



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, September 21, 2015 – 7:00 p.m. – Town Hall Conference Room

Members Present: Kevin Forrest, John McDevitt, Jim Rolston

Members Absent: Vaughan Morgan, John Penacho

Staff: Karen Anderson – Town Administrator

Vice Chair Forrest 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. ADMINISTRATIVE AND OTHER ITEMS

1. Bramber Valley Approvals

- a. Road Names: Road names were approved by the Police Chief and 911 as submitted. Boxwood Path will be the loop road name, Cherry Hill Drive for the main road, and Sage Lane for the cul-de-sac.

MOTION: *J. McDevitt moved to approve the road names for the Bramber Valley Age Restricted Housing development: Boxwood Path, Cherry Hill Drive and Sage Lane. Second – J. Rolston; all in favor. MOTION CARRIED*

- b. Stop Signs: Chief Laurent has recommended the locations of the stop signs. The Board of Selectmen needs to approve any stop intersection. When questioned about the gate on the Post Road entrance to the development, J. McDevitt stated that the Planning Board agreed the gate at the Post Road entrance should be moved to the Portsmouth Avenue side. After review, they felt if someone made a wrong turn into the development, they would have to back out onto Post Road; the gate was moved for safety concerns. The gate will be closed at all times and be siren activated to allow emergency vehicles access; police and fire will also have keys. J. McDevitt added that the association will be responsible for maintenance of the public and private roads.

MOTION: *J. Rolston moved to approve the stop signs as submitted. Second – J. McDevitt; all in favor. MOTION CARRIED*

- c. Emergency Access Easement Deed: An easement has been granted to the Town for emergency access. This will allow emergency vehicles to drive over those roads when needed.

MOTION: *J. McDevitt moved to approve the Non-Exclusive Emergency Access Easement Deed for the Age Restricted Housing Development on Bramber Valley Drive. Second – J. Rolston; all in favor. MOTION CARRIED*

Chief Cresta asked about plowing the roads in the winter. The development will have 24/7 coverage.

2. Fire Department Staffing/Budget Review: Chief Cresta

The Fire Department 2016 proposed budget increased significantly due to a staffing request. Chief Cresta told the Board he has been losing Fire Department personnel, especially EMT's. Since a key member left the area, they haven't been able to cover as many ambulance calls at night, causing a delayed response time. The most difficult staffing hours are between 4:00 a.m. and 7:30 a.m. Chief Cresta is requesting overnight coverage and he explained different options to the Board, including 24/7 staffing.

Vice Chair Forrest stated that safety is of the utmost importance, adding that the Town is growing. Responding to a question from J. McDevitt, Chief Cresta felt approximately two-thirds of the calls occurred during the day. Chief Cresta commented that other towns in the area are having similar problems with coverage.

J. McDevitt suggested that Chief Cresta prepare some "talking points" for the SB2 Deliberative Session informing residents there are concerns about coverage. It would also advise residents that the Town would be looking at spending significant money to resolve the issue. Vice Chair Forrest added that the Town was fortunate to have dedicated volunteers. Chief Cresta stated that volunteers receiving stipends are needed and he didn't want to lose members.

The only outstanding item on the budget is fuel; Chief Cresta is waiting for figures from the Truck Stop. Although it didn't affect the Fire Department budget, Chief Cresta increased his stipend request by \$10,000 per year. Vice Chair Forrest clarified that Chair Morgan had asked Department Heads to look at salaries and stipends for all employees.

Chief Cresta stated the biggest future line item would be new air packs; he was hoping it could be taken from the Ambulance Fund. Total cost for replacing the air packs in 2017 will be approximately \$150,000.

Asked which staffing option he thought would be the better option, Chief Cresta responded 24 hours/7 days per week based on the number of night calls not being covered. In order to have enough personnel to cover on a 24/7 basis, Chief Cresta will likely have to hire outside the department; that is currently being done to cover the day shifts.

3. Timber Cut Permit: 1533 Greenland Road

The Town Administrator explained that the cut would cover approximately five of the 34 acres on 1533 Greenland Road. This is the future location of Tractor Supply.

MOTION: J. McDevitt moved to approve the Timber Cut Permit for 1533 Greenland Road (Map R21, Lots 55 and 55A) as presented. Second – J. Rolston; all in favor. MOTION CARRIED

4. Audit Report

The Town Administrator explained that the Audit Report was not the Financial Statements, which she has reviewed. The report details significant audit findings; there were none. Overall, the audit went very well.

- The Purchasing Policy was of minor concern and has since been corrected.

- Deposits: The timeliness of deposits was also mentioned and referred to a single check; corrections have been made to the handling of deposits.
- Library Funds: it was noted that there needs to be a credit card policy, requiring receipts to be attached.
- Library Payroll Manifests: It was noted that, on occasion, Library payroll manifests have been signed in advance of the end of the pay period.
- Recreation Funds: Several areas were reviewed, including deposit of funds and approval of invoices for payment. Those matters are in the process of being corrected with guidance that all checks should be submitted to the Town Hall and not individual Recreation Committee members.
- Trust Fund Reports: Fair value of investment has been used for DRA reporting rather than book value; that change will be made, if necessary, after receiving clarification from DRA.
- General Ledger Budget: This was a miscommunication with the auditors and has been clarified.

The Town Administrator told the Board this was the first year with the new auditors, and they were very thorough.

