



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

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Monday, October 02, 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

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I. 6:30 p.m. NON-PUBLIC [RSA 91-A:3, II (c)]

1. Tax Deeding (Map R7, Lot 39)

MOTION: Chair Morgan moved to enter into non-public session at 6:30 p.m. Second – P. Sanderson; all in favor by roll call vote. MOTION CARRIED

MOTION: C. Hussey moved to leave non-public session and return to public session. Second – P. Sanderson; all in favor by roll call vote. MOTION CARRIED

MOTION: Roll call vote to seal the minutes of the non-public session; all in favor. MOTION CARRIED

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.

II. 7:00 p.m. PUBLIC HEARING

1. Acceptance of Donation – Target “Heroes and Helpers” to Police Department

The Police Department received a \$1,000 donation from Target for the Heroes and Helpers Program. This is an annual event; the Police Department chooses a local family to bring to Target to purchase Christmas gifts. Chair Morgan opened the meeting to public comments. There being none, he closed the public hearing and returned to the Board.

MOTION: J. Rolston moved to accept the donation of \$1,000 from Target to the Police Department for the Heroes and Helpers Program. Second – C. Hussey; all in favor. MOTION CARRIED

III. APPOINTMENT

1. Library Expansion Update: Library Trustees

Marcia McLaughlin, Trustee, introduced Ron Lamarre, Architect of Record (Lavallee/Brensinger Architects) as well as Leonard Schwab and Craig McLaughlin, members of the Building Committee.

The Board of Selectmen received a preliminary estimate prior to the meeting. Bauen Construction Company was hired by Lavallee/Brensinger to do the cost estimate. P. Sanderson asked for a justification of the \$3.5 million cost. He also asked if they were working with the Church and school regarding the necessary property rights to complete the project. R. Lamarre explained they are building 9,000 sq. ft. onto the back of the building and it will be two stories. Approximately \$2.9 million of the cost is for construction. The building itself is almost at the property line, but is set back slightly. They plan to work closely with the Planning Board; the school has notified them of some roll-off drainage issues from the school property. They are trying to keep it a very simple to build structure. There have been discussions with the school about building a parking lot as well as paving around the Church. R. Lamarre added that there is a verbal agreement with the school; if the addition is passed by the Town, the school will consider entering into a Memo of Understanding. The parking lot would become dedicated parking spaces when the Library is open and used by the school when the Library is closed. The school has requested that the parking lot be two-way for bus traffic without having to go through the school lot.

The Library foundation abuts that of the Church. The Church has been contacted and is amenable to paving the gravel area around their building. They will work with the Town on parallel parking in front of the Library as well as two handicap spaces. Paving the Church area will allow six handicap parking spaces in addition to more green space. P. Hayden pointed out that the area for the handicap parking spaces was the septic system. R. Lamarre agreed, stating that the septic will be enlarged. P. Hayden also noted that the current septic system belongs to the Parish House; R. Lamarre responded they would be abandoning that system. The Library septic system would be expanded and the Church would connect. P. Sanderson questioned if it would be large enough to handle the number of people using the meeting rooms; R. Lamarre stated it would be large enough to handle five toilets. Code calls for four toilets, and they have included five restrooms. They are planning six unisex restrooms. The engineers will ensure that the system is sized properly to accommodate the restrooms. If there is a problem, they will move the parking spaces to accommodate the septic system.

The existing children's area will become storage, mechanical and restrooms. The new addition will become a lower level lobby, children's room and a large meeting room. The large meeting room could be open to the community after hours. Dedicated lighting and HVAC will be available in that room, and includes CO2 sensors to bring in fresh air when needed.

In terms of an investment, the Town would be getting 9,000 sq. ft. of a 21<sup>st</sup> Century Library with meeting and conference rooms as well as staff areas. The existing Library will become an area for specialized collections and reading room. That section will be restored, keeping the history of the Town intact. M. McLaughlin noted that they have received letters of agreement in principle from the School Board and Church regarding the parking lot and use of the area behind the Church for a walkway. P. Sanderson stated that the Church, as a private entity, could grant the property rights they would need. The school may need a warrant article at the School District meeting to convey property. He recommended discussing it with the school as they prepare to meet with the Budget Committee.

