



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

Monday, June 19, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Laura Malloy, Vaughan Morgan, Steve Smith

Members Absent: Paul Stanley

Staff Present: Paul Sanderson, Town Administrator

Also Present: Susan Parker – Greenland/Newington PDA Representative; Chief Ralph Cresta – Fire Department; Chief Tara Tucker – Police Department; Dennis Malloy - NH State Representative

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken, and it was announced a quorum was present and the meeting was being live-streamed and recorded.

I. APPOINTMENT

1. Susan Parker, Greenland/Newington PDA Representative: PDA Update

Susan Parker, Greenland/Newington PDA Representative, updated the Board on the latest PDA meeting held Thursday, June 15th. There will not be a PDA meeting in July.

Million Air: There are five airports that have a co-relationship with the military. The relationship often involves a National Guard; New Hampshire has the NH Air National Guard. After the Air Force left Pease, it was decided the Air National Guard should be based at Pease due to its strategic location. Military cargo contracts follow the Air National Guard. Million Air is interested in cargo contracts. The cargo contracts are large and are for fuel as well as other services. The fuel pumped at Pease is underpricing the market and the reason there is a heavy business in military air cargo. The contracts are competitive three-year contracts.

Million Air's proposal for all services has been approved by DES and the Capital Improvement Land Planning Committee (CILPC). CILPC had questions regarding water. Wells will be looked at, including Gosling Station which is a name that was given to several point wells by Portsmouth. Gosling Station was a source of water at one time for Portsmouth before the Air Force came to Pease. The wells have been capped. CILPC decided the wells needed to be examined for water quality and contamination that may have infiltrated. The deadline has been extended to December 2023.

PROCON/Kane: PROCON/Kane initially proposed Air Cargo. They also proposed Advanced Manufacturing. After research, it was determined that Advanced Manufacturing was no longer feasible due to the local job market in the last three months; they did not think they could hire the people needed. Another factor was the high interest rates.

PROCON/Kane was approached by Fidelitone, a supply chain specialist that handles various businesses. Fidelitone is the facilitator; the end user is a furniture manufacturer and located in approximately 38 national locations. It is a white glove furniture delivery operation. The hours of operation will be 5:00 am

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to 5:00 pm, Tuesday through Saturday. It is anticipated there will be 25 to 30 truck bays. A scaled down traffic study will be done using some of the information from the Advanced Manufacturing study. The staff is anticipated to be 25 to 30. Parking will be approximately half of what it was before.

R. Bunnell asked S. Parker if they were moving in or assessing. S. Parker responded that the signature would indicate they want occupancy in September 2024. Tighe and Bond has not started their traffic study yet; the contract has not been signed. S. Parker will try to get the start date of the traffic study from Tighe and Bond. The Greenland Planning Board may want to prepare their questions: it is easier to discuss at the start of the project rather than at the end.

R. Bunnell was concerned about the truck traffic. S. Parker responded that they will be using panel trucks. The employees will be driving the panel trucks within a 100-mile radius of Pease to deliver to the resident. R. Bunnell questioned if the lawsuit Greenland filed against Newington and the Town's traffic concerns had been discussed. S. Parker stated it had not been discussed. R. Bunnell asked if she had made any statements to the PDA Board about the Town's concerns. S. Parker stated they know why she is on the Traffic Planning Committee and that Greenland is very concerned about traffic.

S. Parker noted that a covenant will be added to each element of the contract that air cargo was not allowed.

II. PUBLIC HEARING

1. Pattony Foundation Grant Donation

The Pattony Foundation is local and has been very generous to the Fire Department and Police Department over the last several years. Wish lists were submitted to the Foundation by both departments. The Fire Department received \$49,450.80; the Police Department received \$35,810.

