



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, May 04, 2015 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, John McDevitt, John Penacho, Jim Rolston

Staff: Karen Anderson – Town Administrator

Also Present: Ralph Cresta – Fire Chief

Chair Morgan opened the Board of Selectmen meeting at 6:58 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. Chief Cresta – Fire Department

- a. ALS Agreement – Exeter Hospital: The Town Attorney reviewed the ALS agreement and had a few questions regarding exclusive/non-exclusive as well as the insurance; he wanted to make sure it matched the Town's property liability coverage, which it does. Based on those answers, he approved the contract. The Town Administrator discussed the indemnification clause with Property Liability Trust and they were satisfied with the clause.

MOTION: K. Forrest moved to accept the Exeter Hospital Agreement as written and further authorize the Town Administrator to sign the agreement. Second – J. Rolston; all in favor. **MOTION CARRIED**

- b. Personnel: Chief Cresta discussed his concerns about fire department personnel, especially EMT coverage. He has requested \$24,960 from the current stipend account be used for weekend coverage, leaving a balance of \$49,740 for stipends or hourly coverage. Chief Cresta is also looking into the possibility of paying personnel for overnight coverage at the rate of \$50 per night. They wouldn't have to stay at the fire station, but could respond from home. He continued that the biggest concern for coverage is between 5:00 p.m. and 8:30 a.m. Chief Cresta is also working with the Stratham Fire Chief on mutual aid.

Chair Morgan stated that the lack of volunteers could be a critical problem in the future. J. Penacho's concern was keeping personnel at part-time; the Town Administrator stated that if personnel averages 35 hours a week for a year, they are required to be enrolled in the NH Retirement System for the year; if they are scheduled for over 35 hours per week, they also have to be enrolled. There was a discussion about the meeting with Stratham regarding mutual aid.

The Town Administrator suggested using the sign in front of the Town Hall to advertise the need for volunteers. Chief Cresta explained that they have tried signing up people at their open house and have been unsuccessful. J. Rolston suggested using social media to draw the younger people. The

Police Department will be asked to put the need for volunteers on their Facebook page: will be trained and stipends are paid.

Chief Cresta told the Board that he would like to start weekend daytime paid coverage as soon as possible; he projects that it will be 30 days before coverage starts. Personnel opting for weekend duty will become hourly and no longer eligible for stipend pay.

MOTION: J. Penacho moved to accept the proposal for allocating \$24,960 from the stipend account to provide weekend coverage, two firefighters/EMT's at eight hours per day. Second – K. Forrest; all in favor. MOTION CARRIED

Personnel doing weekend overnight coverage will be paid \$50 plus an hourly wage (minimum of one hour) if responding to a call. That program is still under consideration at this time.

II. ADMINISTRATIVE AND OTHER ITEMS

1. Road Name Approval: 239 Bayside Road Subdivision

The road bond for the subdivision at 239 Bayside Road was approved at the meeting on Monday, April 20; the developer submitted three names for the road.

MOTION: J. McDevitt moved to approve Sofia Way for the subdivision at 239 Bayside Road. Second – J. Rolston; all in favor. MOTION CARRIED

2. Veteran's Credit

The veteran residing at 10 Windsor Green Road qualifies. The application was received after the deadline for the 2015 tax year; it will become effective for the 2016 tax year.

MOTION: K. Forrest moved to approve the Veteran's Credit for 10 Windsor Green Road. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Current Use Release

The property is located at 60 Sleepy Hollow Drive. The total property is 70 acres; this is 1.3 acres of the larger parcel, leaving 68.7 acres in current use. The value of the single family house lot is \$150,000; the LUCT will be \$15,000.

MOTION: J. Penacho moved to accept the LUCT for 60 Sleepy Hollow Drive in the amount of \$15,000. Second – K. Forrest; all in favor. MOTION CARRIED

The Town Administrator noted that the owner understands the LUCT may increase. At this time, there is only a foundation. The Town's minimum requirement for a house lot is 60,000 sq. ft.; if a larger portion is developed as lawn, outbuildings, etc., an additional amount will be charged.

4. IT Policy

The policy was reviewed by the Town's IT consultant. He had a few questions about "fund raising for political purposes". That clause was amended by the Town Administrator to emphasize that any political purposes or lobbying was prohibited "unless directly related to one's duties". K. Forrest reminded the

Board that they first drafted the policy in 2014 and it had been reviewed by the Town Attorney. They agreed with the IT consultant that this was one of the better policies.

