



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, October 16, 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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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. APPROVAL OF MINUTES**

1. Monday, October 02, 2017

MOTION: P. Sanderson moved to approve the minutes of Monday, October 02, 2017. Second – J. Rolston; all in favor. MOTION CARRIED

**II. OLD BUSINESS**

1. Coakley Update

On Wednesday, October 18, 2017, there will be a subcommittee meeting as part of the Groundwater Advisory Group. Greenland/Portsmouth will be receiving a \$200,000 grant from the MTBE funds for preliminary engineering services to help determine the route and other impediments that might happen. Over \$11 million was awarded to projects throughout the State.

K. Anderson is continuing to work with Kelsey from the Skia Company on the questionnaire that will be done through Survey Monkey. It will be added to the Town's website for residents to state their concerns or request information, and for the Town to provide technical assistance.

2. Town Treasurer Position Advertising

The Town Treasurer position will be appointed, and the Board had requested a job description. Wage discussion was continued to this meeting. K. Anderson worked with the Town Clerk on the job description since she works closely with the Town Treasurer. After sending inquiries to their respective list serves, they found that the majority of Treasurers don't make State or town deposits for Town Clerks. For an appointed or elected Treasurer, the wage range was between \$3,500 and \$8,000.

K. Anderson also consulted with NHMA: can an appointed Treasurer be directed as an employee? The answer was "no"; the position would be the same as an elected or appointed Town Clerk/Tax Collector. The position is statutory whether elected or appointed.

The main concern when writing the job description was making State deposits as well as Town deposits. The current stipend is \$5,000, which is low at \$419 per month. K. Anderson and the Town Clerk were recommending the wage be set at \$6,000 and to include depositing the Town funds. If the Treasurer made Town and State deposits, the wage would be \$7,000. It would remain as a stipend, similar to an elected official; mileage would not be paid. When asked his opinion as a past Treasurer, J. Rolston felt it was fair.

MOTION: C. Hussey moved to approve the job description/advertisement for the Town Treasurer as written. Wage is to be set at \$6,000 annually if depositing Town funds only; \$7,000 annually if depositing Town and State funds. Second – J. Rolston; all in favor. MOTION CARRIED

P. Sanderson clarified that the job won't start until after Town Meeting in March 2018 upon termination of the current Treasurer's term.

### 3. State Cancer Cluster Alternate

Jillian Lane had requested to be appointed as an alternate to the State Cancer Cluster Commission. K. Anderson contacted Martha Wassell, as directed by the Board; she was happy to have an alternate. It didn't appear to be an option that the Town had with the Commission; however, J. Lane did attend the last meeting with M. Wassell. P. Sanderson recommended appointing J. Lane as the alternate, with the Board's blessing. J. Lane would be the Town's unofficial alternate; if there was a voting situation, it would be that Board's decision if her vote would count. K. Anderson will notify J. Lane that the Selectmen appreciate her interest and welcome her as an unofficial alternate.

MOTION: J. Rolston moved to appoint Jillian Lane as the Town's unofficial alternate representative on the State Cancer Cluster Commission. Second – C. Hussey; all in favor. MOTION CARRIED

### 4. 911 Public Hearing Reminder

Monday, October 23, 2017, which is not a regular meeting date, is the first public hearing for the 911 proposed changes for Bayridge Road. Residents have submitted the name "Osprey Cove". Chief Laurent, after review with the 911 Commission, is comfortable with not changing the numbers. There will be a name change, but no new numbering. Changing the name does not require the public hearing process.

Chief Laurent has spoken with Jeannie Cadarette, the Town's 911 representative. She recommended the president of the homeowner's association sign a statement indicating they agreed with the changes. Chair Morgan stated he "would reluctantly go along with this as long as the numbers are posted and very, very clear". The numbers in front of the houses should be very visible for emergency responders. Chief Laurent added that the packet sent to residents after the Board approves the changes includes information on how to properly mark their house. She also suggested looking into something other towns do: a \$10 donation to the fire department for a stake with a reflective number. K. Anderson commented that there was a warrant article for reflective house numbers several years ago that failed. Chief Laurent told the Board that the regulation from the Post Office was also included in the packet to residents.

Chair Morgan suggested cancelling the 911 Public Hearing scheduled for Monday, October 23, 2017. The RSA states if there is no contention regarding numbering or street names, a public hearing is not necessary. Chief Laurent recommended having the public hearing on Monday, November 13, 2017 and residents should be notified that will be the approval date. Chief Laurent will research reflective street

numbers and the size will be standardized. She also suggested having them available at the Town Office for residents to buy them for the purchase price.