A construction manager who builds libraries was engaged to do a cost estimate. The owner of Bauen Corporation reviewed the proposed plans. When completed, the Library will be 11,628 sq. ft. (the new addition of 9,000 sq. ft. and the existing building of 2,628 sq. ft.); this is gross square footage going around the outside walls. The new addition will be built first, everything moved into the new addition, and then complete the restoration and renovation work on the existing building. A copy of the cost breakdown is on file. R. Lamarre explained the type of windows that will be used and how the interior will be finished. A bid contingency fee of \$125,000 has been added because it's still in the concept design phase. The general conditions include the direct cost of a project manager, a superintendent,

etc. R. Lamarre explained that after the vote passes, the design will be developed and they will stay within those numbers, and they are guaranteed. In addition, there is a construction contingency for \$143,625.

Chair Morgan asked who could utilize the Conference Room; M. McLaughlin responded that anyone could use that room. They tried to create spaces to meet the needs of different groups and would be available when a Library function wasn't scheduled. There are currently seven Library employees; Denise Grimse was unsure if additional staff would be needed. She felt she would need to increase hours or employees, or a combination. C. McLaughlin added that the Building Committee has tried to arrange things so there is line of sight control of the exits with a minimum number of people. Their objective was to minimize the number of additional staff. The Trustees currently have approximately \$622,000 in their CRF as of August 2017. J. Rolston stated they are looking to bond \$3 million.

P. Sanderson stated that the Trustees would need to go to the Budget Committee and the Planning Board. They would also need to resolve with the school whether or not warrant articles would be needed. Bonding hearings would need to be held if they planned to submit warrant articles. If a petitioned warrant article was presented, the Town Administrator could not be involved in its preparation. If the Selectmen sponsor it as a Selectmen's article, the Town Administrator can assist. There is an earlier deadline for bond warrant articles, which is January 05, 2018. January 16, 2018 is the last date for a bond public hearing to be held. The public hearing must be advertised by January 09, 2018. K. Anderson stressed those are the last dates, adding that if they wait to have a bond hearing on January 16, 2018 and it snows, the Bond Council will not approve a delay.

P. Sanderson suggested the Trustees schedule additional time with the Budget Committee. He also suggested they have public hearings so the community can learn more about the project and how it can benefit them; he recommended December as a deadline. P. Sanderson added he would like feedback from the Budget Committee and community before the Selectmen make their decision. There was further discussion about using land owned by the school. P. Sanderson suggested the school contact the School District's attorney regarding interest in land to be conveyed to the Town. K. Anderson will forward bond counsel information to D. Grimse.

#### IV. APPROVAL OF MINUTES

##### 1. Monday, September 18, 2017

MOTION: P. Sanderson moved to approve the minutes of Monday, September 18, 2017. Second – C. Hussey; four in favor, one abstain (Chair Morgan). MOTION CARRIED

#### V. OLD BUSINESS

##### 1. Budget Reviews

- Police: Chief Laurent presented her budget. Lt. Sawyer is leaving; however, the departure date is unknown. The Department Secretary is retiring at the end of October. A full-time administrative assistant has been included in this budget. In Chief Laurent's budget, the position is a difference of \$1,400; the majority of the cost is insurance, which appears in the Town budget. NH Retirement is not an additional impact because as a 35 hour per week position, it's already included. The suggested salary increase department wide is 3%. The increase is based on a wage study done by Chief Laurent. One study compares Greenland PD with the State: of the 69 jurisdictions that

