



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

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

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

Staff: Karen Anderson – Town Administrator

Also Present: 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. APPOINTMENTS

1. Fire Station Needs Assessment: Alan Gould, Municipal Resources

Chair Morgan stated that in 2012 the Board of Selectmen met with the Fire Chief to discuss the ramifications of building a new fire station, citing that a fire truck could barely fit into the bays. Also discussed was the possibility of overnight facilities for personnel as well as updating the Fire Department for future needs. A basic floor plan of a new station was done at that time by Ricci Construction. Chair Morgan and Chief Cresta revisited the project several weeks ago and felt the Board should reconsider the issue. It was discussed at the meeting on July 10, 2017; the Board felt a needs assessment would be appropriate.

Alan Gould, Municipal Resources Inc., addressed the Board. MRI has been in business for over 25 years, he is the President of the company. MRI has done fire organizational studies from South Carolina to Maine. All of the organizational studies include a facilities assessment; they are very well versed in what it takes to operate a fire station and its needs. MRI will work with architects for their expertise; growth must be considered when doing an assessment.

Chair Morgan stated that Chief Cresta, K. Anderson and P. Sanderson have met with surrounding towns about working together. They found needs were varying between towns, and not what Greenland was looking to do. Chief Cresta explained that they met with Fire Chiefs and Selectmen from Stratham and Newington. They tried to have Stratham meet Greenland's standards for hourly personnel. Greenland is doing 12-hour shifts, 7 days per week as well as nightly standby pay. Stratham Selectmen weren't interested. Results in discussions with Newington were the same; K. Anderson added that, geographically, they weren't able to help because much of their work is in the industrial area and around the bridge. They were concerned if they were on a call in Greenland, they wouldn't be able to serve their town. Chief Cresta noted that Greenland is still doing mutual aid calls with other towns. Nightly per diem coverage is working well.

Chair Morgan stated that over the last two years the volunteers have decreased in Town and country wide. He added that the situation had to be looked at: does the Fire Department stay in Town or does it get allocated to another town? Chair Morgan has spoken to insurance companies; if the Town loses its Fire Department, home owner insurance rates will sky-rocket. The Fire Department needs to remain in Town, if at all possible; the Town would also have more control if other towns weren't involved. A. Gould added many of their studies involve regionalization and consolidation; that's what the future holds because towns can't offer all of the specific services. MRI encourages towns to partner with other towns when possible to share equipment, mutual aid, etc. Greenland is very lucky to have per diem personnel; many people don't live in the same town where they work and is one of the reasons the "call fire fighter" is becoming a thing of the past. A. Gould continued that much of the ISO rating is based on fire department response time. The days of sustaining a call department are running short.

Chief Cresta stated that the mutual aid system between towns works very well as does the Seacoast Chiefs Association. The Seacoast Chiefs have a lot of equipment through a grant that towns don't need to purchase including a command post with a dispatch center and air trailer. K. Anderson added that brings us to the current situation: do we keep the Fire Department as is in the small facility, or do we build looking into the future. P. Sanderson stated it's a question of staffing. We don't want to duplicate what the Seacoast Chiefs have, but still do our share. He felt it was a staffing question followed by a facilities question. Chief Cresta responded that right now it's a revolving door. Personnel are working here while going to school; as soon as they finish school, they're "scooped up" because there's such a shortage of emergency personnel. P. Sanderson stated staffing should be done first and the building designed based upon the Town's needs. Does the department have the right equipment to meet its goal in the future? Example: one ambulance vs. two.

A. Gould agreed that an organizational study was needed. He continued that staffing, equipment, procedures and facilities were the greatest needs. They will make recommendations for each of the chapters; often the recommendations are seen as a road map. Immediate needs can be implemented if they are related to risk; others can be done later. A. Gould continued that they didn't want to include unnecessary information. He wanted specific questions from the Board about they were looking for; they wanted to give the biggest return on the Town's dividend.

P. Sanderson stated that he wasn't focused on a building; he didn't know what to build or what to build it for. He was at the earlier phases that A. Gould had discussed, and asked for a time frame. A. Gould responded that if they did an organizational study, it usually took a couple of months. They would do a number of on-site visits to get an understanding of how the Fire Department operates. The current facility will be assessed to determine where any issues may be; the Town would be notified immediately of any safety concerns.