Chair Morgan clarified that there would not be an official 911 meeting on Monday, October 23, 2017. If residents are at the meeting, the issue will be addressed. A letter will be sent to residents notifying them of the change.

#### 5. Other Old Business

Library Update: J. Rolston updated the Board that the Trustees will be attending the Planning Board work session on Thursday, November 02, 2017.

### III. NEW BUSINESS AND ADMINISTRATIVE

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

Street Lights: K. Anderson has received positive comments from residents about the street light conversion. She will track the savings and report back to the Board.

#### 2. Tax Warrant

The tax rate has been set by DRA at \$16.64. The tax warrant was for \$12,081,694. It has been reconciled with the Town Clerk; the overall variance is \$438. The variance is the result of three or four properties that qualify for an elderly exemption and a veteran's credit, but the assessment is low. There is \$5,300 in building value that is unmatched. There is also one exemption that was deleted one half year (\$250).

The previous tax rate was \$16.65. Only \$85,000 of the fund balance was used. There is approximately \$1.76 million in the Undesignated Fund Balance.

MOTION: J. Rolston moved to approve the 2017 Tax Warrant in the amount of \$12,081,694. Second – C. Hussey; all in favor. MOTION CARRIED

#### 3. Plant Damage at Rolston Park

Laura Byergo submitted a bill in the amount of \$207.54 for reimbursement of plants that were either cut down or damaged at Rolston Park. Most of the plants were purchased by L. Byergo, the Women's Club, or Great Bay Stewards. Chair Morgan has contacted L. Byergo. Chair Morgan, C. Hussey and P. Hayden were going to view the damage and figure out what needs to be done. Chair Morgan wasn't pointing the finger at anyone; there was no proof anybody did anything. He recommended reimbursing L. Byergo \$207.54, and meeting with her, C. Hussey and P. Hayden. He would like to remedy the issue so it doesn't happen again.

C. Hussey stated this is the second time it's happened. Every time the park is mowed it happens and the Board needs to find out why. He felt an apology should be offered by the maintenance crew. Because L. Byergo was unavailable, C. Hussey suggested Chair Morgan, P. Hayden and himself should look at the damage to see how it could be prevented. P. Sanderson recommended paying the bill, stop all Town maintenance in that area and turn it over to the Conservation Commission, and then P. Hayden won't touch it again. C. Hussey responded that's what he was getting paid to do. P. Sanderson stated it was

up to the Board what was done in particular areas. If it's given to the Conservation Commission, it's their responsibility. C. Hussey stated the Conservation Commission has nothing to do with it; it was the Women's Club and Great Bay Stewards who paid for that. P. Sanderson didn't have a problem paying the bill; however, L. Byergo believes the Conservation Commission has control. He added that was fine: give it to the Conservation Commission and the Town won't touch it again.

Chair Morgan, not wanting to make a mountain out of a mole hill, proposed they meet with L. Byergo. P. Sanderson suggested P. Hayden not touch the park until L. Byergo is available.

MOTION: C. Deorocki moved to approve reimbursement to Laura Byergo in the amount of \$207.54. Second – P. Sanderson; all in favor. MOTION CARRIED

#### 4. Other New Business

Highway Grants: Four highway grants have been awarded. Sustained Traffic Enforcement Patrols - \$7,312.88; DWI - \$3,768.45; 50/50 Equipment (Radar) - \$1,299.98; and Distracted Driver - \$ 1,794.50.

MOTION: P. Sanderson moved to approve the STEP grant in the amount of \$7,312.88; the Radar grant in the amount of \$1,299.98; the DWI patrol grant in the amount of \$3,768.45; and the Greenland Distracted Driver grant in the amount of \$1,794.50. Second – C. Deorocki; all in favor. MOTION CARRIED

### IV. BUDGET REVIEW

#### 1. 2018 Proposed Budget

Chair Morgan noted that the Consumer Price Index for September was 2.5% above the fiscal year 2016 COLA baseline. He was a firm believer that if a business was doing well, it should see to it that the employees are, at the least, able to keep up with the previous year's ability to save after expenses. If expenses are 2.5% from 2016 to now, raises should at least reflect that percentage. Chair Morgan stated he would go with 3%, but not go any lower than 2.5%. Responding to C. Hussey's question, Chair Morgan said the wage increase would be 2.5% across the board for everyone.