responded, salaries in Greenland are 2.5% lower. Rockingham County was also surveyed: 25 of 32 responded, Greenland is 2.05% lower. K. Anderson clarified Greenland was 2.5% lower than the average. In the Seacoast area, 11 of 16 jurisdictions responded: Greenland is 3.9% lower than the average. Chief Laurent's concern was keeping her staff. She wants to attract certified, experienced, rational, logical officers. She submitted a 3% increase across the board for the Police Department; she felt it was important to keep up with surrounding communities. The overtime breakdown was reviewed with the Board. Purchasing gas through the State was explained. New equipment: one taser per year is replaced; if the 50% grant from the State for radar is not received, the radar is not purchased (this will be the last one needed to update the old radar); the AED is replaced at ten years; clothing allowance was increased by \$1,000; there were no significant increases. Grants that were applied for total \$28,753. Capital Improvement: Chief Laurent would like to put funds aside for a new roof. A revenue report was also included; these funds are used to offset the cost of processing detail work. Detail work pays 100% for cruisers as well as equipment that is added or removed from vehicles. The cruisers are the Fords with the CO problems; Chief Laurent stated all cruisers have CO detectors. Salary figures do not include longevity pay. Most police department's in the area offer longevity pay. P. Sanderson stated including longevity would be helpful because the longevity policy is being reviewed, and it will have an impact on the comparison percentages. Chief Laurent responded that would be difficult because of shift differentials, etc. P. Sanderson requested Chief Laurent provide information on the areas where the Town is above and/or below other Seacoast towns. K. Anderson added that according to the survey done by Rye, Greenland is close with benefits and exactly the same with sick and vacation days, the exception was maxing out on vacation time (Greenland is 20 days, most max out at 25). The Town's longevity amounts were higher, but started later (five years vs. ten years). Last year's wage increase was 2%.

- Building Inspector: Jim Marchese thanked the Board for making the funds available for GIS mapping, which is now on the website. This program helps him tremendously in his role as Building Inspector, and is an excellent tool for his department. His biggest concern is the adoption of the 2015 codes; when that happens, he will need to purchase additional books. The largest increase in the Building Inspector's budget is his request for a 10% salary increase. Last year he requested a 15% increase; he received the standard 2%. The wage survey he submitted with his budget was close to the survey done by Thornton. J. Marchese continued that he is requesting the average pay rate that was referenced in the survey; that fortifies his request. J. Marchese told Board members that the department is doing great: \$162,000 in fees have been collected to date. The total amount in 2016 was \$124,000. Bramber Valley has 12 houses remaining to be built; Seavey Way is under construction. Revisions to the fee schedule: J. Marchese is trying to ensure the department is a cost recovery based department. By making adjustments in the fee schedule as discussed previously, that could happen. However, this year the department is making money for the Town. J. Marchese is working with the Planning Board. P. Sanderson, as the Selectmen's Rep to the Planning Board, stated it would be helpful if he would meet with the Board to discuss his proposed changes. P. Sanderson stated that he had concerns on the enforcement side, and reviewed a case that was before the Planning Board the previous week. J. Marchese responded that he was aware of that situation and had sent a letter to the property owner; he hadn't received a response but will be going to the site. P. Sanderson stated that it was important that the Selectmen were aware of any enforcement. He questioned if there were any enforcement issues the Selectmen should be aware of that may involve legal counsel. J. Marchese responded that issues are corrected once the resident is contacted.
- Fire: Chief Cresta reviewed his budget, stating they were still waiting for the study before deciding which way to proceed. There are no significant increases in his budget. Part-time wages increased because the current salaries for the evening shifts were budgeted to start in April. Chief Cresta felt the evening coverage was working well. The department still has a "revolving door". There is a need for fire gear to replace expired gear and for new people. Greenland is sharing many people

with other departments. Chief Cresta is working with other departments to share gear. EMS supplies are increasing because Greenland is a paramedic service; K. Anderson added part of the increase was due to the addition of Narcan. The Building Inspector submitted a report to the Selectmen regarding building structure. The roof, steel beams and siding were a concern. The Greenland Volunteer Fire Department sign was taken down; Chief Cresta is trying to have it restored. He would like a vinyl sign rather than wood. C. Hussey suggested putting it overhead and building a new sign. The oldest vehicle is the Utility Truck (2002 pickup), which could probably last another two to three years. The replacement cost is approximately \$45,000. C. Hussey suggested including it in the CIP. Building maintenance: C. Hussey stated it would probably be a warrant article due to costs and would be a one-time request. P. Sanderson suggested looking into solar panels on the roof as other towns have done. K. Anderson explained the process. It was suggested that solar panels for the Town be researched; she will contact Revision Energy. P. Sanderson questioned regionalization and the possibility of a full-time Fire Chief. Chief Cresta responded that regionalization wasn't a possibility; full-time people may be needed more than a full-time Chief. He recommended two full-time people, preferably Lieutenants, on a regular basis to make decisions and motivate others. P. Sanderson stated he would consider moving the Building Inspector function under the Fire Department, similar to many towns across the State. If there was no Building Inspector, the Fire Chief would fill that position doing inspections and code enforcement. That position would be full-time and be able to assist in many different ways. Responding to a question from Chair Morgan, Chief Cresta stated that training programs for that type of position are available online; C. Hussey added classes are also available. Chair Morgan felt it was an interesting idea. P. Sanderson continued that he was trying to build something into the budget for another year, getting word out to the residents that resources needed to be put into the department and its function. Real numbers needed to be added to the department budget, and perhaps look at a reorganization of its function. Chair Morgan agreed it was something the Board should review and discuss. Chief Cresta added that when the Deputy Chief was also the Building Inspector, it was easier. P. Sanderson stated it would be a natural fit into the way every law is written for this type of function. He added that during the E-911 hearings, many residents thought there was 24 hour coverage and dispatching was done in Town. Two-full time people could cost between \$90,000 and \$100,000.