The cost is dependent on time involved and how specific the Board wants them to be. An organizational study can range from \$9,500 to the mid/high teens. An RFP would have a very specific scope to be bid on; they also ask towns how much they can spend on the study and that would be the determining factor. P. Sanderson stated some of the details are known: the Town is part of the mutual aid system, is transitioning from part-time call to a full-time type of model, and a Chief will be hired sometime in the near future. Practices and policies that were mentioned are not in place in the sense of a full-time department, and are unsure of what the Seacoast Chiefs envision for Greenland. P. Sanderson hoped the Town was on the low end of the cost spectrum and they could provide something that would include the number of people that needed to be in place over the next three years. A. Gould stated there may also be some alternative funding sources available that would include grants.

C. Hussey stated that if the study was going to be funded through the budget, he would prefer to wait until closer to the end of the year. He felt a better decision could be made in October or November for

budgetary reasons. C. Hussey continued that the Public Works building was going to have to be replaced. There was a discussion about plow trucks fitting through the doors, which are 12'; a sander would not fit. Engineering on replacing the doors may need to be done. C. Hussey also mentioned there was a broken window on one of the doors. J. Rolston felt planning needed to be done. He agreed with C. Hussey that it should be done closer to the end of the fiscal year. C. Deorocki also agreed on waiting until closer to the end of the fiscal year. It would give good direction on what to look for and think about. P. Sanderson disagreed with waiting. If MRI could provide a product, it could be included in this year's budget process. Some funding may be able to be put aside in a capital reserve fund to start planning for the next budgetary season. The Board may be able to give the Budget Committee more guidance as they develop the Fire Department budget regarding personnel. He continued that he wasn't as concerned about the building as he was personnel and getting ready for them. If the budget is not built with a full-time chief included, there could be a problem; that can't be done without this product indicating what is needed. The organizational study should be done in enough time to give to the year's Budget Committee which starts in October/November. K. Anderson added that the Selectmen will start their portion of the budget in September/October.

Chief Cresta asked if donations towards the study would help. P. Sanderson responded that would help but the Town Administrator would need to look at the budget for this type of funding up to \$10,000. He continued that he would like to spend up to \$10,000 to have enough information available for the Budget Committee. A. Gould stated for that amount, they could do the highest priorities on the list.

In two months, the report should be received on schedule with the budget process. K. Anderson noted that the budget would be submitted to the Budget Committee shortly after Halloween. There is a line item in General Government under Consultants that's been reserved for improvement studies.

Chair Morgan stated that going forward, the Town needed to understand what was happening with the Fire Department; it's a crucial part of the Town. Laying the groundwork that was started in 2012 needs to be done now.

MOTION: P. Sanderson moved authorize the Town Administrator to enter into a potential agreement with MRI, not to exceed \$10,000, for an organizational study of Fire Department needs. Second – J. Rolston; four in favor, one opposed (C. Hussey). MOTION CARRIED

2. Recreation Committee

Chair Morgan asked the Recreation Committee Co-Chairs to meet with the Board of Selectmen to discuss issues that were mentioned in their minutes and to try to work together to resolve their concerns. Some of the concerns were missing minutes, late payments to referees, safety risks at the fields, responsibility for maintaining fields, understanding where monies go from the summer concerts, having Rec members properly sworn in, and minutes to the Town Clerk. The Town Clerk is the keeper of Town records, and she should receive the minutes as well as the Secretary to the Boards. Another concern was holding meetings at brew pubs.

Chair Morgan stated that the Board of Selectmen wanted to work with the Rec Committee, and that they did a great job. However, there were some issues that needed to be addressed. Sharon Hussey will forward copies of the minutes to the Town Clerk, Secretary to the Boards and the bookkeeper. Missing minutes are from the previous Rec Committee Chair. Chair Morgan suggested recording their meetings; S. Hussey will discuss that with the Rec Committee. She continued that the minutes have been done at the meetings and are approved at that time.

S. Hussey stated that the Rec Committee had approved expenses for the Summer Concert, but would like to be more involved and know what the money is going towards. The previous Rec Committee Chair was probably aware of the process; however, the new Committee members aren't and need to understand the entire procedure.

S. Hussey's biggest concern was the preparation and maintenance of the fields. This was C. Deorocki's, Selectmen's rep, area of expertise. There needs to be a maintenance schedule when the fields can be done and how much comes from the Rec fund and/or the Town. They were looking for direction on how the Rec money can be spent.