5. Proposal: Board of Selectmen Submission of Letter Requesting Non-Support of Sea-3 Exemption to the Site Evaluation Committee

This item was continued from the meeting on Monday, August 24, 2015. Several residents have asked the Board of Selectmen to consider sending a letter to the commissioner who is overseeing the Sea-3 application for exemption from the site evaluation process. The letter would state that the Town does not support that exemption and Sea-3 should be subject to the full site evaluation process. Fred Mason, 14 Tidewater Farm Road, and Mark Duggan, 13 Tidewater Farm Road, were present.

A member of the Board had requested that this item be deferred to a future meeting when all Selectmen were present. Vice Chair Forrest stated that any decision would be deferred until all Board members were in attendance.

F. Mason addressed the Board, stating that they were trying to be helpful with the Board in making a decision. Earlier in the month, F. Mason had sent the Town Administrator an email with links to the site evaluation committee as well as some of their key documents. J. McDevitt stated that he had read the information provided by F. Mason.

F. Mason told the Board that under the statute, there is the possibility for exemption based on four criteria. Sea-3 argued that they had met the criteria, one of them being covered by the federal exemptions of the railways. F. Mason gave the Board background information regarding the exemption. F. Mason stated that safety was a key issue, and a study had been done by an independent source which was reviewed with the Board. As a result of that study, he believes that from a safety aspect there needs to be the full Site Evaluation Committee's review of the application process. He suggested that the activity should not go away but rather have the benefit of the review process and not an exemption.

J. McDevitt stated that he read all the motions to intervene, and the Council for the Public's request for an independent safety audit. There were two areas in which the Town had an interest in this matter. First, would be the safe transit of rail traffic through Greenland. Secondly, if fire, police and emergency management personnel had to respond to a possible problem at the Sea-3 facility, the concern would be how it affected Town personnel and their safety as well as coverage for residents of the Town while emergency personnel were on site. In regard to rail traffic, J. McDevitt pointed out that the USDOT had completed a rail inspection and found the rail safe for the proposed use. Additionally, an independent audit ordered by the State and completed by Sebago Technics declared the rail in

compliance as well. This same company inspected the Sea-3 facility in Newington and reported no major adverse conditions to the State. In his opinion, it was in the Town's interest to request additional site evaluation of the Sea-3 Newington facility, and he was concerned about setting a new precedent. The Newington Planning Board had declared this facility upgrade as having regional impact. That allowed Greenland input during the application review process by Newington. He also noted, once again, that Sebago Technics found the Newington facility safe and in compliance with State and Federal regulations. J. McDevitt further stated that taking all current facts into consideration, he could not, at this time, agree to sign a letter dealing with additional review of that site.

Discussion continued on rail safety and preparation in case of emergency. The cost to the Town for upgrading the crossing was also discussed. There was further discussion regarding the Board of Selectmen formally addressing the site evaluation process. M. Duggan stated that there appears to be a push to short cut the process. He continued that as a result of the discussions, he would like to see what the impact would be on the Town and community if this was projected out three to five years. He would like much more depth and detail to make a better long-term evaluation as a Town: safety first as well as the economic impact.

A decision regarding a letter from the Board of Selectmen will be made at the meeting on Monday, October 05, 2015, if a full Board is present.

6. Budget Reviews

a. Administration: There was a \$20,000 increase in Rec Committee grounds keeping for the reconstruction of Caswell Field. There are safety concerns with the baseline lips that have developed on the field over time. Salaries: J. Rolston commented that for those on Social Security, there was no cost of living increase this year. He continued that it would be difficult to justify the proposed salary increases, which in some cases were double-digit. The Town Administrator responded that this was the first time she was directed to put this into the budget; normally it was discussed at the Board level. She explained the process she used for the increases, reviewing comparable positions in other communities while improving differentials between staff wages. Her concern was that by doing something positive for the employees overall, it may create a larger problem. Bonuses rather than cost-of-living increases were discussed. J. Rolston suggested continuing the discussion of salary increases until the entire Board was present. Health Insurance: The Town Administrator stated that the Comp 5000 plan would not be available after this year due to the Anthem-Cigna merger and the Affordable Care Act.

b. Public Works: Continued to a future meeting.

7. Approval of Minutes: Monday, August 24, 2015

MOTION: J. Rolston moved to approve the minutes of Monday, August 24, 2015 as amended. Second – J. McDevitt; all in favor. **MOTION CARRIED**

8. Other Business

Traffic Study: The response to the request for a traffic study on Great Bay Road was discussed. DOT was not in favor of a full traffic study due to lack of time and funding. They could, however, put a traffic counter in place. Chief Laurent requested the traffic study in an attempt to reduce the speed limit on that road; it's a State road and the Town cannot reduce the speed limit. The Town Administrator felt the Chief may accept the traffic counter.

Reclamation Project: J. McDevitt requested that the sign, which is weathered, be removed. The Town Administrator will contact Fish and Game.

II. ACCOUNTS PAYABLE – THURSDAY, SEPTEMBER 24, 2015

1. Payroll Manifest 19

MOTION: J. McDevitt moved to approve Payroll Manifest 19 in the amount of \$47,227.43. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 19

MOTION: J. Rolston moved to approve General Fund Manifest 19 in the amount of \$40,802.92. Second – J. McDevitt; all in favor. MOTION CARRIED

3. Medical Deductible Expendable Trust Manifest 19

MOTION: J. McDevitt moved to approve Medical Deductible Expendable Trust Manifest 19 in the amount of \$4,085.16. Second – J. Rolston; all in favor. MOTION CARRIED

III. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:28 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

NEXT MEETING

Monday, October 05, 2015 – Town Hall Conference Room, 7:00 p.m.

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, October 05, 2015