MOTION: *K. Forrest moved to approve the IT Policy as presented. Second – J. Penacho*

DISCUSSION: The Town Administrator had given copies of the proposed policy to Department Heads at their meeting on Tuesday, April 21, and asked for comment. The only response was from Chief Laurent, who had no concerns. J. Rolston questioned if personal computer use was acceptable while working. The Town Administrator referred him to Item 6 – Internet Guidelines. K. Forrest added that it was designed to curtail any major abuse of excessive time on the internet during work hours. Personal use of Town equipment should be incidental during break periods. Upon approval of the IT Policy, employees will be required to sign and return the confirmation page, which will be kept on file.

MOTION: *K. Forrest moved to approve the IT Policy as presented. Second – J. Penacho; all in favor.*
MOTION CARRIED

5. Remembrance Park

The Town Administrator explained that she had received an email from Wally Berg about his effort to gather additional names for the Remembrance Park memorial. An article in the *Grapevine* will include a list of 1,000 names of those graduating from Greenland School hoping to locate anyone who may have joined the military. K. Forrest explained that eligibility included a DD214 or an enlistment contract. Greenland also had to be their home at the time of entry, and they must have received an Honorable Discharge. Chair Morgan added that the memorial was to honor anyone who entered the service from Greenland. In order to be approved, any name being added to the memorial will go through the Town Administrator as well as the Board of Selectmen.

K. Forrest further explained that 19 names were approved by the Selectmen after being validated by a DD214. Many of the names on the recent list were pending some type of official documentation; to date, nothing has come through due to privacy and the systems in place. In addition, response times are proving to be challenging. K. Forrest still has concerns about validating all names on the list and not being vetted properly; he felt there was some vetting that needed to be done to list. He questioned how to validate a third party request to add a name to the memorial if a DD214 couldn't be found. K. Forrest was also concerned about adding a name to the memorial if that person didn't want it there. Chair Morgan stated that the basic requirement should be a DD214. In the absence of that, each case should be looked at individually with enough proof provided that the name should be added to the memorial. K. Forrest felt that anything independent of a DD214 there should be a notary process. J. McDevitt stated that he would feel comfortable with the notary statement as a last resort; he would like to see the DD214 or some other type of documentation required. Criteria should be set, with flexibility for someone who was deceased.

Additional engraving won't be done until September or October. Chair Morgan was emphatic that the engraving would be approved by the Board of Selectmen and then forwarded to the engraver. K. Forrest recommended that the Town Administrator contact the engraving company and let them know all engraving would come from the Town and be done only after the template was approved by the Board of Selectmen. He also wanted the DD214 kept on file, with the SSN crossed out, until the name was added to the stone. The Town Administrator responded that DD214's could not be kept with the veteran's files. K. Forrest suggested that if DD214's were not kept, a spreadsheet should be created for validation purposes.

Robert R. Boucier, Tuttle Lane, had two DD214's. His initial entry was not from Greenland; he was re-activated for four months while living in Greenland. Re-activation when residing Greenland would be acceptable.

MOTION: *K. Forrest moved to approve adding Robert R. Boucier to the memorial. Second – J. Rolston; all in favor. MOTION CARRIED*

The Town Administrator will contact W. Berg. J. Penacho stated that the amount of time spent on this project by the Town Administrator needed to be limited. Validating information was not her responsibility.

6. Police Grant

The Town, through the Police Chief, submitted a grant application for NH Emergency Management in the amount of \$6,480. The grant for an automatic alert system includes schools in Greenland, Newington and New Castle. The State requires only one applicant; Greenland is the applicant. Indications are that it will be approved.

MOTION: *K. Forrest moved to authorize the Police Chief to apply for the grant on behalf of Greenland, New Castle and Newington for a school notification system in the amount of \$6,480. Second – J. McDevitt*

DISCUSSION: Chair Morgan explained that the grant sets up a computer system in every classroom in the school for emergency notifications. A teacher would enter the emergency information; it would be sent instantly to every classroom in the school as well as the Police Department, cruiser and school administrative office. It's similar to CodeRed, but much easier because everything is in sync. The system is 100% grant based; training may not be included. There will be a \$350 annual charge which will be included in the Police Department budgets for the towns involved. The system will be the responsibility of the Police Department.

