



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
11 Town Square • PO Box 100  
Phone: 603.431.7111 • Fax: 603.430.3761  
Website: greenland-nh.com

**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, June 26, 2017 – 7:00 p.m. – Town Hall Conference Room (6:45 p.m. Non-Public)

*Members Present:* Chester Deorocki, Chip Hussey, Vaughan Morgan, Paul Sanderson

*Late Arrival:* Jim Rolston

*Staff:* Karen Anderson – Town Administrator

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**I. 6:45 p.m. NON-PUBLIC SESSION [RSA 91-A:3, II(b)]**

1. Hiring of Police Officers: Chief Laurent

MOTION: Chair Morgan moved to enter into non-public session at 6:45 p.m. Second – P. Sanderson; Roll Call Vote: four in favor; one absent (J. Rolston). MOTION CARRIED

MOTION: P. Sanderson moved to enter into public session at 7:05 p.m. Second – C. Deorocki; all in favor. MOTION CARRIED

Chair Morgan opened the Board of Selectmen meeting at 7:05 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

**I. APPOINTMENT**

1. Hiring of Police Officers: Chief Laurent

This item was discussed in non-public session.

**II. APPROVAL OF MINUTES**

1. Monday, June 12, 2017

Amendment--Item 6: Other New Business, page 5, motion to approve a temporary right-of-entry: J. Rolston seconded the motion, not J. Robertson.

MOTION: J. Rolston moved to approve the minutes of Monday, June 12, 2017 as amended. Second – P. Sanderson; all in favor. MOTION CARRIED

III. OLD BUSINESS

1. Coakley Update

The Town Administrator stated there hasn't been any official notification about the MTBE Fund grant; however, there has been some very positive press and support from the Editorial Board at The Portsmouth Herald. An official letter has been received from the Coakley Group stating that the Town has property within the groundwater management zone, and Greenland is required to notify them of any water withdrawals. There are no meetings with Portsmouth scheduled at this time. The Town Administrator felt there would be a need when the preliminary information is received.

P. Sanderson stated that he spoke to the Planning Board about the potential future uses in that area. The Planning Board Consultant is in the process of gathering data and reviewing zoning for possible changes.

P. Sanderson also commented on Rep. Messmer's bill that failed. The bill would have required DES to establish different ambient groundwater standards.

2. Fire Station Heat/AC Replacement

As discussed at the last meeting, the air conditioning in the Fire Department is no longer working. The rooftop condenser cannot be replaced; wall mounted mini splits were the next option. Townsend Energy proposed a Mitsubishi Ductless Heat Pump that would be placed outside (ground level); ceiling cassettes will be installed in the Chief's office, dispatch, and the day room. The total cost of the project is \$12,900.

Funds are available to do the emergency repair. \$18,325 was budgeted for converting the Town Office and Fire Station to natural gas. In addition, \$3,500 was budgeted to re-wire the Town Clerk's office; the electrician was able to do the work without re-wiring. That will leave approximately \$8,000 to connect the generator to natural gas.

The Town Administrator recommended waiving the bidding requirements even though it's over the \$10,000 threshold. The Town Office air conditioning in the Conference Room has been kept between 50 and 55 to keep the Fire Department comfortable. Our system, which is the same age as the Fire Department's, is being strained because it's running almost non-stop, only being shut off if there's a meeting. The Town Administrator added that both units could go down and funds would not be available. The tentative installation date is July 11 or July 12, if not sooner.

Chair Morgan agreed with waiving the bid requirements due to time constraints and the heat. He has had people he knows in the contracting business review the proposal from Townsend; the consensus was it was well within the acceptable range.

Responding to a question from P. Sanderson, C. Hussey stated that the system in the Town Office could go at any time and he would recommend mini splits similar to the Fire Department. This type of system can be moved if modifications are made to the buildings. The cassettes were proposed because of the foam insulation and bringing fresh air into the building.