S. Smith opened the hearing to public comments. Stephan Toth, Palm Drive, questioned the items that were funded. TA Sanderson stated the Fire Department submitted a Grant Wealth Management Wish List that included an infusion pump, gear dryer, fire gear, forestry gear and tools, quick connect scoop stretcher and portable ventilator. The Police Department donation will be used in the areas of evidence seizure & storage, technology, Willow and officer awards/recognition.

There being no further public comments, S. Smith closed the public hearing and returned to the Board.

MOTION: V. Morgan moved to accept and expend the grants from the Pattony Foundation to the Fire Department in the amount of \$49,450.80, and Police Department in the amount of \$35,810. Second – L. Malloy

DISCUSSION: R. Bunnell commented that he was disappointed that the digital radios were included in the Fire Department budget and last year's donation from the Pattony Foundation was used to buy a command car. He questioned if the right purchase was made then: digital radios at \$90,000 vs. a command car around the same price. He was curious if the items submitted by the two chiefs were priorities and needed to be addressed now. He did not want to present another warrant article to the public for additional expenses that were known in advance. Chief Cresta responded that last year they had a one-month window to submit items for the Pattony Grant and did not have time to research the digital radios and receive quotes. Chief Tucker added that the radios were discussed last year. They did not want to submit a grant and donation for the same item. Chief Tucker explained that the discussions regarding the grant were with a law firm. The idea of the donation was not to supplant anything in the

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budget. Using the donation to supplement the daily needs of the departments was not the intent. Chief Tucker continued that the items on her list were needed but would not be requested because they may be able to make do. Technology and evidence storage and processing were needed.

Chief Cresta stated that the gear dryer would dry gear in less than 10 hours when it normally takes four days. Fire Department personnel have two sets of gear. R. Bunnell questioned warrant articles next year requesting any items on the wish lists. Chief Cresta responded 'no' and they will be getting items for the ambulance that they may have done without. They requested additional gear to replace outdated items.

MOTION: V. Morgan moved to accept and expend the grants from the Pattony Foundation to the Fire Department in the amount of \$49,450.80, and Police Department in the amount of \$35,810. Second – L. Malloy; all in favor. MOTION CARRIED

The Board thanked the Pattony Foundation. Each department will write a thank you note to the Foundation.

III. PUBLIC COMMENTS

Dennis Malloy, Van Etten Drive and NH State Representative: D. Malloy followed up on comments made by S. Parker regarding water, particularly regarding Pease. Several years ago, the Selectmen appointed D. Malloy as Greenland's representative to the Seacoast Long-Term Drinking Water Commission. It is still meeting and has been extended. They are in the process of collecting water samples from various seacoast communities. A public information campaign will be carried out in Greenland as part of the project. Water sample test kits will be available to residents.

D. Malloy is also a trustee of the Great Bay Stewards. A reception/open house for the Glen Cove Project was held on Friday afternoon, June 16th. The Great Bay Stewards are raising money for the Glen Cove Project to match the Great Bay Estuary Research group. A pavilion will be built and building maintenance will be done.

L. Malloy asked if there would be a cost to water testing. D. Malloy stated if there was a cost, it would be minimal. PFAS and PFOS would not be included in the testing. Arsenic and manganese would be included.

IV. APPROVAL OF MINUTES

1. Monday, June 05, 2023

MOTION: R. Bunnell moved to approve the minutes of Monday, June 05, 2023. Second – V. Morgan; all in favor. MOTION CARRIED

V. OLD BUSINESS

1. Coakley Update

No new information was available. The consensus of the Board was to remove this item from the agenda; it would be included when necessary. The Coakley Group will have a routine meeting this month.

2. Audit Update

As part of the audit process, the auditors will be given a general IT Policy control form. Most of the recommended controls are not in place. TA Sanderson stated that he would provide additional information to the Board during the non-public session. Stephan Toth, Palm Drive and Planning Board member, provided a letter to the Board regarding security. Primex has also sent emails regarding cyber security.

R. Bunnell noted that the New Hampshire Digital Government Summit was held last week. The CIO from New Hampshire mentioned they are performing free cyber security reviews; the review is being done by the ATOM Group in Portsmouth. R. Bunnell stated funding is available through the end of 2024.