P. Sanderson gave a brief history of the summer concerts. Years ago, the Rec Committee offered to use their revolving funds as a guaranteed source of payment. The summer concerts would raise money and only use Rec Committee revolving funds for the amount that could be taken care of through donations. The other part of the theory was that the concerts were recreation for residents of varying age groups. K. Anderson added that, historically on the financial end, the donations and revenues received for the concerts covered the expenses with the exception of one year. P. Sanderson stated the Women's Club generally does the booking of groups. It's always been a great partnership between the Vets who do the food, the Women's Club doing the arrangements, the Town, and sponsorship by the Rec Committee. The Town provides the port-a-potties and police coverage. Chair Morgan stated that the Concert Committee meets once or twice a year; Rec members are invited to any of those meetings. He will also make sure that the Concert Committee notifies the Rec Committee of the meetings.

P. Sanderson explained that for many years the general theory of the Budget Committee was that the Town would appropriate enough funding for field maintenance and capital needs; the fields were available 24/7 for all residents year round. The Recreation Revolving Fund was for user fees from parents to cover the various costs. The fields were considered Town assets and should be covered by Town appropriations. K. Anderson added that the warrant article included fees for any field rentals went to the Revolving Fund. For many years, the appropriation was approximately \$30,000, and that the Revolving Fund stayed in the \$20,000 to \$30,000 range; now it's grown. The fund is meant to take care of each year's variable costs, i.e. referees, supplies, equipment rental, etc. It's not a savings account for the future; that would be a capital reserve fund.

S. Hussey told the Board that improvements need to be made to Maloney Field due to the large divots, which are a safety concern. She questioned if the money for repair was covered by the Town or if it came out of the Revolving Fund. K. Anderson explained that if an amount is over \$10,000, it will need to go out to competitive bid. P. Sanderson noted that was policy; but it can be done on a problem by problem analysis. S. Hussey questioned the best way to move forward on the field repairs and how it would be paid. P. Sanderson responded that they'll need to look at the Rec Committee budget. If there's been deferred maintenance that needs to be done, the Board can approach the Budget Committee.

Chair Morgan commented that in the Rec Committee minutes it was stated that their profits were down 31% from 2016. K. Anderson stated that it may be a matter of timing when she prepares their financial reports.

J. Rolston asked if there would be an impact from the new fields Portsmouth was planning. They're building multi-purpose artificial turf fields.

Chair Morgan discussed appointment of members. Erica Rahn will need to be appointed and sworn in, ~~and her votes don't count.~~ AMENDED TO READ (08.07.2017): Until she is sworn in, her votes won't be

valid. The Board would like to meet all appointed members. PROPOSED AMENDMENT TO ADD: E. Rahn has been a long standing member and could, therefore, forego an introductory meeting with the Board. E. Rahn can send a letter, and a form is available on the website.

S. Hussey stated that meetings at the brew pub were part of their recruitment process. P. Sanderson stated that if they wanted to have a recruitment night that was fine. However, it shouldn't be called a meeting with regular business being done. The meeting can be held at the Town Hall.

Chair Morgan recommended reading the Right-to-Know Policy and Knowing the Territory (how the Rec Department interfaces with the Town). K. Anderson will send a copy of the Rec Committee's Town Budget.

II. APPROVAL OF MINUTES

1. Monday, July 10, 2017

Chair Morgan amended page 4, requesting that the Fire Department sign be taken down; he stated that C. Hussey had made the request.

MOTION: J. Rolston moved to approve the minutes of July 10, 2017 as amended. Second – C. Deorocki; four in favor, one abstain (P. Sanderson). MOTION CARRIED

III. OLD BUSINESS

1. Coakley Update

K. Anderson updated the Board that the EPA has looked at recent requests made by the Coakley Landfill Sub-Committee studying the cancer cluster. DES agreed with the Sub-Committee that additional monitoring needs to be done on private wells. EPA also agreed and has added five private wells to their semi-annual monitoring program; two wells are in Greenland (Maple Drive and Berry Farm Lane), two are in North Hampton and one in Rye. The five wells expand the current radius. There were requests to include September Drive, which was denied because there hasn't been enough evidence to support the need to extend it that way. K. Anderson has asked to be included in the upcoming stakeholders meeting. P. Sanderson stated that he thought the request for additional monitoring had been denied by the Coakley Group; K. Anderson was unaware of that decision. She stated they meet monthly by teleconference, and the minutes are posted on the North Hampton website. Coakley is trying very hard not to get involved or admit there is any issue. They have, however, repaired a couple of the monitoring wells that were broken on their site. Most of the work that Peter Britz does for them is billed to the City of Portsmouth from the Coakley Group.