## DRAFT: SUBJECT TO CHANGE

MOTION: J. Rolston moved to waive the bidding requirements and approve the proposal from Townsend Energy for the heat pump for the Fire Station at \$12,900. Second – P. Sanderson; three in favor, one opposed (C. Deorocki), one abstain (C. Hussey). MOTION CARRIED

C. Deorocki opposed, stating it should go out to bid. He understood it was an emergency but asked why Townsend Energy was contacted. The Town Administrator explained that Lamprey Energy normally did the Town's work; they were contacted first because they did the preventative maintenance on the units. They had sent a notice last year that they would no longer provide service because the Town didn't purchase propane from them. Townsend didn't have that restriction. Propane is purchased from Eastern. C. Hussey, who works for Townsend, was called immediately for the emergency repair. C. Deorocki stated it seemed like a conflict to him and should go out to bid with a note to contractors it was time sensitive.

Chair Morgan stated he would stay with his vote, adding that the price was fair. If it goes out to bid, it would be the end of the summer before the system was installed. P. Sanderson agreed with Chair Morgan, adding that if the Town Office system continued to be strained, there would be a double problem; to him, that overcame the bid process. In addition, finding people to do the work was a problem. Waiting for a bid wouldn't save the Town a lot of money and the Town Hall compressor could go down. C. Hussey had completely disclosed that he worked for Townsend Energy, and he was comfortable with that. He added that he didn't disagree with C. Deorocki's concerns.

### 3. Security Cameras: Town Hall and Fire Department

The Town Administrator and Chief Cresta have been working with Doug Poulin, the IT consultant, regarding the security cameras for the building. A proposal has been received that meets the needs of the building. The system is less intense than the one originally looked at; there will not be screens that people can monitor by logging on. It's a 90 day recorder that will allow review if there's a problem. The total cost will be \$2,400 and can be handled through the Building Maintenance account. There will be one camera outside the door to record the walkway, one interior camera facing the exit door of the Town Office to monitor traffic in and out of the building, and outside recording near the rear parking lot, giving the Chief the ability to view the bays and adjacent area for surveillance. It will also record the main parking area as well as the entrance to the Fire Department; it will be angled to see cars going into Krasko Field.

Chair Morgan noted this has been discussed for several years. The Town Administrator added that consultants have made recommendations as to where security cameras should be located. This proposal is a much scaled down version. Chair Morgan has reviewed this with the Police Chief, who is familiar with the system and in agreement. The feed can be seen online; there is also a cassette recording that will store 90 days of footage. The IT consultant will assign someone access to the online feed, possibly the Town Administrator and the Fire Chief.

P. Sanderson stated the monitoring made him a little uncomfortable. The Town Administrator assured him that it wouldn't be monitored on an on-going basis, only if there was an emergency. P. Sanderson stated that in other communities, cameras have caused enormous personnel difficulties; people are concerned they are being watched. He understood the security aspect, but they needed to be very careful where the feed went, and who had access to it and when. It would be significant if personnel didn't understand they were being monitored. The Town Administrator clarified that the front hallway of the Town Offices would be recorded; it wouldn't be in any of the offices. There is no audio with this system. Someone coming up the walkway and into the building would be recorded.

P. Sanderson stated in other communities the feed is sent to the Police Department, which could create problems. The Town Administrator explained that it was a recording and could be scrolled through if there was a problem. P. Sanderson added there would need to be signage informing people security cameras were on the premises. J. Rolston stated the Personnel Policy would need to be rewritten to include the fact there were security cameras; P. Sanderson added they would need to sign off.

P. Sanderson didn't disagree with the need for security, but stated they should be very careful a policy was in place, notifications were made, where the material would be housed, and who had access. J. Rolston stated he would not be in favor if it could be accessed for any reason other than security. The Right-to-Know Law was also a concern; P. Sanderson stated it would not apply because of safety and security of the facility, which is exempt. The Town Administrator will check with other managers who may have similar equipment. J. Rolston suggested tabling the security cameras until more information was available.

Dennis Malloy, 10 Van Etten Drive: Asked if there was an incident that prompted the conversation about security cameras. Chair Morgan responded that there have been some incidents at town halls, and the Selectmen are responding to a real need. The Town Administrator added that it was discussed when the Personnel Policy was reviewed with all employees several years ago. A member of the staff recommended that there be at least two people in the building at all times or have security cameras in place. Three different security firms gave recommendations on what should be done.

There was additional discussion about the security cameras, with Chair Morgan adding that if anything were to happen it would help the Police with their investigation. The Town Administrator will get policies from other towns. The discussion was tabled until a later date.