MOTION: *K. Forrest moved to authorize the Police Chief to apply for the grant on behalf of Greenland, New Castle and Newington for a school notification system in the amount of \$6,480. Second – J. McDevitt; all in favor. MOTION CARRIED*

7. Police Security System

The Town Administrator was presented with an invoice for the Police Department security system in the amount of \$10,112. The current system is unreliable and repairs are costly; the system continues to break down. It makes sense to install a new system while the second floor is being renovated. The Town Administrator has looked at the budget and determined potential transfers to the Police Department budget. Chair Morgan has spoken to the Department Heads involved. The following cuts are suggested to make funds available:

Cemetery Contracted Services.....	\$4,000
Tree Removal	\$2,000
Fire Building Maintenance	\$2,000
Police Building Maintenance	\$2,112
TOTAL.....	\$10,112

The Selectmen have the authority to transfer funds; the Town Administrator suggested they be moved to the Police Building Maintenance fund to be used for the security system. J. Penacho was concerned about ramifications during budget time. A notation will be made to the budget that funds were moved and the reason.

MOTION: J. Penacho moved to reallocate the following funds as recommended. Second – J. McDevitt

DISCUSSION: J. Rolston asked if there was a contract stipulation that would prevent the new system from becoming unreliable. The Town Administrator stated that there is a contract. She explained that when the Police Station was originally built, it was over budget and the least expensive items were used.

MOTION: J. Penacho moved to reallocate the following funds as recommended. Second – J. McDevitt; all in favor. **MOTION CARRIED**

Cemetery Contracted Services	\$4,000
Tree Removal	\$2,000
Fire Building Maintenance	\$2,000
Police Building Maintenance.....	\$2,112
TOTAL.....	\$10,112

8. First Half Property Tax Warrant

The warrant has been proved out with the Tax Collector at \$5,383,088; the variance is \$488 and well below the 1% allowed by DRA. Some of the variances are caused by negative bills.

MOTION: J. Penacho moved to approve the 2015 first half Property Tax Warrant in the amount of \$5,383,088. Second – J. Rolston; all in favor. **MOTION CARRIED**

There is an increase in tax revenue based on the increase in valuations. The projected decrease in the tax rate is \$0.36, which will help offset the anticipated increase in the school rate.

9. Approval of Minutes: Monday, April 20, 2015

MOTION: K. Forrest moved to approve the minutes of Monday, April 20, 2015. Second – J. McDevitt; all in favor. **MOTION CARRIED**

10. Other Business

- EMPG Grant: The paperwork has been received from the Emergency Management Director. There was a discussion about the smart TV to be used by the Board of Selectmen, Planning Board and Emergency Management. A 50% grant was applied for and approved in the amount of \$1,488; the balance will be taken from the Emergency Management budget.

MOTION: J. McDevitt moved that the Town of Greenland Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented, in the amount of \$1,488 for the purchase of a monitor, iPads and wireless gateway. Furthermore, the Board acknowledges that the total cost of this project will be \$2,976, in which the Town will be responsible for 50% of the match (\$1,488). Further, the Board of Selectmen authorizes the Town Administrator, Karen Anderson, to sign the appropriate documents. Second – J. Penacho; all in favor. **MOTION CARRIED**