- Town Clerk: Marge Morgan reviewed her budget, stating that she increased the Town Clerk's salary as well as the Deputy's salary by 3%. She surveyed Seacoast area towns for 2017 salary increases; the range was from 1.5% to 5%. Her other concern was that the Treasurer will only make Town deposits; the current Treasurer has refused to make the State deposits. Someone has to do deposits on a daily basis to make the State deposit (State requirement). M. Morgan added mileage to her budget. She suggested that the Treasurer, who will be hired next year, be required to make the State deposit; mileage could then be removed from her budget. With the new revision that will be implemented by the State, registrations can be scanned and automatically sent to their computers. The cost of the scanner is approximately \$250 each; they will need two. Preservation of books: four books at \$1,000 each. M. Morgan further explained that she requested a 3% increase because the cost of health insurance is going to increase. Looking at the wage survey done by Rye, the Town Clerk and Deputy are below the average. Elections: there are three elections in 2018—Town in March, State primary in September and State election in November. Supervisors will have to go for new training because the laws are changing. K. Anderson added that programming of the voting machines has been included for the three elections; an increase to the Supervisor's salaries (\$200 each) has been requested; election workers salaries have increased due to three elections; laptop; other minor expenses. New voting booths have been purchased through the current budget; there are now enough booths to meet the requirements for the number of voters. The laptop in this year's budget was not purchased so funds could be used for the booths. M. Morgan told the Board that the DMV update will be statewide and will start this week. Town portions of the registrations can be done on Friday; however, on Tuesday no registrations can be done. Registrations have

increased significantly. P. Sanderson requested the number of transactions handled by the Town Clerk/Tax Collector Office. The Budget Committee will need to understand the laptop is necessary. C. Hussey asked about credit cards; M. Morgan responded the Town would need to be using a one check system and the processing fee would have to be passed to the resident.

