



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 23, 2017 – 7:00 p.m. – Town Hall Conference Room

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

Members Absent:

Staff: Karen Anderson – Town Administrator; Paul Hayden – Property Maintenance Supervisor, Road Agent; Tara Laurent – Police 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.

911: Chair Morgan noted that there would not be a public hearing because the residents agreed to the changes. Jeannie Cadarette, the Town's E-911 representative, suggested residents on Bayridge Road sign a release waiver, and the agreement would be kept on file with the Town. Members of the Board were in agreement. There will be a meeting on Monday, November 13, 2017, when the Board of Selectmen will officially vote on the name change. Chair Morgan asked if the Clerk has made a record of all the street name/number changes, which is required by NHDOT. K. Anderson responded that DOT sends out a form shortly after Town Meeting, and it's updated at that time.

Eagle Scout Gazebo Project: K. Anderson introduced Ian Stromski, the Eagle Scout candidate who has done work on the Gazebo. Members of the Board thanked him and were appreciative of the good job he's done refurbishing the Gazebo. I. Stromski explained what's been done; two benches have been added facing the Gazebo and a sign that includes a history of Greenland will be posted.

I. PUBLIC HEARING

1. Police Department Vests: Withdrawal from Capital Reserve Fund

A capital reserve fund was established five years ago as a revolving account to replace vests for the Police Department. Vests have a shelf life of five years; Chief Laurent requested permission to purchase 10 vests at \$900 each.

MOTION: P. Sanderson moved to approve the sum of \$9,000 as a withdrawal from the capital reserve fund to allow the replacement of 10 bullet-proof vests for the Police Department. Second – C. Hussey; all in favor. **MOTION CARRIED**

P. Sanderson added that there should be a warrant article to fund that account each year. He also suggested increasing it slightly; the cost will increase in five years. The warrant article will be increased to \$2,500.

II. APPOINTMENT

1. Swifttide Technologies: Doug Poulin

P. Sanderson stated that the Board of Selectmen should understand how the network operates and any areas where there may be vulnerability. Doug Poulin, the Town's IT Specialist, explained that the network hardware was recently replaced with the new phone system. The server was replaced within the last year. D. Poulin and K. Anderson are the administrators of the network. D. Poulin doesn't administer the State software the Town Clerk uses, but works with Concord. Police and fire departments work the same way. Backups are done nightly and stored off-site. C. Hussey voiced his concerns about tape backups, and suggested using an online backup. D. Poulin agreed that online backup was the way to go. The only limitation was if a recovery had to be done; it was time consuming and could take days. He added that tapes are phasing out and are prone to failure. Online would be worth researching. The annual fee could be \$400 to \$500 to back up the entire system. P. Sanderson noted it would not include Town Clerk, Police, or Fire software through the State. There is a schedule for desktop replacements; generally, two are done a year. There are no problems with printers and copiers.

The Police Department has the necessary computers in their vehicles. They received a 50/50 Highway Safety Grant two years ago and were able to install tablets. There is full functionality in the station and in the cruiser.

D. Poulin's only concern was physical plant security. He recommended security cameras in the parking lot and on the walkway. There is a security camera at the Police Station. Security cameras in the Town Offices could be monitored here and at the Police Station. Cameras are generally hardwired; D. Poulin finds that quality and dependability of a hardwired camera is better. The cost for three cameras is approximately \$2,500. Four cameras and an upgraded system would be \$3,500. The price is installed with the Fire Department personnel doing most of the labor (volunteered previously by Chief Cresta).

There is adequate backup power. UPS batteries are being used and provide surge protection. There is also a generator.

C. Hussey questioned the cost of scanning and uploading planning files for citizen access. K. Anderson noted that would be a different software program. She had discussed it with the Board a couple of years ago; it's very costly. C. Hussey suggested scanning and uploading files may be more cost effective than file cabinet storage. P. Sanderson noted that the Ordinance states all new files must be filed electronically. He thought it would be more cost effective to have a service copy/scan the files than to purchase the hardware for an oversize scan. He suggested scanning some plans every year, similar to what the Town Clerk does with binding books. D. Poulin stated it was resource intensive to do it properly; every plan would have to be scanned and filed in the correct electronic folder.

There was a discussion about upgrading to Office 365. D. Poulin felt it may be worth looking into. Office 365 is paid for on a monthly basis; the Office 2013 CD can be run for six to seven years. Chief Laurent looked into Office 365 last year and found the cost difference is prohibitive.

There is an administrative password for the network. It is available to other personnel, if needed. The guest wireless only allows access to the internet. When alerted about a virus, emails are sent out by K. Anderson and D. Poulin to employees. Micro Business Premium is the anti-virus program. On average,

at least 10 viruses attach to an email per day. The size of attachments into the Town email is limited as is the type of file.

