTION CARRIED

### IV. OLD BUSINESS

#### 1. Coakley Update

K. Anderson noted there hasn't been much work happening, and she's waiting for the official word from Senator Morse. She has started to compile a data base consisting of property owners and their addresses for the Breakfast Hill Road area. Letters will be sent requesting email addresses so that “email blasts” can be used to update residents in that area; this was done during the Dearborn Road/Caswell Drive road construction and worked very well.

#### 2. Other Old Business

- K. Anderson updated the Board that Townsend Energy came to install the AC system. Due to the trusses in the attic, the cassette type system that was proposed cannot be installed. The engineered trusses are 24” apart and 26” is required; the Building Inspector, appropriately, wouldn't allow the trusses to be cut. A new proposal was submitted in the same amount for a ductless heat pump placed outdoors on legs with an air handler in the attic space. C. Hussey added that the equipment wouldn't fit and it wasn't noticed until the technicians began the installation. The new proposal is also for heat and AC, but the temperature won't go down as far as the mini split. The AC will drop the room to a comfortable level. Chief Cresta voiced his concern about the existing heat. The system that is being proposed cannot be moved to a new building; C. Hussey didn't recommend moving it because technology is changing so quickly. Chief Cresta was also concerned about the entire AC system going down trying to move the cold air from the Conference Room into the Fire Station.

MOTION: J. Rolston moved to go forward with the Townsend Energy proposal for the York heat pump system in the amount of \$12,900. Second – Chair Morgan; three in favor, one abstain (C. Hussey). MOTION CARRIED

- Chair Morgan requested that Chief Cresta have the Fire Department sign located on the parking lot side of the building taken down for preservation; it's the first sign and dates back to 1951. C. Hussey added that he would like the satellite dish on the roof removed and will be included in the quote for reroofing. Tentative plans are for the roof slope to be increased slightly.
- Security Cameras: K. Anderson has done a draft for the Personnel Policy for the Board's review. It has been sent to Chief Laurent for review; she made minor changes. K. Anderson has also solicited policies from other towns; she hasn't found any town that has a full policy. Most towns only have signage that is outside and inside the building: be aware there is surveillance in place. If cameras were located in employee areas, employees received brief training that they needed to be aware surveillance was in place.

Chair Morgan suggested that a statement be included in the Personnel Policy that cameras were in place for employee safety, as recommended by J. Rolston at a previous meeting. K. Anderson responded that the Police Department has surveillance in their offices as well as the parking lot. Chief Laurent understands that the Personnel Policy applies to her department as well. Chief Laurent suggested that if the policy states safety only, the Police Department would have to be exempt because she uses the cameras for other purposes. Chair Morgan stated that as long as employees are made aware, it shouldn't be a problem. There will be further discussion and review at the next meeting.

- Discussion regarding the Fire Station was tabled until the full Board is present.
- C. Hussey has discussed working on personal equipment in the Maintenance Building with the Property Maintenance Supervisor. He suggested waiting for a full Board before discussing a policy. C. Hussey added that the Property Maintenance Supervisor's personal tool box is in that building. He didn't believe the Town of Greenland should supply hand tools due to the possibility of theft, and would like to know if other towns have a policy. J. Rolston suggested a locking cabinet and the Town purchase the tools. C. Hussey asked who was going to monitor it; C. Deorocki questioned what the difference was between the weed wackers and tools and equipment the Town has--chain saws could walk off just as easily. Chair Morgan suggested this topic be discussed and reviewed at a future meeting. C. Deorocki stated it was in the existing policy that Town buildings couldn't be used for personal use, and voiced his concern about liability. Chair Morgan responded that it's never been a problem before; C. Deorocki stated there are people who have a problem with it. Chair Morgan felt it was nitpicking because personal tools were in the building; it made sense to him that he should be able to fix his lawn mower—he didn't have a problem. C. Hussey stated any policy would have to apply to the Fire Department also.
- C. Hussey requested that the updated Welfare Policy be reviewed and approved by the Board. K. Anderson felt it was approved subject to the changes, but will check.
- Employee ID Badges: C. Hussey stated a policy needs to be in place regarding the ID badges and that they must be visible at all times. K. Anderson told members that Chief Laurent has done the template. C. Hussey stated that badges for office personnel, Transfer Station attendants, Town Administrator, and Facilities Maintenance include name, department, expiration date and picture; any employee (Town Assessor, Building Inspector, Fire Department) entering a resident's private

property must have a full ID. Lanyards or clips can be used. C. Hussey added that he would like to have this complete before budget season starts (the first meeting in August).