3. Policy Update and Review

V. Morgan updated the Board that he and L. Malloy recently met with TA Sanderson. It was decided the existing Personnel Policy would be turned over to a professional to review any and all parts that are contrary to State, federal and IRS standards. Factors pertaining to the Town can be added. They will meet again with the Police Chief and Fire Chief when the base policy is received. TA Sanderson explained that it would not be the portion of the policy relating to compensation and benefits. It would be regarding the Family Medical Leave Act and other types of leave policies and compliance.

R. Bunnell suggested contacting the New Hampshire Municipal Association for any resources that may have standard policies available. TA Sanderson stated that NHMA has financial policies available through their Finance Department. Through the NHMA general legal services section, a policy library is not available. NHMA is different from the school association. TA Sanderson noted that the governance in schools is entirely different due to the SAU and School Board structures as well as federal laws that apply only to schools. In addition, most schools have collective bargaining agreements due to staff size.

L. Malloy questioned if the right course of action was taken. TA Sanderson responded they were doing what had to be done to bring those parts into compliance with State and federal law.

The cash and fraud prevention policies were available for a first reading (copy on file). TA Sanderson updated the Board that in reviewing those policies with staff, some discrepancies were found. There are seven points where cash is received and seven different procedures for handling cash. There are not enough staff for real segregation of duties.

R. Bunnell reminded the Board that policies would be submitted for review, particularly around the audit. There could be multiple readings. Adoption of the policy by the Selectmen would be ideal by the third reading.

TA Sanderson noted the Body Worn Camera policy is very complex. Chief Tucker stated that policy is constantly evolving because more and more departments are using it. Best practices are changing, and she receives updates almost weekly. Police Department policies are constantly being updated as soon as they learn of a best practice. That must be done in order to go after their national certification. TA Sanderson noted the policy had a lot to do with criminal procedure. He suggested having the policy reviewed by the Town Attorney. R. Bunnell stated that policies should be reviewed by the Town Attorney. He continued that something needed to be put in place and then determine how changes are made on a regular basis, if needed. He suggested a quarterly or semi-annual review of policies.

Chief Tucker stated that the difference was that this was a police policy. They have approximately 150 policies. She is the authority that pushes those policies out based on various police organizations. She was concerned that they have a policy they like, show it to the attorney, it comes back, and best practices have changed. Chief Tucker continued they need the flexibility to update policies; updates are done monthly, but not more than two or three times per year. Responding to L. Malloy, Chief Tucker stated it was not an addendum; it becomes part of the policy. Chief Tucker explained the specific software that is used. Her concern was all the changes that are made to a policy on a regular basis.

Chief Tucker questioned if they were just standing up a policy that the Board was comfortable with and then it would be turned over to her to be run like the rest of the Police Department. S. Smith stated that an update to the Board should be made quarterly on the Body Worn Camera Policy. The policy should be sent to the Town Attorney for review as soon as possible. Chief Tucker noted that she received an update on Friday afternoon.

There was a discussion about making changes to the policies submitted for the first reading by R. Bunnell. TA Sanderson stated that under the Right-to-Know Law, the Board cannot deliberate toward an answer online. No action can be taken unless it is in a public meeting.

TA Sanderson suggested that the procedures by staff should be included in the Cash Receipts Policy as well as which departments were involved. Once credit cards are implemented, the policy will change.

4. Air Conditioner in Town Clerk's Office

TA Sanderson updated the Board on the air conditioner situation in the Town Clerk's Office and reviewed the quotes that were received. The air conditioner has failed and cannot be repaired. Six different HVAC technicians have told TA Sanderson that the ducting has to be abandoned. It cannot be cleaned due to the foam. Several different HVAC companies have been contacted.