Recommendations have also been made for specific signage for surface water and will be discussed at the stakeholders meeting. DES has confirmed high levels of PFC's, PFOS's and PFOA's in certain locations of the surface water; initial testing was done by the Conservation Law Foundation.

K. Anderson has received an email from a resident requesting the Town intercede between potential buyers of the Seavey Way development and the seller to ensure they are aware of the problems associated with the Coakley Landfill. The deed restrictions on the lots states that no wells may be installed; they can't have irrigation wells and will be on public water. The resident wants it to be further, explaining why there cannot be irrigation wells due the proximity of a toxic landfill. K. Anderson

stated that she responded back that it's "buyer beware"; the seller will have to fill out a disclosure form, and it's up to the seller to sign that they have made any disclosures on the property. The Town should not be involved. She added that the Town needed to exercise caution regarding this issue. Statements should not be made that would make the Town liable for the loss of a sale when we don't have test results that exceed EPA standards. The Board was in agreement.

P. Sanderson stated that Fish and Game has shared a lot of information with DES. They stock fish in the area that spend most of their life in the ocean and are then transferred to the brook. The chance of catching a trout in the brook that would be bio-cumulative is very, very small. The Air Force is also testing sediments in the Bay in Newington for outfalls that come off the base. There has been no response from Senator Morse at this time regarding the grant.

2. Policy Reviews

- a. Welfare: K. Anderson reminded the Board that they reviewed the policy in April 2017; the statute requires that the Board periodically review the adopted guidelines. Recommendations had been made regarding prescriptions as well as students. Those changes were made but never brought back to the Board to confirm the guidelines.

Chair Morgan stated that the law requires that emergency welfare needs are addressed within 72 hours. If K. Anderson isn't available and the needs aren't addressed, the Town can be held liable. He recommended there be an Assistant Welfare Officer when K. Anderson isn't available. She has recommended the Town Clerk; the Board needs to nominate someone for that position. K. Anderson stated that the assistant wouldn't be doing case management case work; it would be an emergency need at that moment. Through the generosity of the Vets and a resident who donated Wal-Mart cards, food and gas money is available by gift cards. P. Sanderson added that someone should be trained on the basics to make sure things are done correctly in the absence of the Town Administrator.

K. Anderson stated there is a very small welfare need in Town. Having an assistant will increase the confidentiality aspect. Chair Morgan recommended the assistant and K. Anderson meet on a monthly basis for updates. He questioned a breach of confidentiality if welfare cases are discussed between officers. P. Sanderson responded it would not be a problem because they are both part of the program. The Board of Selectmen supervises the program and can be brought into a case under the right circumstances. The Town Clerk explained her process for handling a welfare case in the absence of the Town Administrator.

MOTION: P. Sanderson moved to appoint the Town Clerk/Tax Collector as the Assistant Welfare Officer if the Town Administrator is not available. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: P. Sanderson moved to confirm the review of the welfare guidelines as modified in April 2017 in accordance with RSA 165:1 for the remainder of 2017. Second – J. Rolston

Discussion: The guidelines will be reviewed on an annual basis. New Selectmen will have the opportunity to review the guidelines and understand the process.

AMENDED MOTION: P. Sanderson moved to confirm the review of the welfare guidelines as modified in April 2017 in accordance with RSA 165:1; guidelines to be reviewed on an annual basis (next review will be July 2017). Second – J. Rolston; all in favor. MOTION CARRIED

- b. Video Surveillance: The Police Chief, who is currently away at training, has contacted Chair Morgan requesting the Video Surveillance Policy be continued until she is available.

MOTION: P. Sanderson moved to table the Video Surveillance Policy until such time that the Police Chief can be present for discussion. Second – C. Hussey; all in favor. MOTION CARRIED

- c. ID Badges: The Board had requested the policy for wearing ID badges be included in the Personnel Policy prior to implementation. Corrections requested by C. Hussey included removing “and contractor personnel”. K. Anderson stated that the assessor is a contractor. It will be changed to “contracted personnel”. He also suggested “Police staff” be changed to “Police officers” because the officers will have name tags and be in uniform; the secretary is not in uniform. P. Sanderson received a call from the Fire Chief regarding ambulance personnel wearing something around their neck that could be grabbed by a patient. He added that they wear uniforms and are easily identified. C. Hussey responded they don’t have to wear a lanyard, it could be a clip on their belt.