J. Rolston told the Board that he had been speaking to the Building Inspector, and he presented the results from the survey. When the Building Inspector was told the Board wasn't looking to give big increases, he pointed out that it wasn't so much the increase in pay; it was bringing the job up to what the surrounding towns are paying. J. Rolston felt the Building Inspector should be "bumped up" some over what the Board decided. C. Hussey noted that when the increase was discussed, he used dollars. Building permits were actually down by 200 or 300 over last year. The work load was down. K. Anderson clarified that the number of permits was down, but not the dollar value. C. Hussey noted the dollar value was up because of the storage facility. He had a major problem with a big increase and not as much work.

Fire Department: Chief Cresta reviewed his budget. The proposed budget didn't reflect his replacement. Chief Cresta felt that the suggestion at the last meeting of the Building Inspector also being the Chief wouldn't work; it wouldn't help him or the Town. He would like to have two officers in the station on a full-time basis with four days on and four days off. If that would happen, Chief Cresta would probably stay on a little longer; he would like someone to take some of the responsibility. The Board received the cost analysis in their packets for adding two people for eight months in 2018. The additional cost is

\$128,297 including benefits. There is a cut in the part-time wages of \$50,000. There will be one full-time lieutenant overseeing one part-time employee. P. Sanderson clarified that the plan was for 24/7 coverage; Chief Cresta responded it would be four days on, four days off, 12 hours per day. There will be 24/7 coverage as there is now. However, it doesn't mean someone is in the station 24/7 awake. For night coverage, they can live 10 minutes away from the station, or stay at the station. P. Sanderson stated it was actually 24/7 modified coverage. This is currently the level of coverage with part-time people. Chief Cresta added that there's a revolving door with people getting hired full-time at different departments because there is a lack of full-time firefighters.

Chair Morgan felt it was a very important issue to be brought up to the Budget Committee and public. He questioned if there would be a shortage of personnel in the near future. The department has gone from 32 members to 15 members since Chief Maloney died. How was the problem going to be dealt with? Was the fire station outdated? The trucks barely fit through the doors. Residents need to know these are possibilities. They will be asked to spend money on a Library and water on Breakfast Hill Road. These are major expenses; money must be spent on infrastructure. These concerns need to be put into the mix, and the public needs to know the money has to be spent so they can decide.

Another question from Chair Morgan was should there be a gradual change to full-time personnel, and how is that change made. Chair Morgan suggested hiring a retired part-time Chief, working 32 hours per week. Chief Cresta stated that the Chief wouldn't help get the calls done; he would be doing administrative tasks. He's hoping to get the report from MRI the first week in November. P. Sanderson asked Chief Cresta how many hours and how many people he felt was needed by the Greenland Fire Department to provide coverage for the people. Chief Cresta responded it should be 24 hours per day with three or four people per shift for four shifts. That would be building an entire department from scratch and 16 people. With 16 people, a full-time Chief would be needed; the budget could be \$2 million per year. Chief Cresta stated that was not his goal.

P. Sanderson questioned why a 24/7 full-time firefighter department was needed, given that the majority of the calls are ambulance related and there are relatively few structure fire calls. Chief Cresta responded that firefighter/EMT's have been hired and are covering both sides. They've also done more mutual aid calls this year. P. Sanderson asked: if we were starting on our building blocks, should EMS be hired first and firefighters second because of mutual aid possibilities with other towns. Chief Cresta answered they needed to be hired together as firefighter/EMT.

Chief Cresta stated he was looking at hiring two full-time lieutenants during the day as well as one part-time every day. P. Sanderson added that the current building can accommodate that number of people. He also clarified that the Town could be looking at \$2 million for a building as well as an annual budget of \$1 million to \$2 million with a full-time department. The department can maintain at the current level for another five to seven years based on the Town's growth.

C. Hussey asked about the possibility of a private service as a back-up based on the number of calls. Chief Cresta responded that the problem is that they're not always available, even though it's guaranteed. There was a brief discussion about the pros and cons of a private service.

P. Sanderson stated that the public will need to be made aware that the Town will not provide 24/7 fully staffed, awake coverage. If that was provided, it would double the Town budget. Chief Cresta stated that non-covered calls decreased from 35 to 4 this year due to staffing. C. Hussey commented that the pay rate wasn't attractive compared to other departments. The current rate is between \$15 and \$17 per hour. Call-in time is based on one hour and not two. C. Deorocki felt there may not be enough calls to justify two full-time lieutenants. Chief Cresta noted it wasn't only calls, but also inspections.

Responding to a request from P. Sanderson, Chief Cresta explained that if a firefighter belongs to a union, they cannot work with a non-union department in the area.

Adding the two full-time lieutenants, the revised proposed budget increases from \$389,000 to \$441,000 (\$52,000 increase). Benefits and retirement will increase the budget approximately \$23,000, bringing the total increase to almost \$200,000. Chief Cresta added that fire gear for personnel was an issue; fire gear life expectancy is 10 years. The cost to outfit an individual is \$4,500. They try to reuse gear, but it's not always possible. The pickup truck is the oldest vehicle and should last another three or four years. Air packs need to be replaced.