- Hart Plumbing and Heating, Greenland: \$12,500 – single head solution; 24,000 BTU.
- ProHVAC, Dover: Quote with three different options.
- Townsend Oil, Somersworth: Quote has been received; they have been asked to requote with a different unit (the unit quoted was a Fujitsu).
- East Coast HVAC, Dover: No time available.
- Heritage Home Services, North Hampton: Residential only.
- Lamprey Energy, Hampton: Must be a fuel customer.

TA Sanderson reviewed the options from ProHVAC, which were the lowest quotes. The quotes do not include electrical work. L. Malloy noted this is the first of many, many things in front of the Board on a deficient building. TA Sanderson stated that getting the Town Clerk's office back in business was an important factor. The simplest solution will get them back in business the fastest; the more expensive solutions will allow more options in the future.

Responding the V. Morgan, TA Sanderson stated that the units could be moved. R. Bunnell questioned the lifespan. TA Sanderson responded the heat pumps have not been in service that long and it was hard to tell the life expectancy. R. Bunnell preferred the option that allowed expansion (the three-head option). He also questioned if funds were available in the budget. TA Sanderson stated that the budget would be available at the lower end. The capital reserve fund would have to be used for the higher end.

D. Malloy commented asked if this would be part of the Capital Improvement Plan (CIP). S. Smith stated that normally it would be part of CIP. The Board is trying to solve the problem now rather than waiting.

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MOTION: R. Bunnell moved to accept the quote from ProHVAC, not to exceed \$10,900, to replace the air conditioning in the Town Clerk's office. Second – L. Malloy

V. Morgan noted that electrical was not included in the quote. TA Sanderson estimated that electrical should be approximately \$1,000.

AMENDED MOTION: R. Bunnell moved to accept the quote from ProHVAC, not to exceed \$11,900, including electrical costs, to replace the air conditioning in the Town Clerk's office. Second – L. Malloy; all in favor. MOTION CARRIED

5. Sale of Trailer Update

One bid was received for the trailer in the amount of \$11,110. The trailer was listed in the NHMA classified ads, the Town's website, and Town's Facebook page (Post Impressions: 581, Post Reach: 543, Post Engagement: 143, Link Clicks: 44, Shares: 2). TA Sanderson noted that a brand-new similar trailer has been for sale at REP for approximately four months for \$23,000.

MOTION: V. Morgan moved to accept the submitted bid in the amount of \$11,110. Second – L. Malloy; all in favor. MOTION CARRIED

6. Other Old Business

New Ambulance: An invoice was received today for the ambulance, which should be delivered within the next two weeks. Payment will be made from the ARPA Funds (\$383,380).

MOTION: V. Morgan moved to approve payment of the Fire Department ambulance in the amount of \$383,380. Funding will be through the ARPA Funds. Second – L. Malloy; all in favor. MOTION CARRIED

Monday, July 03rd Meeting: The Board discussed meeting earlier on Monday, July 03rd. The meeting will be at 4:00 p.m.

Band Stand: L. Malloy noted that the paint has been scraped off the Band Stand. Due to recent weather, painting could not be done. She would like to have the Band Stand painted for the first concert on Thursday, June 22nd. The Board needed to paint the Band Stand as a team building project. TA Sanderson offered to have the part-time individual help paint.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Police Department Special Detail Rates

Chief Tucker reviewed the Police Department Special Detail Rates with the Board. She had been in contact with surrounding towns regarding wages and realized how far behind the Town was on Special Detail Rates. The last increase was for the cruiser approximately 1 ½ years ago; the officer rate has not increased in four years. The Town's current rate is \$52 per hour; the average is \$60 per hour and as high as \$75 per hour. Chief Tucker would like to increase the officer rate to \$60 per hour. The billing rate would be \$85 per hour. Rates would increase again in 2024. A copy of the proposed rates is on file. It was noted that the Special Detail Fund was used to purchase cruisers. Revenue to the Special Detail Fund is expected to be meager this year because the Police Department is short staffed, and overtime must be covered first.

