



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, January 27, 2014 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chair John Penacho, Kevin Forrest, Vaughan Morgan, Mo Sodini, John Vitale

Members Absent:

Staff: Karen Anderson – Town Administrator

Chair Penacho 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. APPOINTMENT

1. Town Report Cover – Amy Leonard

Ms. Leonard presented the cover for the Town report to the Selectmen. There is a difference of \$75 to have the cover printed in color rather than black and white.

MOTION: *Mr. Morgan moved to approve the Town report cover using the Farmer's Market, to be printed in color. Second – Mr. Vitale; all in favor. MOTION CARRIED*

II. ADMINISTRATIVE AND OTHER ITEMS

1. Health Officer Resignation

Wally Berg, Health Officer, has submitted a letter of resignation effective with the Town Meeting in March. There is a Deputy Health Officer, Jeff Canfield. The Board reluctantly accepted Mr. Berg's resignation, noting that he has done a great job.

MOTION: *Mr. Morgan moved to accept the resignation of the Health Officer, and send a letter written by the Town Administrator, thanking him for his years of service to the Town. Second – Mr. Vitale; all in favor. MOTION CARRIED*

The Town Administrator suggested the letter be presented at Town Meeting; Chair Penacho agreed, adding there should be some type of recognition. There was discussion regarding appointing the Deputy Health Officer to fill Mr. Berg's position. Chair Penacho would like to have him meet with the Board. Mr. Morgan stated there was a resident interested in acting as Deputy Health Officer. Qualifications for the position will be given to the Board. This has been continued until the meeting on Monday, February 10, 2014.

2. Historical Society Update

The Town Administrator updated the Board on the legislative administrative hearing in Concord on Thursday, January 23, 2014; Priscilla Caswell and Paul Hughes, surviving Historical Society members, accompanied her. They met with the Attorney General's office regarding the Historical Society. The society ceased to operate in 2001, and didn't file annual reports or hold meetings. At the time, membership was at two (2) people, seven (7) was the minimum for a quorum.

Mrs. Caswell and Mr. Hughes were recently served by the Sheriff to appear at an administrative appeal hearing for failure to file annual reports and disposition of assets. The Town Attorney recommended that the Town Administrator also attend the hearing. Total assets for the Historical Society are \$750, boxes of ceramic tiles and a file cabinet.

The Board of Selectmen can accept the assets of the Historical Society to be used for a historical purpose. If the Board agrees, a check will be written from the Historical Society checking account to the Trustees of the Trust Funds, closing that account; it was recommended that it be used quickly. Suggested was repair to the church clock. Proof funds were used for a historical purpose must be given to the Attorney General's office, and they will close the case.

The Historical Society was a private organization registered under a charitable trust, and was not established through a warrant article.

MOTION: *Mr. Morgan moved to accept the assets of the Greenland Historical Society, noting that such assets are to be turned over to the proper Town authorities and used for historical purposes. Second – Mr. Vitale; all in favor.*

3. Abatelements

MOTION: *Mr. Morgan moved to grant the abatement request in the amount of \$2,892.30 for the property located at 655 Post Road. Second – Mr. Vitale; all in favor. MOTION CARRIED*

MOTION: *Mr. Morgan moved to grant the abatement request in the amount of \$1,565.50 for the property located at 30 Bayridge Road, contingent on settlement with the homeowner. Second – Mr. Forrest; all in favor. MOTION CARRIED*

MOTION: *Mr. Morgan moved to grant the abatement request in the amount of \$69.75 for the property located at 15 Sanderson Road. Second – Mr. Forrest; all in favor. MOTION CARRIED*

MOTION: *Mr. Vitale moved to deny the abatement request for the property located at 35 Bayridge Road. Second – Mr. Morgan; all in favor. MOTION CARRIED*

MOTION: *Mr. Vitale move to grant the abatement request in the amount of \$1,057 for the property located at 24 Alden Avenue. Second – Mr. Morgan; all in favor. MOTION CARRIED*

4. Land Use Change Tax

MOTION: *Mr. Morgan moved to approve the Land Use Change Tax for 4 Cushman Way in the amount of \$7,300. Second – Mr. Forrest; all in favor. MOTION CARRIED*

5. Computer Assessment Update/Computer Policy

The Board reviewed the changes recommended by Randy Bunnell, Secnado LLC, who did a risk assessment on the Town computer system. The Board thanked Mr. Bunnell for his time and effort on the assessment at no charge to the Town. Mr. Morgan agreed that safe guards are necessary; however, didn't feel it was necessary to have "computer police". A common sense policy needed to be followed, and employees need to know how to recognize a virus.

Responding to a question by Mr. Morgan, Mr. Bunnell told the Board that an anti-virus program was almost non-existent or broken on some devices. He felt there may be bigger infections on the systems. The network infrastructure is dated, firmware needs to be updated and patches need to be done. He also stated that all desktops need to be on the same operating system. Mr. Bunnell's other concerns were the remote access by various contractors and accessing personal email on Town-owned equipment. He suggested governance by the Selectmen and someone in the role of an information security officer, as well as more frequent IT support. Mr. Bunnell continued that it may be best to replace five (5) to seven (7) desktops and include virus protection. IT support should be a minimum of two (2) hours per month. Mr. Forrest asked the life expectancy of a desktop; Mr. Bunnell felt two (2) to five (5) years, with a complete replacement every three (3) to five (5) years.

Mr. Forrest voiced a concern about IT security for other departments as well as the Town. Chief Laurent addressed Police Department security. They replaced their server this year; virus protection is managed by an IT professional who monitors it on a monthly basis. Additional security software is also installed. Administrative privileges are held by the IT professional only.