Chair Morgan stated there are several issues for the Budget Committee and Town to consider: personnel and two lieutenants, and the Fire Station. Should a warrant article be submitted to start the process for a new fire station? Chair Morgan also recommended increasing the Chief's stipend based on the work he does behind the scenes. Chief Cresta stated the roof on the station is over 20 years old and should be repaired. A structural review by an engineer is in the process.

Board members were in agreement that the current building needs to be preserved. P. Sanderson suggested putting aside money from the Unreserved Fund Balance for repairs. He was also in agreement with the additional stipend for the Chief while in the transitional process. The building: the report needs to be reviewed before a decision could be made on what to build for whom. P. Sanderson suggested setting money aside for the design of a new building.

K. Anderson clarified that \$88,000 per lieutenant for eight months included salary, retirement, benefits, and overtime. The impact to the Fire Department budget for 2018 is \$178,397 less \$50,000 from part-time wages for an overall cost of \$128,297. A full year is \$220,000.

P. Sanderson felt it was important that the Budget Committee be fully aware of the Fire Department budget. He continued that if some members felt it wasn't a good idea, the implications were that the level of service would continue to suffer. It will also increase the risk to the Police Department. If a call or shift can't be covered, it means mutual aid from a neighboring town. There was a discussion about how the Fire Department budget would be presented to the Budget Committee. P. Sanderson pointed out the Greenland is paying the training costs for every full-time department that hires the Town's firefighters/EMTs.

Chief Cresta's stipend is currently \$20,000. He projects that it will take 35 hours a week to train the two full-time lieutenants. He currently averages 35 to 40 hours per week (includes administrative duties and mutual aid calls). Chair Morgan suggested an additional \$15,000 which brings the total stipend to \$35,000. P. Sanderson added that if the projected Fire Department increase was \$145,000, it would include everything presented at this meeting. K. Anderson stated the increase in the Fire Department budget over last year is \$88,494. That figure includes two full-time people for eight months and the Chief's stipend. It was noted that without a fire department, insurance rates for residents would sky rocket.

Chair Morgan asked C. Hussey what he would present to the Budget Committee. He responded that they were looking for two full-time people who would be officers to take some of the pressure off Chief Cresta during the day. Some of the part-time positions during the day would be eliminated; there will be stability to the command structure of the Fire Department; it will increase the budget, but is the next step in the process. The other option is to have no Fire Department and have insurance rates "go through the roof". Regarding the building, he wanted to wait for the report; however, something needed to be done eventually. It wasn't going to be cheap, but it has to be right.

To start the design process and site work for a new building, K. Anderson recommended a warrant article. She also suggested an estimate for a design-build project based on the drawing from Ricci Construction. P. Sanderson stated the starting point will be the MRI report and then move forward with a preliminary design. K. Anderson stressed it should be a warrant article and not part of the budget so the public is aware that a Fire Station is coming. Chief Cresta added the other warrant article would be air packs, and that's from the ambulance revolving fund.

Police: If the Administrative Assistant is hired full-time, Chief Laurent has set the salary at \$20.50 per hour (\$42,640). It's an increase of \$1,398 over last year due to the additional hours. Health insurance will increase the cost an additional \$24,000 or a total of \$25,398 over last year. C. Hussey suggested two part-time people; Chief Laurent stated that may be an option and she could make it work. However, there may not be the consistency necessary for that position. Two part-time people would save the Town \$30,000 (health insurance and retirement). J. Rolston stated he would like to try two part-time people; if someone left, it wouldn't be a crisis. Chief Laurent was willing to try it, but was concerned about consistency, especially for court and prosecution. P. Sanderson referred to the Special Detail Revenue Fund: the Admin manages the time for this fund, and is materially important to that fund. Adding \$1 to the Special Detail Revenue rate would almost cover the additional \$30,000 needed for the position. He preferred a full-time person and to pay for it through the Special Detail Revenue Fund; the Board was in agreement. Increasing the rate \$1 was not significant. P. Sanderson recommended presenting it to the Budget Committee as a necessary change that will be paid for.

Chair Morgan supported the 3% increase for the Police Department. They do an excellent job for the Town, and the Town is in a good position, due largely in part to its employees. C. Hussey and K. Anderson pointed out that the Town Hall employees were receiving 2.5% and the Police Department 3%; Chair Morgan responded it would be 3% for all employees across the Board. A 2.5% salary increase for all employees would impact the budget \$26,227.50; 3% would be \$30,700.88. P. Sanderson recommended presenting the salary increase to the Budget Committee at 3%, excluding the Police Department Administrative Assistant. K. Anderson will have adjusted figures for the next meeting.