K. Anderson was approached by a firefighter stating he would resign if he had to wear an ID badge because he had been stalked on social media by a patient after a Greenland call. P. Sanderson stated he would be happy to delegate the Fire Department issues to the Fire Chief; they are all licensed personnel. K. Anderson added they have identification in their wallets. C. Hussey’s concern was there were people in the building and he had no idea who they were. He continued that Chief Cresta had discussed first name and initial only. Portsmouth also includes contact information for next of kin on the ID. Responding to a concern from the Town Clerk, C. Hussey stated that Chief Cresta was looking at the retractable clips. He added that in the future the badges could act as a time clock.

Transfer Station: P. Sanderson stated they should have an ID so residents know they are employees; ID badges must be available.

Town Staff: Building Inspector, Health Officer and assessor should wear ID badges when accessing private property.

The policy will be written to state: It is the policy of the Town of Greenland to issue an appropriate identification (ID) badge to each employee and contracted personnel. ID badges must be in the possession of the employee while performing their duties and displayed as directed by the Department Head. Elected officials are exempt from this requirement.

P. Sanderson stated the above will allow each department to take the action that is appropriate for them. It’s important to have an ID, to have them in their possession while working, and it be displayed as required by their Department Head.

MOTION: P. Sanderson moved to adopt the Identification Badge Policy as revised. Second – J. Rolston; all in favor. MOTION CARRIED

- d. Ethics: Review of the Ethics Policy is in response to the discussion by the Board at the last meeting. K. Anderson inquired with other towns about the ownership of tools and if it was routine. Included in the Board packet was the questionnaire she sent and the responses received. She didn’t receive many responses. The majority stated they didn’t allow town property to be used for personal reasons due to problems that occurred within their department or weren’t aware of it. One town responded they didn’t allow it nor did they enforce it. Another town allows a \$500 annual tool stipend, recognizing personnel are using their own tools at the same time.

Chair Morgan stated that if the Board stopped the Property Maintenance Supervisor from working on his own equipment on Town property using his tools, the Town should buy new tools, which could be expensive. The Property Maintenance Supervisor is willing to let the Town use his tools as long as he can repair his equipment. Chair Morgan added that he didn't have a problem with it and there has never been a problem in the past. He understood C. Deorocki's concerns about liability.

C. Deorocki stated that his concern was with ethics; there was a policy in place about the use of Town property for personal use: Misuse of Position. He was not nitpicking; he was trying to enforce policy that was already written. He also didn't understand why it was an issue because it was in black and white. C. Hussey added that it was not only the Property Maintenance Supervisor. It was also the Fire Department, computer equipment in the Town Offices, cell phones, etc. He continued that he made some phone calls to people he knew in other towns; they were allowed to work on their own equipment with their supervisor's permission. C. Deorocki responded that the emails from other towns were in agreement it wasn't allowed for ethics reasons. He questioned how much mechanics was being done, and added that a basic tool set was needed; a big tool chest wasn't needed. C. Hussey responded that a smaller tool chest and tools could cost \$5,000; P. Sanderson added an air system would also be needed. J. Rolston asked if Town tools were identified; K. Anderson has an inventory. J. Rolston stated that they should be marked if they belong to the Town.

P. Sanderson stated that when jobs were contracted out, it was a nightmare. Now, it's a multi-departmental position. While he understood C. Deorocki's concerns, he didn't feel it was that level of a problem, and there was nothing that really needed to be worked on. C. Deorocki asked if the Ethics Policy needed to be changed. No matter what was being brought to the table to give to the Town doesn't matter; there is an Ethics Policy. The Town Clerk stated that it would affect all the cell phones paid for by the Town, computers, etc.; K. Anderson responded there was a separate computer policy. The response was it's still Town property and ethics are involved.

Chair Morgan stated he understood C. Deorocki's stance; however, ~~rules and regulations are made and written down, but there are judges and juries set in place. If rules and regulations were enforced, they would not need the Board of Selectmen. They'd only need a computer and not a judge and jury. There are exceptions to every rule, and this would be an exception.~~ AMENDED TO READ (08.07.2017):rules and regulations are written as guidelines for people to follow. If life were simple, all we would need would be computers to make decisions for us. But these rules and guidelines do not take into consideration the human factor. That's why we have judges and juries and a Board of Selectmen, etc. Circumstances vary in individual cases and we need people to make exceptions to the rules and regulations where needed. C. Deorocki responded that he felt it was a poor exception. He referred to the email from Exeter regarding liability and the front page test. He felt it was a bad look, beyond ethics; the Townspeople don't like it. It's been brought to his attention to bring to the Board.