- Public Works/Road Agent: Paul Hayden's wish list item is to replace the shed at the dump that was donated. The floors are rotted and the roof is leaking. The replacement cost is \$6,000. It will be stick built and insulated; portable heaters should be enough. It will be used for a break room/office; manuals and State inspection records will be kept in that building. It will be done through the budget vs. a warrant article because of the cost. The current shed is approximately 20 years old. P. Sanderson questioned if he would be doing the work himself on his own time, or if was going out to bid. P. Hayden has received a price from a contractor for the shed, and he will finish the inside. The shed will be pressure treated on blocks with a marine plywood floor. Road paving maintenance has increased slightly because of the five year plan. P. Sanderson suggested that next year the RFP for paving should be sent out as soon as the budget passes in March to get on a summer schedule. P. Hayden is hoping to have Great Bay West and Willowbrook under contract before the end of the year, and will update the Board. K. Anderson added that she has been working with P. Hayden and Underwood Engineers to encumber those funds before year end. Street lighting has increased due to the change to LED's. K. Anderson added that she met with Affinity earlier in the day about the light change over. She provided them with information needed; they will be increasing the LED wattage in the parking lot. The lot will become substantially brighter at a substantially lower cost. Our portion of the cost will be paid in 2017; Eversource will pay their portion in 2018. Snowplowing was increased to \$420,000; the Budget Committee cut it to \$390,000 in 2017. The cost to date is \$442,000, overspending that line by \$52,000. P. Sanderson noted that the Town accepted more roads this year; K. Anderson added the cost of salt increased. The balance in the Expendable Trust is intact (\$25,000). C. Hussey questioned the over expenditure on culverts for the last two years and should it be left at the amount requested. K. Anderson responded the overage comes from Road Maintenance. Culverts are listed under catch basins, drainage, road maintenance, etc. Solid Waste: number of hauls has been reduced. Recycling contract was continued at a zero base. Tipping fees increased slightly. There was a discussion about swap shops; P. Hayden stated many towns are no longer doing them. P. Hayden updated the Board that within the next one to two years, balers may need to be replaced. Funds are available in a CRF; however, the account will need to be maintained. P. Hayden requested a 5% salary increase, which is a variance from other departments. P. Hayden stated he can't compare his position to other towns because most have full Public Works Departments. P. Sanderson suggested he check with Stratham, Newfields and Newmarket for an idea on salaries for similar work. P. Hayden is requesting a backpack blower under Equipment.
- General Government: K. Anderson stated she followed the directive of the Board when submitting salaries at 1%. She asked that her staff receive an equitable increase as the rest of the Town. P. Sanderson stated she should be prepared to justify any increase. There are no substantial increases in the budget; reductions were made where possible. Assessing was increased from \$25,000 to \$59,000. 2018 will be a revaluation year: residential and commercial revaluations must be done. J. Rolston questioned why the Selectmen didn't receive a salary rather than a stipend so taxes could be deducted.

MOTION: C. Hussey moved that the Board of Selectmen receive an annual salary rather than a stipend, with taxes deducted. Second – J. Rolston

DISCUSSION: There was a brief discussion about paying Selectmen a salary annually. C. Deorocki suggested leaving it as a stipend.

MOTION: C. Hussey moved that the Board of Selectmen receive an annual salary rather than a stipend, with taxes deducted. Second – J. Rolston; all in favor. MOTION CARRIED

The total Executive line increased from \$211,789 to \$213,342. The Treasurer's salary was discussed. It's currently \$5,000 and has not increased for a number of years. P. Sanderson commented that the Treasurer is similar to the Town Clerk and is responsible for the financial administration of \$13 million. It's not simple or easy; several different groups must be dealt with and overseen. By law, deposits must be made on a daily basis. K. Anderson stated the Town is within legal guidelines because there isn't a bank in Town. Electronic deposits are not being made. When questioned why not, K. Anderson responded that departmental cooperation was needed. M. Morgan stated that the Treasurer didn't like the idea of scanning the checks. P. Sanderson stated that could be fixed; this topic was continued to a later meeting. The Treasurer's position will be appointed in March 2018, and can be advertised; it won't have to be limited to residents only. Rather than advertise a salary, the applicant could bid. K. Anderson suggested 10 hours per week, year round. It's not a salary exempt position; an hourly rate will be paid. Wage discussion and job description review was continued to the next meeting.

The current version of Vision (assessing) is being upgraded; however, the Town won't be upgrading until 2019. DRA doesn't recommend a software upgrade the same year as a revaluation to avoid any possible changes. A \$5,000 reduction in General Legal has been proposed; Planning and Zoning Legal did not change. There is a non-lapsing warrant article for Coakley legal funds. There are no lawsuits pending other than Fairpoint, which has been ongoing. Personnel Administration will change once wages have been decided. NH Retirement increase began on July 01, 2017; a full year is included for 2018. Health and dental has been increased by 5%, which is similar to last year; rate information is expected shortly from Health Trust. Longevity decreased due to two long term employees leaving. Family plan for a full-time Administrative Assistant at the PD has been included. Town Office Building line has been maintained; minor repairs to the Town Office are included. The proposal for any repairs to the Fire Department will be done through a warrant article due to costs. P. Hayden should have some idea of cost for roof repair by the next meeting. The building is salvageable; however, a structural engineer may need to look at the structure; P. Hayden will check with Underwood Engineer. Property Liability insurance increased from \$37,065 to \$39,075; the Town had a rate guarantee with Primex (5.42%). The Worker's Comp rate guarantee was no more than a 9% increase; the rate is 6.6%. The IT Specialist will be at the meeting on Monday, October 23, 2017.