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MOTION: V. Morgan moved to approve the Police Special Detail Rates as proposed by the Chief of Police. Second – R. Bunnell; all in favor. MOTION CARRIED

2. Energy Aggregate Committee

TA Sanderson explained the Energy Aggregate Committee was a result of the Community Power initiative. There are different models for how the community power effort moves forward. Some are for-profit companies, others are non-profit. The Town is required by statute to consider it. The committee has the interest and expertise to consider the various providers and make a recommendation to the Selectmen.

Alice Passer has a group of individuals who are interested. TA Sanderson asked her to keep the group to five members for quorum purposes and complying with the Right-to-Know Law. TA Sanderson explained they are not elected officials and not a committee created by statute. They are advisory to the Board of Selectmen. The committee can continue after the community power issue is considered by residents at Town Meeting, or it can end; it would be a decision of the Board of Selectmen.

Four individuals have applied for appointment to the committee; a fifth application was received this morning and will be on the agenda for the next meeting. L. Malloy noted members of the committee had a great deal of experience.

MOTION: R. Bunnell moved to appoint four members to the Energy Aggregate Committee: Cynthia Gunn Stone, Kirk Stone, James Kesseli and Alice Passer. Second – V. Morgan; all in favor. MOTION CARRIED

5. Other New Business

Tax Collector: The Tax Collector has given TA Sanderson a list of properties that will be lienied for 2022 unpaid taxes. The Board will receive a list of property owners who have not paid taxes in three years and will need to consider those properties being deeded over to the Town. Deeding of property is a much more serious step.

TA Sanderson noted that the 2022 tax commitment was approximately \$18 million. The amount of unpaid taxes is \$149,000, which is a small amount compared to many communities. It is a great testament to the citizens who pay their taxes. There is also hard work on the Tax Collector's part to make sure that taxes are paid.

D. Malloy asked about the grace period for paying taxes and if there was interest charged on unpaid property taxes. TA Sanderson explained that if taxes are not paid by July 01st, interest will accrue. If taxes are not paid in a year, the property is lienied. Three lien periods without a payment, interest and other charges are applied as well as the possibility of the property being deeded. TA Sanderson continued that does not normally happen because tax liens are given priority over mortgages.

S. Parker asked how the \$149,000 compared to last year. TA Sanderson stated it might be slightly larger because the overall commitment was slightly larger. It was consistent with the number of taxpayers who are lienied each year.

D. Malloy questioned if it was possible for someone in Town to lose their home. TA Sanderson responded it probably would not happen. He explained that it took three years and other programs are available including Town welfare. It would be unlikely that someone would lose their home unless they did not address the issue.

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Building Inspector: V. Morgan told the Board that the Building Inspector would like to join the Seacoast Building Inspectors Association. Annual dues are approximately \$30. Joining this association would allow the Building Inspector to be in contact with area building inspectors.

VII. CONSENT AGENDA

1. Payroll Manifest: \$69,058.31
2. General Fund Manifest - Total: \$170,069.78 (Town: \$82,381.19; NH Retirement: \$41,744.37; HealthTrust: \$45,444.22; Rec: \$500)

MOTION: V. Morgan moved to approve the Consent Agenda as presented. Second – L. Malloy; all in favor.
MOTION CARRIED

VIII. NON-PUBLIC

MOTION: V. Morgan moved to enter into non-public session under RSA 91-A:3, II(c) and RSA 91-A:3, II(e) at 8:19 pm. Roll call: R. Bunnell, yes; L. Malloy, yes; V. Morgan, yes; S. Smith, yes. All in favor. MOTION CARRIED

The Board moved to return to public session. The Board sealed the minutes of the meeting in public session.

IX. ADJOURNMENT

The Board moved to adjourn; all in favor. MOTION CARRIED

NEXT MEETING

Monday, July 03, 2023 – 4:00 p.m., Town Hall Conference Room *NOTE TIME CHANGE*

Submitted By – Charlotte Hussey, Administrative Assistant