The Town Clerk suggested a waiver be signed not allowing him to bring his equipment to be fixed on Town property. Also suggested was a waiver of liability. In response, C. Deorocki suggested the tools go back to the Property Maintenance Supervisor's house.

C. Deorocki continued that it's a visible position and the doors are open. J. Rolston stated that during his time on the Board he has never had a single person say anything to him; Chair Morgan was in agreement. Chair Morgan told the Board that they could tell the Property Maintenance Supervisor that he can't fix his equipment on Town property; if they did that, the Town needed to

spend money on tools. C. Deorocki's response was that if the Town wanted a DPW, they had to spend money. The response was that it wasn't in the Town budget. Chair Morgan stated as far as he was concerned, if the Property Maintenance Supervisor uses his tools, he can fix his equipment on Town property. J. Rolston added that using Town tools was different. K. Anderson suggested if the Board didn't have a problem with it, the door should be closed; the front page test was a real concern. Chair Morgan also suggested that the Property Maintenance Supervisor sign a waiver that the Town was not liable.

Chair Morgan asked the Board if they had any problem with the Property Maintenance Supervisor repairing his equipment, on his own time and using his own tools, on Town Property. The majority of members liked the idea of the door being closed, but didn't have a problem otherwise; C. Deorocki did have a problem with the proposal, stating transparency as a concern and the problem was just being hidden. K. Anderson commented she thought it would be incidental use and it would be repairs to his own equipment. Responding to a question from C. Deorocki about liability in case of fire, P. Sanderson stated that's why the Town has insurance. K. Anderson added personal equipment would not be covered under the Town's policy. P. Sanderson agreed that a reasonable compromise would be to have the Property Maintenance Supervisor sign a release stating that working on his personal equipment after hours was not covered by Worker's Comp. P. Sanderson noted that Greenland, with one public works employee, is not the same as a larger town with a number of employees—they need to have a much more detailed and restrictive policy. There is a reasonable accommodation to be made in this situation.

K. Anderson will work on a waiver to be signed by the Property Maintenance Supervisor. It will include he is not covered under Worker's Comp for personal work done after hours and the Town is not liable for damage/theft of his personal equipment while on Town property. Asked about having the door closed while working on personal equipment, members of the Board didn't want to micro-manage to that extent. They didn't mind the public knowing what was being done; the Board would handle any questions. The Property Maintenance Supervisor will be reminded to use discretion regarding visibility.

3. Other Old Business

There was no other old business to discuss.

IV. NEW BUSINESS AND ADMINISTRATIVE

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

K. Anderson recently spoke with the Dover City Manager about their recent conversion to LED street lights. Their bills dropped in half the first few months after the conversion. She spoke to Affinity, the company doing Dover's conversion, and authorized the release of the Town's street light ledger from Eversource to see if Greenland would qualify for the program. She then contacted Eversource who has grant funds available to help with the cost of these programs. The Eversource funds were expended for 2017; 2018 money is being allocated now--Greenland has been allocated approximately \$12,800. Affinity is willing to move forward with the replacement in November/December, and not bill the Town until 2018. Total cost of the project would be approximately \$28,000. Based on the analysis of the bills, the Town would be even in 2.5 years. The LED lights are much brighter; current bulbs burn out in various locations once a month. The LED lights would replace the entire fixture; they are night sky compliant.

Affinity has agreed the work can be done in 2017; they would bill the Town and Eversource in 2018. P. Sanderson suggested the project could be funded as part of the Road Maintenance budget. K. Anderson agreed, adding there has been no paving, striping, etc. done this year. P. Sanderson suggested she look at the budget and report back to the Board at the next meeting. The Board was supportive of converting to the LED lights.

2. Intent to Cut

The Intent to Cut is for Bluebird Storage, 125 Ocean Road. The cut will be for approximately one acre; it's not in current use and qualifies for the cut. The Intent to Cut will be sent to DRA after signed by the Board. The logger will file a Report of Cut with the Town for the Timber Tax assessment.