- Health and Human Services: A couple of health agencies requested an increase; most requested level funding. The Richie McFarland Center requested an increase from \$2,100 to \$3,900 (13 families were served in 2017; the 2016 figure was unavailable). Meals on Wheels requested an increase from \$1,021 to \$1,185 (an average of 18 residents in 2017, between 1,000 and 1,300 meals).
- Welfare: Rent is close to being overspent this year.
- Culture and Recreation: There is an increase in the part-time labor. The same number of hours was requested; salary was increased from \$12 per hour to \$15 per hour. Contracted Services increased due to rate increase. Equipment: fencing has been requested at Maloney Field. Grounds Keeping increased from \$3,700 to \$4,500 for additional infield mix and Bio-Spray. The buildings are in disrepair and need to be assessed. P. Hayden has asked the Building Inspector to inspect the brick building at Krasko Field. A contractor also looked at the building and felt it should be torn down. One side of the building has collapsed. The roof is leaking in the building at Caswell Field.

- Bond Payments: The total principle on debt is approximately \$680,000. There is plenty of bonding capacity available for the Library. Bond counsel could indicate the tax impact if the bond passed. K. Anderson has asked the bond bank to prepare an amortization schedule.
- Default Budget: The default budget is basically done. The difference between the Selectmen's budget and default can't be completed until the Board finishes their process. Projected warrant articles: Fire Department building and resources, rec building repairs, and video cameras (K. Anderson has asked the Chief's to work on the documents and make recommendations).

## 2. Harley Rake Bids

This item was continued from the last meeting. Chair Morgan stated there is no question that having the proper tools expedites the job and saves money. However, in order to justify the purchase of any tools there should be a short term payback. The cost to purchase the Harley Rake is \$10,500; rental of same is \$400 per day. It was estimated the tool would be used seven days per year. Chair Morgan felt it would be a short term payback and would pay itself off in less than five years. C. Hussey noted it was Rec Department money and should be decided by them; K. Anderson responded it was a bottom line budget and was decided by the Board of Selectmen. C. Hussey stated it was \$125 per day to rent a Harley Rake; with a machine it was \$400. P. Hayden responded the two places he checked for rentals would not fit the Town's machine. C. Hussey didn't feel it would be used seven days a year; C. Deorocki agreed, stating it would be two days max based on the last discussion. He added that machine was meant to be used on a tract machine, not a wheeled. The City of Portsmouth doesn't own a machine, because they don't need one. C. Deorocki continued it was the wrong machine and didn't belong on an infield. He suggested one should be rented and tried in the spring; there was no work for it this season. He had spoken to someone at Tri-Rental and the cost was \$445 per day for the machine and rake.

Chair Morgan felt if a piece of equipment like the Harley Rake could pay for itself in the short-term, he would be in agreement to purchase; long term should be done by rental. P. Hayden was unable to estimate how often it would be used. Chair Morgan suggested he rent the machine in the spring. The Board and P. Hayden were in agreement to wait until the spring.

## 3. Coakley Update

K. Anderson met last week with Kirby Webster, the technical advisor hired by the EPA. She works for Skia, Inc., an engineering company contracted by the EPA. Her first project for Greenland will be to design a questionnaire to be added the Town's website. She is also working with the EPA to set up a community meeting at the Bethany Church in late October. The EPA update from September 26, 2017 was included in the Board packets.

P. Sanderson felt Brian Goetz was optimistic about what the group would consider at its meeting on Thursday. There has been one meeting, and there was no indication any project based decisions would be made quickly. K. Anderson added that B. Goetz would have numbers for engineering available for the meeting.

P. Sanderson stated the fund has \$400 million against a need of \$2.5 billion. Senator Morse expects the fund to grow to \$1 billion. Three types of projects are being considered: existing water systems that are broken and needs to be fixed; the system that doesn't exist but should be built; and well head protection. The system that's broken and needs to be fixed has revenue (rate payers). There's no revenue with the last two projects (no rate payers). How do you grow something when two of the three projects have no revenue?