- Fire Department Hiring Policy: C. Hussey looked at the warrant for hiring Fire Department employees, and a policy was not included. He suggested the statute be followed and the hiring done by the Selectmen, and asked K. Anderson to notify Chief Cresta. The Chief will make recommendations to the Board, and the Selectmen will hire.
- Computer Security: C. Hussey asked K. Anderson to schedule the Town's IT specialist to review computer security.
- Transfer Station Rates: C. Hussey reminded members that Transfer Station rates needed to be reviewed.
- Recommended Banking Changes: C. Hussey asked if the recommended banking changes were moving forward. K. Anderson stated she believed that the security system was in place; however, the scanning system has not been implemented. C. Hussey asked why it hasn't been implemented; K. Anderson felt there may be a little pushback on time and the reports available, and it hasn't happened yet. Departments now have view access to their Provident accounts. C. Hussey commented he would like to move into the 21<sup>st</sup> Century and it should be implemented by the end of the month. J. Rolston questioned if more hours would be created for the Treasurer; C. Hussey felt it would be less. K. Anderson added that if there was no cash in the deposit, the checks could be scanned eliminating the need to go to the bank. Chair Morgan and K. Anderson don't get involved in the banking decisions; it's the Treasurer's purview as an elected official. K. Anderson added that deposits are made in a timely fashion and the law is being met. C. Hussey would like an explanation why banking changes are not being done.

## V. NEW BUSINESS AND ADMINISTRATIVE

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

There was no discussion regarding the bi-weekly report.

### 2. PA-28 Inventory of Taxable Property

K. Anderson explained that this is done with DRA on an annual basis. Historically, Greenland has done it every five years; the data is useful, but not needed every year. The property inventory forms have recently been done; all the information is still in the process of being put into a useable format. It has been used to sort residents by age for Elderly Exemptions, data is transmitted to the School regarding school age children, and work that has been done without building permits is noted. K. Anderson is recommending that the form not be used every year; the data doesn't change enough. The return rate on the forms sent this year is 94.5%; approximately 325 forms have not been returned.

MOTION: J. Rolston moved to not utilize the PA-28 Inventory of Taxable Property in 2018. Second – C. Deorocki; all in favor. MOTION CARRIED

### 3. 2017 Civil Forfeiture Dog Warrant

K. Anderson explained that this is the annual list of unregistered dogs from the Town Clerk. The Selectmen authorize the Police Department to issue civil forfeitures for those dogs. The Town Clerk's

Office tries very hard to contact every owner by letter and phone calls. Responding to C. Hussey's question, K. Anderson explained the Police Department will visit each owner on the list, telling them they need to register their dog(s) or a warrant will be issued; the fees will increase until the dog is registered.

MOTION: C. Deorocki moved to accept the list of unlicensed dogs from the Town Clerk and to authorize the issuance of the civil forfeiture dog warrant. Second – J. Rolston; all in favor. MOTION CARRIED

4. Other New Business

There was no Other New Business to discuss.

VI. ACCOUNTS PAYABLE – THURSDAY, JULY 13, 2017

1. Payroll Manifest 14

MOTION: C. Hussey moved to approve Payroll Manifest 14 in the amount of \$50,149.20. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 14

MOTION: C. Deorocki moved to approve General Fund Manifest 14 in the amount of \$370,707.80 (School - \$235,000). Second – C. Hussey; all in favor. MOTION CARRIED

C. Hussey questioned why the School received \$1,000,000 two weeks ago and continues to receive small amounts. K. Anderson responded that overall they receive \$9,000,000 plus, which is made in periodic payments. The School Department has to abide by FDIC regulations and how much money they have insured in their bank accounts.

3. Police Special Revenue Manifest 07

MOTION: J. Rolston moved to approve Police Special Revenue Manifest 07 in the amount of \$3,182.90. Second – C. Hussey; all in favor. MOTION CARRIED

This is the cost of outfitting the new cruiser.

VII. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:07 p.m. Second – C. Hussey; all in favor. MOTION CARRIED

NEXT MEETING

Monday, July 24, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, July 24, 2017