MOTION: J. Rolston moved to sign the Intent to Cut and send it to the Department of Revenue. Second – C. Deorocki; all in favor. MOTION CARRIED

3. Veterans Credit

The veteran is a new resident of Greenland, and lives on Boxwood Path. He qualifies based on NH residency and time period served. This will be effective in 2018.

MOTION: J. Rolston moved to approve the Veterans Credit for Andre Theriault, 89 Boxwood Path. Second – P. Sanderson; all in favor. MOTION CARRIED

K. Anderson added that she had worked on the draft MS-1 Report. She had estimated there would be \$130,000 in Veterans Credits; normally it's \$112,000. The actual amount will be \$120,500.

4. Real Estate Tax Liens

The Tax Collector forwarded the list of 2016 unpaid taxes that have become liens. The total amount is \$78,603.91. Greenland has an excellent tax collection rate due to the diligence of the Tax Collector. There is one property scheduled to be deeded at the next meeting.

MOTION: C. Deorocki moved to acknowledge the receipt of the Tax Collector's Execution of Liens. Second – J. Rolston; all in favor. MOTION CARRIED

5. Weight Limit Sign: Willowbrook Avenue

Included in the Selectmen's informational packets was the policy for establishing weight limits on roads. Because Willowbrook Avenue extends into Stratham, anything done would have to be coordinated with that town. There must be a valuable, proven reason for posting weight limits on roads.

C. Hussey's concern was the housing development that was approved for the Stratham end of Willowbrook Avenue. If Greenland redid their portion of the road, he didn't want trucks driving on it. K. Anderson has sent a letter to the Stratham Planning Board, on behalf of the Selectmen, acknowledging that Greenland would be rebuilding Willowbrook Avenue. Depending on the timing, Greenland may require a road bond from the developer for any damage to the Town's road. It was added to their record for that development.

Stratham is applying a ½" shim coat to their portion of Willowbrook; they didn't want their road torn up for the development. K. Anderson has given the contact information to Greenland's Road Agent to coordinate with them if the Town's portion is delayed another year.

Two residents living on Willowbrook were present. It's unlikely that the bridge will be widened; however, it is likely some of the trees will be removed. It was noted that the speed on that road is likely to increase if trees are removed and posting the road with a weight limit for trucks will not help. P. Sanderson added that posting a weight limit would be illegal because it's within two miles of a national network highway. L. Cummings stated the culvert is going to collapse eventually with the increased weight of vehicles on that road as well as the culvert getting older and washed away. The ambience of the road will be altered if too many trees are removed.

6. National Night Out: Tuesday, August 01, 2017

The Board was reminded that National Night Out will be held on Tuesday, August 01, 2017, from 5 p.m. to 8 p.m. at the Fire Station and Town Hall. There will be a cookout and music; sponsorship is normally from Target and Mercedes-Benz.

7. Other New Business

- As part of the audit process, K. Anderson is required to review the audit statements from the auditor. The Management's Discussion and Analysis is created based on the statements and summarizes the audit. It explains the Undesignated Fund Balance, change in the tax rate, etc. There was nothing of major concern to report. The Trustees of the Trust Funds have been unable to produce a bank certification from one of their bank accounts; the bank requires it be done electronically, however, the auditors don't want an electronic format. The Chair of the Trustees has been working with all parties involved. The ambulance billing and reconciliations of write-offs through the Fire Department have not been given to the Town in a timely manner. That creates a delay with the Town and Comstar (does the billing). A better policy for managing those will be created. Chair Morgan questioned the \$8,000 over-expenditure at the Transfer Station; this was the result of hiring additional staff for Saturday's, which was not budgeted but was authorized by the Board. In addition, one employee was on sick leave for an extended period of time and was replaced. As a result, the part-time salaries were under budgeted.

The other area of concern was Long Term Obligations regarding pension liability of \$2,700,000. K. Anderson explained this is the second year of the requirement by the Government Accounting Standards Board that towns show their pension liability and if it's a pension they own or participate in. The Town is a member of the NH Retirement System. The Town's liability for those paying in and not yet retired, based on estimated lifetime, etc., is \$2,740,000. If something happens to the NH Retirement System, the Town has employees who have paid that money over a number of years. Technically, it's a Town liability that shows on the books but is not actually a liability. The other figure is \$77,541 which is the long term obligation based on compensated absences. This is the total amount of unused sick and vacation leave on the books, based on the policy of payout. If an employee leaves Greenland, they receive ten days of unused vacation time and a maximum of 240 hours of unused sick leave. It's based on current wages and is booked as an unfunded liability.