Building Inspector: Some members felt the Building Inspector was doing an excellent job. P. Sanderson felt there were two parts to the position: the code compliance and inspector, and issuing permits; there is also an enforcement aspect of the job. He stated that the enforcement side hasn't received nearly the attention as the other side of the position. P. Sanderson did give him credit for knowing the codes and issuing permits when people come in voluntarily, for working on the files and the GIS system on the computer, etc. Enforcement is not happening, and used a recent case at the Planning Board as an example. Past history was that the Board received five to ten cases per year, and since March no reports have been given to the Board. K. Anderson stated that questions have been referred to the Town Attorney, but there were no pending legal cases. The Town Attorney is working on an issue for the Building Inspector at this time. P. Sanderson was not in favor of a large salary increase, but would approve the same increase as other employees. The enforcement side of his position needs to be improved. The code official and enforcement officer is worth more; code alone is not.

C. Deorocki was in agreement with P. Sanderson. However, he spoke to the Building Inspector about a resident complaint, and it was taken care of within a week. J. Rolston was unaware of any enforcement concerns. The Building Inspector is very thorough and does an above average job. His salary is below average for the area; J. Rolston felt he should get a little more than 3%. C. Hussey stated that 2017 is behind approximately 300 less permits than 2016. The work doesn't justify a major increase in pay on the inspection side. He was aware of the salary when he was hired, and should receive the same salary increase as other employees. Chair Morgan stated the Building Inspector did a good job; however,

enforcement needs improvement. He does know what he was hired at; Chair Morgan didn't see any justification for more than 3%.

The Building Inspector requested that he continue to leave on Friday afternoon at 2:00 p.m. He does work a 40 hour work week. The Board didn't have a problem with flex time. C. Hussey would like the Building Inspector to have coverage if he was going to be out. K. Anderson added that the Town has reciprocity with Stratham.

The Building Department showed a 4% decrease (\$2,601) in their budget. Last year's budget included a payment for the GIS system.

Public Works: Snow removal is at \$442,000 now; if there's snow in December, it will go above that. K. Anderson reviewed the cut made by the Budget Committee in the snow removal budget. A two-year snow removal contract was signed last year.

The Property Maintenance Supervisor requested a 5.5% increase. The Board was in agreement the 3% increase was fine.

Street Lighting included \$18,000 for the Town's portion of the LED street light conversion. That was paid in this year's budget from the excess in Legal. That line will be reduced to \$17,000.

Using Underwood estimates, the Road Maintenance line increased from \$175,000 to \$268,000 for the next roads on the list. Funds for Great Bay Drive West were appropriated in 2017 and will be encumbered. \$78,000 is in the Highway Block Grant from the State for extra roads. The Highway Block Grant can't be used to reduce the tax rate, but can be used for additional paving that hadn't been budgeted. If the Road Maintenance line was flat budgeted, it could be supplemented with the grant money and not impact the tax rate. The Board agreed to increase road work to \$200,000.

There was a discussion about the money set aside by the developer for the recreation lot on Falls Way. Chair Morgan asked K. Anderson to order the swing set, fencing and picnic tables for the area to close out that account.

General Government: Health insurance rates are expected to decrease 5% to 6%.

The IT Specialist will be at the meeting on Monday, October 23, 2017. There could be an adjustment on that line. The server was replaced this year.

Assessing increased due to the revaluation in 2018.

The increase in General Government, without any adjustments, was \$57,000; \$34,000 was due to the revaluation. That number will change slightly when personnel benefit adjustments are made.

Health and Human Services: The overall increase was \$2,464; \$1,800 was for the Richie McFarland Center. The Meals on Wheels increase was \$164; everything else was level funded.

Welfare: Welfare may be overspent by \$1,200 this year.

Culture and Recreation: The seasonal worker currently receives \$12 per hour/20 hours per week/27 weeks. The Property Maintenance Supervisor requested the position be increased to \$15 per hour/20 hours per week/27 weeks. C. Hussey suggested increasing the hours for that position.



V. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 19, 2017

1. Payroll Manifest 21

MOTION: C. Hussey moved to approve Payroll Manifest 21 in the amount of \$55,442.91. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 21

MOTION: P. Sanderson moved to approve General Fund Manifest 20 in the amount of \$248,767.20 (School - \$180,000). Second – J. Rolston; 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, October 23, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 23, 2017