#### 4. Other Old Business

ID Badges: C. Hussey questioned when employees would be issued ID badges. The Town Administrator stated that the Town owned an ID machine that was purchased through the Fire Department, Police Department and Town Offices. If the Selectmen want employees to have ID's, it can be done. V. Morgan stated it was important for employees, but not elected officials; C. Deorocki agreed. The Town Administrator clarified that ID badges will be made for employees but not elected officials. J. Rolston added if they are required to be worn, that it should be part of the Personnel Policy. Badges should be visible with a lanyard.

MOTION: C. Hussey moved that all employees will wear ID badges and displayed while working. Second – C. Deorocki; all in favor. MOTION CARRIED

The Personnel Policy will be updated to reflect that change.

### IV. NEW BUSINESS AND ADMINISTRATIVE

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

- Chair Morgan questioned if the Visioning Session for NH Setting Sail would be on the Town website. The Town Administrator responded that it would be on the website and was a regular Planning Board meeting date. Fliers will be made through the grant advertising the Visioning Session. At the kickoff meeting, a direct mailing to the susceptible areas along the Bay was also discussed. The hazard areas noted in the report received by the Town will be included in that mailing as well.

## DRAFT: SUBJECT TO CHANGE

- P. Sanderson asked if the Town was going to participate in the Stearns Way driveway hearing. The Town Administrator responded it was a Board decision. In the past, the Stearns Way issue was kept as a civil matter; it was monitored by the Town Attorney, but he didn't participate until it became necessary for Town Meetings and discontinuance hearings. P. Sanderson noted it was an administrative hearing to determine if DOT was correct in denying the driveway permit. He didn't feel the Selectmen had a position and should not participate. However, when the decision is made it will affect the Board. If the decision by Division VI is overturned and Mr. Parker is granted access from Post Road, then Stearns Way wouldn't be necessary; if the decision is upheld, Stearns Way would become an access road. The Town Administrator agreed, adding it would end the potential litigation between Gerrato, Gordon and Parker because they would have no other access to the property. The Town Administrator recommended monitoring the appeal and not be involved in the litigation.

### 2. Eagle Scout Project

Ian Stromski has presented a project for his Eagle Scout badge. He would like to scrape and paint the Gazebo across from the Congregational Church. He'll also add benches and work with the Property Maintenance Supervisor to beautify the area. There is parking damage that happens along the side; that area will be filled in and seeded. The irrigation heads may also be moved in further; some are damaged every year because of parking. J. Rolston suggested "No Parking" signs be put in that area. Chair Morgan commended I. Stromski on his endeavor and looks forward to seeing the completed project.

MOTION: P. Sanderson moved to authorize Ian Stromski to paint the Gazebo and beautify that park area in conjunction with Paul Hayden, Property Maintenance Supervisor. Second – C. Deorocki; all in favor. MOTION CARRIED

P. Sanderson suggested that C. Hussey have the Property Maintenance Supervisor check the lights in that area; there may be an electrical issue. A small electrical upgrade may be necessary.

### 3. 2018 All Veteran's Credit

One application for a veteran that qualifies for the All Veteran's Credit has been received. The application was received after the April 15<sup>th</sup> deadline; credit will be effective in 2018.

MOTION: J. Rolston moved to approve the All Veteran's Credit for Richard Holt. Second – P. Sanderson; all in favor. MOTION CARRIED

### 4. 2017 Annual Audit Contract

The audit contract was requested by the Board. It was voted several months ago not to go out to bid for the 2017 audit, but to stay with the current auditors (Plodzick & Sanderson). An engagement letter for the audit of the 2017 financial records was received in the amount of \$10,000. The cost of the 2016 audit was \$9,654. The increase is minimal. At this point, it's too late to go out to bid for the 2017 financials. P. Sanderson noted that in years past, the cost has been nearly twice as much. The Town Administrator stated it was a credit to the Town Office staff, particularly the bookkeeper who is very organized with the financial records. The Town Clerk and bookkeeper work very hard to make sure the receivables for taxes balance. The Town Administrator noted that the audits go very well.

## DRAFT: SUBJECT TO CHANGE

MOTION: J. Rolston moved to sign the engagement letter for the 2017 financial audit with Plodzik & Sanderson. Second – C. Hussey; all in favor. MOTION CARRIED

### 5. Town Arborist

J. Rolston would like to have someone with knowledge of plants and trees advise the Town when projects need to be done. The Town Administrator stated that some towns have a Shade Tree Committee appointed by the Board of Selectmen. They review any plantings on public property and give their opinion. J. Rolston felt it would benefit those doing the work to have someone knowledgeable as a consultant for the Town. He plans to speak to the neighboring towns to see what they are doing. C. Deorocki stated that Northeast Shade Tree, located in Greenland, is a top-notch arborist.