Chair Penacho stated that Town equipment should not be used to access personal email; almost everyone has a smartphone that can be used to access email. Mr. Bunnell also suggested a separate desktop could be made available for personal use by employees during breaks. A guest wi-fi account can be set up for non-network use. Mr. Bunnell felt the best approach would be to shut computers down over the weekend. Asked by Mr. Forrest about online shopping, Mr. Bunnell felt incidental use was okay. Mr. Bunnell recommended implementing an open DNS service, preventing access to any malicious user site.

Chair Penacho requested that the proposed policy be reviewed by the Town Attorney. The computer policy has been continued to the next meeting.

6. Warrant Articles

Warrant articles were reviewed by the Board of Selectmen.

- Article 1 – Election of Town officials
- Articles 2-7 – Zoning Ordinance changes
- Article 8 - Bond for Dearborn Road and Caswell Drive: There will be a public hearing on Monday, February 10, 2014.
- Article 9 – Town Budget
- Article 10 – Recreation Committee: Suggestion to establish a capital reserve fund; it was specifically stated when originally presented that Town funds would not be used and there would be no impact to taxpayers. The current fields serve the needs of the Town. The majority of the Board was not in favor of this article; a petition can be presented.
- Article 11 – Medical Expendable Trust Fund
- Article 12 – Ambulance Billing

- Article 13 – Website Redesign: The Board was not in favor of this article.
- Article 14 – Code Red Notification System; emergency notifications by phone, text or email.
- Article 15 – Replacement of Salt Storage Area
- Article 16 – Computer/IT Security
- Article 17 - Recreation Commission to Recreation Committee
- Article 18 – Police Department: Repairs to exterior of building.
- Article 19 – Police Department: Mr. Morgan suggested including a plan set for the Budget Committee; wording will be amended to include a capital reserve fund.
- Article 20 – Police Department: Five (5) year rotation for the bullet proof vests; department is in year two (2).
- Article 21 – Purchase of horizontal compactor and 24 yard container: discussion on leasing an excavator vs. purchasing a horizontal compactor; Mr. Vitale suggested video recording use of the excavator to compact to determine effectiveness.
- Article 22 – Purchase of walk behind paint striping machine; can be used for stop bars on streets and the parking lot as well as by the Recreation Department for the fields.
- Article 23 – Deed 25 acres of R1, 9B to SC Development, LLC: Town-owned land off Breakfast Hill Road behind Bethany Church; proposed 55 and older community; tax revenue would be created; they are willing to help staff the Fire Department; they would be installing their own waste water treatment plant; there is a potential impact on emergency services; additional statistics will be available at the next Board meeting. The Board was in favor of the concept, but agreed not to include this in the warrant articles preferring to use a sealed bid process.
- Article 24 – Conservation Commission: Conservation easement on Coastal Way Conservation Area and Cushman Way Open Space Area; both areas are currently deeded for passive recreation but are not under control of the Conservation Commission. The Town Administrator will review the deeds and assist the Conservation Commission with clearer wording.
- Article 25 – Cemetery By-Laws

There was a discussion regarding Town Vicinity Land, which is a capital reserve fund to purchase land; Mr. Sodini suggested a change of purpose warrant article to allow funds to be used for something other than purchasing land. The Board agreed to look into the possibility of repurposing the Town Vicinity Land fund.

Mr. Sodini reminded the Board that the Conservation Commission is an advisory board, appointed by the Board of Selectmen. He felt the land in their proposed warrant article was protected enough.

7. Approval of Minutes: Monday, January 13, 2014

MOTION: Mr. Forrest moved to approve the minutes of Monday, January 13, 2014. Second – Mr. Sodini; four (4) in favor, one (1) abstain (Mr. Vitale). **MOTION CARRIED**

8. Approval of Minutes: Monday, December 30, 2013

MOTION: Mr. Vitale moved to approve the minutes of Monday, December 30, 2013. Second – Mr. Forrest; all in favor. **MOTION CARRIED**

9. Other Business

There was no other business to discuss.

III. ACCOUNTS PAYABLE – JANUARY 30, 2014

1. Payroll Manifest 03

MOTION: Mr. Morgan moved to approve Payroll Manifest 03 in the amount of \$36,896.37. Second – Mr. Vitale; all in favor. MOTION CARRIED

2. General Fund Manifest 03

MOTION: Mr. Morgan moved to approve General Fund Manifest 03 in the amount of \$279,598.72 (School - \$200,000). Second – Mr. Vitale; all in favor. MOTION CARRIED

3. General Fund Manifest 29 (2013)

MOTION: Mr. Forrest moved to approve General Fund Manifest 29 (2013) in the amount of \$1,610.19. Second – Mr. Vitale; all in favor. MOTION CARRIED

4. Medical Deductible Expendable Trust Manifest 02

MOTION: Mr. Forrest moved to approve Medical Deductible Expendable Trust Manifest 02 in the amount of \$4,187.86. Second – Mr. Vitale; all in favor. MOTION CARRIED

5. Police Special Revenue Fund Manifest 10 (2013)

MOTION: Mr. Forrest moved to approve Police Special Revenue Fund Manifest 10 (2013) in the amount of \$1,495. Second – Mr. Vitale; all in favor. MOTION CARRIED

6. Ambulance Special Reserve Account Manifest 01

MOTION: Mr. Forrest moved to approve Ambulance Special Reserve Account Manifest 01 in the amount of \$495.68. Second – Mr. Vitale; all in favor. MOTION CARRIED

IV. ADJOURNMENT

MOTION: Mr. Morgan moved to adjourn at 9:45 p.m. Second – Mr. Vitale; all in favor. MOTION CARRIED

NEXT MEETINGS

Monday, February 03, 2014 – 7:30 p.m., Town Hall Conference Room

Monday, February 10, 2014 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, February 10, 2014