- **Band Stand Committee:** Chair Morgan is a member of the Band Stand Committee, and told the Board that there is one band that would like an addendum added to their service agreement. He requested permission to have it reviewed by the Town Attorney. The addendum reduces the amount of time that the event can be cancelled, and if the event is not cancelled and the band is in a dangerous situation due to weather they maintain the right to cancel the event. The Town Administrator reviewed the document and was concerned with the waiver of all responsibility, using the example that the Town would be held liable if a member of the band made a derogatory statement or remark. The Board was in agreement that the Town Attorney should review the agreement.
- **Line Striping:** Three bids were received; Hi-Way Safety Systems was the low bid at \$3,585. The Town Administrator will look into the condition of the stop bars. If the condition is good, she may recommend only the lines and the railroad crossings, saving \$1,500. Pricing is guaranteed if items are cut. The Board authorized the Town Administrator to award the bid to Hi-Way Safety Systems.
- **Liaison Reports:** Chair Morgan requested that liaisons to the various Boards and Commissions in Town give the Selectmen a monthly update at the second meeting.
- **Time Management for Hourly Employees:** J. McDevitt told Board members he would like to see a system, such as an electronic time clock, in place that will document when hourly employees are working. The Town Administrator will research systems that other towns use for time management accountability. J. Penacho stated that if it's work related, he would like to see a system that includes where employees are going, the reason, time left and time returned.
- **Transfer Station:** J. Rolston voiced his concern about the Transfer Station traffic during the early afternoon hours on Saturday. The Town Administrator told Board members that there was an extra person working on Saturday from noon to 5 p.m. and will be in place indefinitely. She continued that unloading brush is the problem; once the spring clean-ups are done there shouldn't be a problem. On a trial basis during May, only brush from Greenland properties is allowed; commercial is being charged \$30 per truck load. Records are being kept on the amount of brush being brought to the Transfer Station and where it's coming from. K. Forrest suggested that if it's mostly commercial, it may be best to limit them to a specific day. The Town Administrator stated that brush is limited to one truckload per day. Efforts will be made to account for the additional hours on Wednesday when the Property Maintenance Supervisor is available. She continued that there is not money in the budget to add a person for the full day for the remainder of the year. J. McDevitt stated that if the Property Management Supervisor is not there, someone needs to be in charge of the facility, and suggested increasing their pay as an incentive. The Town Administrator responded that Kevin Van Etten is considered in charge.
- **Trail System:** The Town Administrator stated that the Conservation Commission will be meeting with the Board about the proposed trails. A member of the Conservation Commission told J. Rolston that the trails would be covered by a grant. The Town Administrator responded that there haven't been any firm decisions or commitments made at this time. There have been offers to have work donated; an agreement within the Conservation Commission has not been reached.
- **Rolston Park:** J. Rolston mentioned that one of the drains near Rolston Park had collapsed. The Town Administrator stated that the two drains on Riverside Lane had been checked. Estimates are being received about replacing the culverts, and drainage funds may be used. A wetlands permit will be needed to replace the culvert at the Rolston Park end of Riverside because it will be emptying towards the Winnicut River. DES may want a rain garden, sloping or French drainage work. The Town Administrator explained that as part of Arbor Day, restoration was being at Rolston Park done through donations by the Winnicut River Watershed. Urban Forestry Center was doing the planting. The Property Maintenance Supervisor met with them prior to Arbor Day. Planting was done where there was erosion to vegetate the area. The proposed kayak landing was approved by the Board several years ago and is being funded by the State.

- E-911 Public Hearings: The Town Administrator suggested that there be one meeting in between E-911 phases. There will be two meetings with E-911 public hearings, then one meeting without.
- Personnel Policy: Will be reviewed at the meeting on Monday, June 15. A work session prior to the June 15th meeting will be scheduled.
- E-911 Changes: J. McDevitt questioned 1660 Greenland Road. There are three buildings and the 911 Committee is looking at giving that address a street name. Also questioned were the Samonas and Emory properties.

III. ACCOUNTS PAYABLE – THURSDAY, MAY 07, 2015

1. Payroll Manifest 09

MOTION: J. Rolston moved to approve Payroll Manifest 09 in the amount of \$43,689.66. Second – J. Penacho; all in favor. MOTION CARRIED

2. General Fund Manifest 09

MOTION: J. Rolston moved to approve General Fund Manifest 09 in the amount of \$114,204.82. Second – K. Forrest; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 09

MOTION: J. Rolston moved to approve Medical Deductible Expendable Trust Manifest 09 in the amount of \$1,929.08. Second – J. Penacho; all in favor. MOTION CARRIED

4. Police Special Revenue Fund Manifest 05

MOTION: J. Rolston moved to approve Police Special Revenue Fund Manifest 05 in the amount of \$37,180. Second – J. McDevitt; all in favor. MOTION CARRIED

IV. ADJOURNMENT

MOTION: J. Penacho moved to adjourn at 8:55 p.m. Second – K. Forrest; all in favor. MOTION CARRIED

NEXT MEETING

Monday, May 18, 2015 – Town Hall Conference Room, 7:00 p.m., E911 Public Hearing

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, May 18, 2015