P. Sanderson explained the Planning Board process and requirements. He added that a landscape bond is often required as part of the project. As part of the approval process, there is some control. For existing Town-owned properties, maintenance is different. The Town Administrator added that when trees were selected for the Town Green, there were pictures and a list; the Board made selections based on color, etc.

P. Sanderson stated that on the mature Town roads, there are a lot of vegetation problems that impacts public works. Having someone identify plantings that need to be removed from the public domain would help on budgeting. It would also help people in the neighborhood understand why certain plantings need to be removed. Chair Morgan suggested that the Conservation Commission could possibly be involved.

The Board was supportive of the idea. J. Rolston will gather more information for the Board.

### 6. Need for Fire Station

Chair Morgan addressed the need for a Fire Station. There are three large issues that the Town will need to face: Coakley, the Library, and the Fire Station. The Board discussed the need for a fire station approximately five years ago, and had Chief Cresta contact Ricci Contractors for a proposal on the cost. The trucks barely fit in the existing station. Chair Morgan felt it was a good idea to look at the prospect of a new fire station.

Chair Morgan met with Chief Cresta and Butch Ricci three weeks ago. Five years ago, a schematic of a fire station was done, and the cost was around \$3 million. B. Ricci felt the same type of fire station could be done for under \$2 million, and will draw up new plans at no cost to the Town. However, more research needs to be done. Chair Morgan was looking for direction from the Board.

J. Rolston stated that he hoped the Town “wasn’t going to be a Stratham with their Taj Mahal”. He also asked if it would be located where the Maintenance Building is currently; the response was “yes”. P. Sanderson stated he needed to see a needs assessment; he doesn’t want to build it one bay short.

Chair Morgan asked the Board if a new fire station should be pursued, and if they felt there was a need. J. Rolston stated he would like to know how many actual calls there were when a fire truck was needed as opposed to ambulance runs. P. Sanderson responded that last year there were approximately 600 ambulance calls and 400 fire calls. Most of the fire calls were for motor vehicle accidents. He also questioned if a portion of I-95 should continue to be covered by the Town.

## DRAFT: SUBJECT TO CHANGE

J. Rolston felt it was wise to look ahead to see what the Town's needs were. He didn't feel they were ready to have plans done. Other members were in agreement. C. Hussey stated there wouldn't be a new fire station with the existing building looking the way it does. P. Hayden is getting prices for next year's budget to do roofing and siding repairs. The station needs to be repaired if it's going to be the public works building.

Going forward, something will need to be done. There should also be a needs assessment for future public works: how many people, what equipment is needed, etc. The Town Administrator stated there are companies that do needs assessment. She'll look at different companies for proposals for the Board to review. Based on what should be included in the needs assessment, funding would have to be requested in March at Town Meeting. P. Sanderson added that the Board needed to look at what has happened in neighboring towns when the questions aren't answered completely and professionally in advance.

C. Hussey stated that the Fire Department sign needs to be brought inside before it gets permanently damaged. The sign was on the original building and hand made by Franklin Durgin; C. Hussey felt it was fairly historical and should be preserved. A sign similar to the one in front of the Town Hall should be put in its place.

C. Hussey also asked if the satellite dish on the building was still being used; if not, he'd like it removed. Chair Morgan will check with Chief Cresta.

### 7. Other New Business

C. Deorocki questioned personal equipment being stored and/or worked on in the Maintenance Building. He was sent a picture of an employee working on two lawn mowers, one of which was a personal mower. It was early Friday morning, and didn't look good. The Town only owns one Walker mower, and there were two. C. Deorocki continued that it seems like an abuse of power. He asked if there was a policy and was there any liability for the Town; he didn't have a problem with the person, just the activity. The Town Administrator responded that there is an ethics policy that prohibits the use of Town equipment and buildings for personal use. C. Hussey added that in the employee's defense, his tools are in the Maintenance Building and used to work on Town equipment. C. Deorocki responded that the Town should provide the tools; there was no reason for that, whatsoever. C. Hussey replied that, for him, as a business owner he never supplied hand tools; it was up to the mechanics to supply their own. C. Deorocki stated the mechanic should have a set at home; it wasn't a good enough answer for him.