III. APPROVAL OF MINUTES

1. Monday, October 16, 2017

MOTION: P. Sanderson moved to approve the minutes of Monday, October 16, 2017. Second – C. Deorocki; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

There will be a Coakley meeting at the Bethany Church on Thursday evening, November 09, 2017, at 6:00 p.m. (Note: time confirmed Wednesday, October 25, 2017)

2. Bollard Installation at Town Office

C. Hussey reminded Board members this issue started when the Building Inspector approached the previous Board about installing bollards on the parking lot side of the Town Hall. The price at the time was between \$4,000 and \$5,000. C. Hussey secured four bollards when the Greenland Mobil property was demolished. Bollards should be placed 5' apart; an additional four bollards are needed. It will be necessary to install the bollards with cement, and that should be the only expense. C. Hussey stated it was a matter of safety; the building has been hit before but not much damage was done. The Town has a backhoe and there won't be the expense of digging the holes. Cement and paint for the bollards will need to be purchased. The cost should be between \$300 and \$500. There will be no paving impact; Dig Safe has been called and gas has been done. The bollards have been donated; a public hearing will be held to accept the donation. C. Hussey would like to have them installed before the ground freezes.

MOTION: C. Hussey moved to authorize the installation of the bollards; the work will be done with Town labor; the purchase of additional materials is not to exceed \$500. Second – C. Deorocki; all in favor. MOTION CARRIED

3. Parking Lot Paving

C. Hussey suggested the Town Office parking lot shouldn't be paved until spring, after the gas line was run. P. Hayden responded that the gas line will be run from Portsmouth Avenue and not across the parking lot. The gas company will pay for the main, and the Town will pay for the services. P. Sanderson added that at a previous meeting, it was discussed that the main was coming up Bramber Valley Drive to Portsmouth Avenue and down the side where the generator is located. It will not impact the main parking lot. There will be a 2" line going into the Police Station, coming across the grass on Bramber Valley Drive. C. Hussey had a concern about using conduit; if water got into the conduit, it would freeze in the winter. C. Hussey and P. Hayden agreed that the existing conduit should not be used. P. Hayden will check on the conversion kits for the Police Station.

4. Other Business

The resident at 2 Carlton Drive contacted the Town about a pipe coming up through his driveway. The homeowner was told by the State that it was the Town's responsibility. J. Rolston stated that was part of a French drain plan 35 years ago, and he's never seen any water go through the pipes. P. Sanderson commented that if it's part of a person's driveway, they own the culvert; the Town doesn't fix the culvert unless the damage was caused by the Town. P. Hayden will contact the homeowner and let him know what's going to happen.

V. BUDGET

1. 2018 Budget Review

An update on revisions made at the meeting on Monday, October 16, 2017 was given to the Board. There is a 6.72% increase over 2017. Major changes include revaluation, salary increases of 3%, two full-time Lieutenants for the Fire Department, full-time Administrative Assistant at the Police Department, and additional snow and paving money under Public Works.

C. Hussey, Budget Committee Liaison, stated that the biggest increase is to provide fire protection, no matter what is done. The biggest cost is with the two full-time Lieutenants; the cost of the revaluation will be gone next year (it's done every five years). The Selectmen are willing to listen if someone has a better idea regarding the Fire Department. P. Sanderson added that solving it all once would be as expensive as the entire Town budget.

K. Anderson informed the Board that the impact on the health insurance rates was a decrease of 6.5%; the health/dental disability is down overall 2.66% (includes the additional Administrative Assistant in the Police Department). Health and disability for the Fire Department is a separate line item; K. Anderson wanted that amount to show clearly. The Fire Department impact on the tax rate is approximately \$0.31. Due to next year being a revaluation year, the Selectmen may not be able to tell the Budget Committee how much the tax rate will be increased. Currently, the Town is under assessed by 10% to 12%; assessments should increase 10% to 12% across the board, resulting in a corresponding tax decrease.

The first Budget Committee meeting is scheduled for Thursday, November 30, 2017. The Selectmen will be working on warrant articles over the next three weeks. Chair Morgan urged Board members to attend the budget meetings, if possible.

There was a discussion about the concrete building at Krasko Field. P. Hayden has had a contractor and the Building Inspector look at the building. Both agree the building should be torn down and replaced; there is no support on one corner. A monolithic floor and wooden building was suggested. The building stores the electricity for Krasko Field. P. Sanderson suggested storage for the electrical panel should be more secure to prevent unnecessary access; P. Hayden will contact an electrician. Bids will be needed if the total cost is over \$10,000; funds will need to be encumbered. Bids should be received and awarded by the end of this year. It was clarified that the funding will be through the Recreation budget and not their revolving fund.

P. Hayden has met with Ron Meyers about the building at Caswell Field. He can't give an accurate estimate until the floor is removed and they can look at the joists. However, he will try to keep the cost under \$2,000, which includes removing the tank and a new floor. It was noted there is over \$60,000 in

the Revolving Fund and money in the Recreation budget for the Harley Rake that won't be used. They'd like to have the building done by the end of this year. A quote for the roof has been received; C. Deorocki would like to have two quotes.

The gate at Maloney Field is left unlocked every night the field is used; P. Hayden locks it the next morning. C. Hussey asked Chief Laurent to have the night officer check the locks on the fields; she stated that's normally done. P. Hayden stated that padlocks have been locked to the fence and the gate can't be locked.

The old street lights have been picked up to be recycled. It was noted that the next meeting will be Monday, October 30, 2017 (regularly scheduled), which is also Halloween/Trick or Treat (5:00 p.m. to 7:30 p.m.).

VI. ADJOURNMENT

MOTION: C. Hussey moved to adjourn at 7:58 p.m. Second - C. Deorocki; all in favor. MOTION CARRIED

NEXT MEETING

Monday, October 30, 2017 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 30, 2017