#### 4. Longevity Policy

The policy has been amended to clarify who is entitled to receive longevity. Currently, full-time and regularly scheduled part-time employees are entitled. Added to the policy: To qualify, part-time employees must be scheduled to work a minimum of fifteen hours per week, on a year round basis. This doesn't include seasonal employees or those working one shift per month. 15 hours per week was used so it didn't exclude the Transfer Station or people regularly scheduled 18 hours per week. Also included was an option for a reduced payment schedule for part-time employees. K. Anderson requested the part-time employee who has been receiving the benefit based on a full-time schedule be "grandfathered": part-time employees receiving longevity as of 12/1/16 shall continue on the full-time schedule.

The Board had suggested at a previous meeting that part-time employees receive less than the full-time employees. Longevity is to encourage people to stay; they have the knowledge and experience. It's a reward to staying. Chair Morgan felt both full-time and part-time should receive the same amount. If someone works ten years, the impetus is there to stay on the job. P. Sanderson stated he hated the whole policy. C. Deorocki added that longevity has a life span, and people don't stay on the job 10 to 20 years anymore.

MOTION: Chair Morgan moved to approve the amended Longevity Policy to clarify that to be eligible, part-time employees must be scheduled a minimum of 15 hours per week, on a year round basis. Longevity pay is to be distributed equally between part-time and full-time employees. Second – C. Deorocki

DISCUSSION: C. Hussey questioned if longevity should start at five years, which may help on the Fire Department side. K. Anderson responded they're not regularly scheduled at this time.

MOTION: Chair Morgan moved to approve the amended Longevity Policy to clarify that to be eligible, part-time employees must be scheduled a minimum of 15 hours per week, on a year round basis. Longevity pay is to be distributed equally between part-time and full-time employees. Second – C. Deorocki; three in favor, two opposed (J. Rolston, P. Sanderson). MOTION CARRIED

#### 5. Other Old Business

300<sup>th</sup> Anniversary Committee Meeting: J. Rolston reported that the recent 300<sup>th</sup> Anniversary meeting was positive. The next meeting will be Monday, November 06, 2017. At their meeting, the Committee discussed putting banners on the light poles. K. Anderson noted that under the Patriotic line, an amount of \$3,000 was added for the celebration. Chair Morgan added that he received a price of more than \$3,000 for the banners; he thought the cost could be in the \$10,000 range. The Chair of the Stratham Anniversary Committee will be meeting with the Greenland Committee.

Employee Meeting: K. Anderson stated she hasn't had a meeting with all employees, but did meet with two. She'll try to meet with all before the next Board meeting.

### VI. NEW BUSINESS AND ADMINISTRATIVE

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

There was no discussion of the Town Administrator's Report.

## 2. Approval - Target Extended Black Friday Hours

Target has requested their annual permission for extended hours on November 23 and 24, 2017. Specific hours have not been determined at this time. Target works closely with the Police Department for coverage during the extra hours.

MOTION: P. Sanderson moved to grant permission for Target to extend their hours on November 23 and 24, 2017. Second – C. Deorocki; all in favor. MOTION CARRIED

## 3. Tax Rate: Overlay and Fund Balance Discussion

K. Anderson told Board members that the absolute deadline for tax rate setting would be the next meeting on Monday, October 16, 2017. Chair Morgan felt it was premature to set a rate; there were too many unknowns. Once the Board made a fund balance decision, she sends that to DRA. Generally, it takes DRA a week to confirm and make the rate official. The Tax Collector can get the bills ready in seven days; however, K. Anderson would prefer not to rush the process. By law, tax bills have to be out by November 01 to have taxes due December 01.

Currently, the fund balance is \$1.8 million; the recommended is \$1.3 million. Revenues were done with DRA earlier in the day. Using \$160,000 from the fund balance (leaving \$1.7 million), would give the Town a flat tax rate. Using \$180,000 would be a \$16.62 tax rate (a decrease of \$.02). K. Anderson recommended that the overlay amount be \$25,000; the Board was in agreement.