K. Anderson reviewed Item 31 regarding the financial statements. Everything must be designated whether it's restricted, non-restricted, or spendable. If it's part of special revenue, it's in a special fund; there is also the general fund as well as other statements that are all government. All of the capital reserve funds and special revenue funds are combined and state it's the total Greenland and Greenland's general fund.

MOTION: P. Sanderson moved to authorize the Chairman to sign the Representation Letter to Plodzik and Sanderson regarding the audit. Second – C. Deorocki; all in favor. MOTION CARRIED

- There is currently an RFP for recycling services for the actual processing of recyclables. The current contract is for a zero base. There is no revenue for recyclable material nor does the Town pay anything. It's a three year contract that has been very positive for the Town. The market for recyclables dropped and towns were paying more to get rid of recyclable materials than for trash. K. Anderson received a call from the Eco-Maine rep stating that a paragraph in their contract allowed for a three year roll-over at the same terms if both parties agreed. The President of Eco-Maine agreed to extend the roll-over to Greenland (three years at zero). Those terms are not offered if there is an RFP, and it's no longer offered to other towns. She explained the pricing that would be done through an RFP. The terms have been reviewed by the Property Maintenance Supervisor; his recommendation was similar to K. Anderson's that the roll-over from Eco-Maine be accepted and stay zero for three years. K. Anderson noted that the Town should benefit for at least the next year; the market is increasing and prices are on the rise but not at a pay level. Chair Morgan was in agreement; P. Sanderson added that the Town should be working with residents to increase recycling. Eco-Maine will come down in the fall to hand out recycling bins to residents and set up a booth at the Transfer Station.

MOTION: J. Rolston moved to authorize the Town Administrator to roll-over the Eco-Maine contract and withdraw the current RFP. Second – P. Sanderson; all in favor. MOTION CARRIED

- J. Rolston updated the Board on the Library. Marcia McLaughlin, Library Trustee Chairman, informed the Board that they are working on their story to get it out effectively to the community. She wished they could get people into the Library to see where they are with their small space and that they're trying to do the best they can with what they have. The Building Committee is in full swing with the architect. As of July 24, the most up-to-date building plans were sent. They will be meeting with the Church Council and architect in August. A concern from the School Board was access from the proposed parking area behind the SAU offices when it's bus time. They are looking at an agreement to create open space access directly into the U-shaped turnaround between the Parish House and Library. The Fund Raising Committee is struggling to get started. She's hoping to meet with the committee to get started before the warrant article is submitted. P. Sanderson recommended that the septic system be adequate for the size of use. M. McLaughlin will check with the architect; he is aware of that concern. K. Anderson added that the new septic may have been sized to accommodate a new Library. P. Sanderson stated that an engineer will have to certify that the septic system is adequate.
- C. Hussey asked for an update on the phone system. K. Anderson reported that the engineering part is complete. BayRing ownership was transferred to FreedomRing and they need to release the lines so they can be ported over to Comcast. As soon as the transition from BayRing to FreedomRing is complete, the lines will be ported over. The fax line will stay with FreedomRing. Added to this system will be the option to be connected to any news and information (announcements for cancellations, closures, Household Hazardous Waste Day, etc.). Phones have been ordered and a training video has been sent to staff.
- C. Hussey has requested that the IT specialist be scheduled before budget season to meet with the Board about computer security and any purchases that may need to be made.

V. ACCOUNTS PAYABLE – THURSDAY, JULY 27, 2017

1. Payroll Manifest 15

MOTION: J. Rolston moved to approve Payroll Manifest 15 in the amount of \$56,745.52. Second – P. Sanderson; all in favor. MOTION CARRIED

2. General Fund Manifest 15

MOTION: C. Hussey moved to approve General Fund Manifest 15 in the amount of \$585,114.27 (School - \$500,000). Second – P. Sanderson; all in favor. MOTION CARRIED

3. Police Special Revenue Manifest 08

MOTION: J. Rolston moved to approve Police Special Revenue Manifest 08 in the amount of \$435. Second – C. Deorocki; all in favor. MOTION CARRIED

VI. ADJOURNMENT

MOTION: P. Sanderson moved to adjourn at 9:25 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, August 07, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, August 07, 2017