C. Hussey will ask the employee about his personal mower being stored in the Maintenance Building; C. Deorocki stated that it shouldn't be there. He continued that the Property Maintenance Supervisor is the most viewable employee that the Town has, and the most complaints he receives have to do with that department. Not him personally, but that department. C. Deorocki gets questioned every week, including why he is plowing. It's in the contract that the snow contractor takes care of Town property. C. Deorocki has many more questions, and it seems like a free-for-all. Someone told C. Deorocki "it seems like he's working for an eccentric billionaire who's never home".

He added that the Property Maintenance Supervisor may be spread too thin; C. Hussey responded "that, I can guarantee you". C. Hussey continued that as a budget issue next year he was going to recommend that a full-time seasonal employee be added; Chair Morgan agreed. C. Deorocki stated that in spring, summer and fall it was not a four day per week position; it's five days a week. He felt it should be 6 a.m.



## DRAFT: SUBJECT TO CHANGE

to 4 p.m., Monday through Friday. If something breaks on Friday morning, do you have to wait until Monday to address it? He felt the Town needed a DPW or to go back to the way it was and subcontract it out; he was a proponent of subbing it all out. If you were going to give the snow contractor a man, new truck, new plow and sander, it should come off the end of the contractor. All of that was given to him for free, and it didn't have to be done that way. Sidewalks should be done by the contractor. The Town Hall parking lot is in the contract. C. Deorocki added he sees an awful lot that is being done wrong and needed to be addressed. He has gone through the liaison; C. Hussey agreed that C. Deorocki had spoken to him.

Chair Morgan stated the Town had a subcontractor many years ago. The Town does better, financially, with the Property Maintenance Supervisor than a subcontractor. C. Deorocki questioned quality. Chair Morgan responded that the employee did an excellent job; he has had no problems, issues or complaints about his work. He has had people tell him that he works hard and does a good job; C. Deorocki stated he's never had anyone tell him that; he's never had one good thing said about that. C. Deorocki made it clear that he was talking about the position and not the person in that position. It's too much for one person, four days a week with a teenage helper. C. Hussey added that if you look at the job description, there was no way one person could get all that done.

P. Sanderson stated that he would be more than happy to take C. Deorocki's suggestion and the Board would continue to study it. C. Deorocki asked if anyone would like to take a ride around Town; he could point things out. P. Sanderson added that under the old system, no one was interested in working for the Town. C. Deorocki responded there is no help in any field, especially any kind of labor. P. Sanderson commented that he would be very surprised if the study comes back and suggests the work be subcontracted out; the Town had no control and people didn't want to work for the Town. C. Deorocki asked if they could get people to work for the Greenland DPW but not subcontractors to work for the Town of Greenland; what was the difference? P. Sanderson responded that was his experience; he was more than happy to look at it and the Board study it.

Referring to the snow contract in the winter, P. Sanderson stated they get paid for the hours they take to accomplish the job. It's not like a fixed price contract, it's an hourly contract. Every hour that the Property Maintenance Supervisor works is an hour they would have to work; they're paid more per hour than him. P. Sanderson continued that the Board should look at it, but would be really surprised to find it was being done incorrectly. C. Deorocki stated that's all he was asking for, and it was more than fair. P. Sanderson suggested it may be possible to do an RFP for a contractor.

### V. ACCOUNTS PAYABLE – THURSDAY, JUNE 29, 2017

#### 1. Payroll Manifest 13

MOTION: C. Hussey moved to approve Payroll Manifest 13 in the amount of \$51,612.13. Second – P. Sanderson; all in favor. MOTION CARRIED

#### 2. General Fund Manifest 13

MOTION: J. Rolston moved to approve General Fund Manifest 13 in the amount of \$1,138,462.76 (School - \$1,000,000). Second – C. Deorocki; all in favor. MOTION CARRIED



## DRAFT: SUBJECT TO CHANGE

### 3. Police Special Revenue Manifest 6

MOTION: J. Rolston moved to approve Police Special Revenue Manifest 06 in the amount of \$80. Second – P. Sanderson; all in favor. MOTION CARRIED

### VI. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 8:15 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

### NEXT MEETING

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

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: 