P. Sanderson stated that in the upcoming year there could be a bond issue, which would be a tax increase if it passes. There were also challenges with the Fire Department and building. He didn't want there to be a "blip" in the tax rate. He recommended keeping the tax rate the same. He didn't want it to go down; if residents voted for the bond and Fire Department, there could be an increase of \$1 or more. K. Anderson responded that if no fund balance was used to set the tax rate, it would be \$16.87 (\$.22 increase). P. Sanderson agreed it was appropriate to use the fund balance to buy the tax rate down; however, he would prefer to wait until the Fire Department report was received. If fixing the existing building could be covered by the Unreserved Fund Balance, he would be happy to tell residents it was being fixed with funds already collected.

K. Anderson noted that the Fire Department report from MRI may not be back until the end of the month, and that would be too late to set the tax rate. P. Sanderson stated that if the tax rate stayed flat, it would be letting residents know the Board was aware of possible upcoming issues. K. Anderson reminded the Board that a delay would require a special meeting to sign the warrant. There was further discussion about a minimal increase in the tax rate. K. Anderson explained that the tax rate is set in arrears based on what was approved at the last Town Meeting. The School returned \$276,000 and was used to offset the school appropriation. The Board was in agreement that the tax rate should remain the same.

MOTION: J. Rolston moved to use the appropriate amount from the fund balance to keep the tax rate flat. Second – C. Deorocki; all in favor. MOTION CARRIED

## 4. Other New Business

911 Discussion: Chair Morgan felt blindsided by the last 911 meeting. He thought the Board was galvanized with backing the 911 Committee; that was the reason for his opening statement “the Board has made the decision”. It appeared that the majority of the Board was not 100% behind the 911 Committee, and it was difficult for him to make that opening statement. Because the majority of the Board was in favor of making changes here and there, he personally offered to hand the gavel over during the hearing to whoever would like it. He didn’t mind being “shot” at if the Board was behind him, but not if he didn’t have the Board’s support. P. Sanderson and C. Deorocki would not be participating in the next 911 meeting; Chair Morgan felt either C. Hussey or J. Rolston should gavel the hearing. Chair Morgan reiterated that he was 100% behind the 911 Committee. C. Deorocki noted that the proposed numbers for the upcoming 911 meeting were worse than the existing numbers, and he may not be behind the Committee. C. Hussey suggested the numbers should be looked at utilizing the mailboxes; it’s useless to find the houses. There should be another means; the mailboxes are all on the same side of the road except two. P. Sanderson stated that if they would like a commitment from the neighborhood to post numbers better on their homes, they could commit. He felt they could approach the Association about better numbering so they could be seen on the homes. P. Sanderson told the Board the neighborhood would like to have Osprey Cove as the name.

C. Deorocki stated that he would support the 911 Committee. If things were going to be changed, do it once and get it done rather than coming back in three years. Chair Morgan gave a brief history of the 911 Committee. P. Sanderson said that in the upcoming meeting, the neighborhood understood the need for changing the street name, but not the numbering. J. Rolston added that was the case with the last meeting. P. Sanderson and C. Hussey were in agreement that homes needed better, visible numbering.

Planning Board Visioning Session: P. Sanderson reminded Board members of the Visioning Session on Thursday, October 05, 2017, Sandy Point, at 6:30 p.m. This will be an informational discussion from the Rockingham Planning Commission with the idea of potentially adopting an overlay district in areas affected by Sea Rise.

State Cancer Cluster Commission: Jillian Lane has requested to be appointed to the State Cancer Cluster Commission. Martha Wassell has been appointed by the Board. P. Sanderson suggested that M. Wassell contact J. Lane about her being an alternate. He didn’t want to denigrate her cooperativeness or interest.

School Budget: The Budget Committee will be meeting on Wednesday, October 04, 2017, to review the School’s 2016-2017 budget. Chair Morgan asked that as many Board members as possible attend the Budget Committee meetings.

## VII. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 05, 2017

### 1. Payroll Manifest 20

MOTION: P. Sanderson moved to approve Payroll Manifest 20 in the amount of \$58,843.90. Second – J. Rolston; all in favor. MOTION CARRIED

### 2. General Fund Manifest 20

MOTION: P. Sanderson moved to approve General Fund Manifest 20 in the amount of \$412,986.18 (School - \$335,000). Second – C. Hussey; all in favor. MOTION CARRIED

#### VIII.ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 10:18 p.m. Second – C. Deorocki; all in favor. MOTION CARRIED

#### NEXT MEETING

Monday, October 16, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 16, 2017