



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, April 04, 2016 – 6:45 p.m. – Town Hall Conference Room

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

Staff: Paul Hayden – Property Maintenance Supervisor, Ralph Cresta – Fire Chief

I. NON-PUBLIC - RSA 91-A:3II(a) – 6:45 PM

1. Personnel

The Board of Selectmen entered into non-public session at 6:45 p.m.

MOTION: P. Sanderson moved to seal the minutes of the non-public session. Second – J. Rolston; all in favor. **MOTION CARRIED**

MOTION: P. Sanderson moved to enter into public session at 7:20 p.m. Second – J. McDevitt; all in favor. **MOTION CARRIED**

Chair Morgan opened the Board of Selectmen meeting at 7:20 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

II. APPOINTMENT

1. Chief Cresta: Fire Department Bunk Rooms

Chief Cresta explained that he would like to build two bunk rooms in the existing day room for night coverage. Bunk rooms would allow personnel living a distance outside of Town to cover night shifts. Personnel would be required to be an EMT or Firefighter/EMT to be eligible for night coverage.

Chief Cresta reviewed the sketch of the proposed bunk rooms with the Board. Walls will not go to the ceiling in order to keep the air flowing; lighting will not be changed; the existing two heaters may have to be replaced with smaller 110V heaters. The Building Inspector reviewed the plans and had no concerns. Materials will cost under \$800; construction will be done by Chief Cresta and department personnel.

K. Forrest questioned the on call/stand by time and the Fair Labor Standards Act (FLSA) regulations. Would the Town be in compliance with labor laws or were they restricting freedom of movement by requiring personnel to be available during a specific period of time? Chief Cresta responded personnel on call must be able to respond within 12 to 15 minutes. P. Sanderson commented that was very close

to restricting their ability to move and FSLA would apply. Chair Morgan added that the Town Administrator had spoken to the Department of Labor and the Town would be within the FSLA regulations regarding the pay arrangements. The Board was agreement that they would like a written statement from the Department of Labor verifying the Town would meet FSLA regulations if movement is restricted when on call. P. Sanderson recommended that there be more verification with the Department of Labor because personnel would be controlled where they were for a specific period of time. The Board would like the Town Administrator to research that concern further for the next meeting on Monday, April 18, 2016.

P. Sanderson also stated that there are special rules for public safety. Hours can be counted differently throughout a month before they qualify for overtime. It would not be based on a 40 hour week, but a 28 day period.

J. McDevitt questioned if personnel had written contracts detailing the duties and responsibilities of people on call. Chief Cresta responded that they are part-time personnel; there was nothing at this time.

Also discussed was the regionalization being done in the surrounding area; Greenland was not one of the towns involved. P. Sanderson felt Greenland should be part of the discussions regarding regionalization due to coverage problems. Chief Cresta told the Board he has discussed the possibility of sharing personnel and gear with several towns (if gear was shared, it wouldn't need to be purchased when sharing personnel). There was a discussion regarding paying personnel shared with other towns. J. McDevitt suggested Chief Cresta, his department liaison, and an additional Board member meet with representatives from those towns for further discussions.

Chip Hussey, 207 Winnicut Road: Suggested repairing the back side of the fire station; several panels needed to be replaced. The Property Maintenance Supervisor stated there are 20 panels in the maintenance building that can be used. This topic was continued for further discussion.

III. PUBLIC HEARING

1. Acceptance of 2016 Highway Safety Grant: Police Department

Chair Morgan opened the public hearing for the acceptance of the 2016 Highway Safety Grant from the State of New Hampshire at 7:40 p.m. The cost of equipment is \$9,279 for the purchase of a radar unit and five tablets; the amount of the grant is \$4,639.50. Chair Morgan opened the meeting to public comments; there being none, he closed the public hearing at 7:43 p.m. and returned to the Board for discussion.

MOTION: K. Forrest moved to authorize the acceptance of a grant from the State of New Hampshire in the amount of \$4,639.50 for the purchase of a radar unit and five tablets for the Police Department. The total cost of the project is \$9,279. Second – J. Rolston; all in favor. **MOTION CARRIED**

IV. APPROVAL OF MINUTES

MOTION: J. McDevitt moved approve the minutes of Monday, March 21, 2016 as written. Second – P. Sanderson; all in favor. **MOTION CARRIED**

After a brief discussion regarding the availability of minutes, the Board of Selectmen minutes will be online once they are completed.

V. OLD BUSINESS

1. Performance Evaluations

The Board will enter into a non-public session at the conclusion of the meeting to review performance evaluations. The Board will also establish performance standards for the Property Maintenance Supervisor; Chair Morgan will be his liaison.

2. Cancer Cluster Meeting

J. McDevitt informed the Board that there would be a cancer cluster meeting held at Bethany Church on Thursday, April 14, 2016 at 6:30 p.m. Several Board members stated they will be in attendance. At the request of several Planning Board members, the Town of Administrator will give a brief update at their meeting on Thursday, April 07, 2016.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. EOC Test

An EOC test will be held on Tuesday, April 05, 2016 in the Town Hall Conference Room.

2. Review of Town Administrator's Weekly Report

Line painting was discussed. The Town Administrator and Property Maintenance Supervisor selected the roads to be striped. P. Sanderson stated that the MUTCD (Manual on Uniform Traffic Control Devices) is a federal regulation adopted in the State and applies to every public road in New Hampshire. Line painting is part of MUTCD as are traffic control devices. J. McDevitt pointed out that a road agent position should be considered.

P. Sanderson also recommended training for the Property Maintenance Supervisor through the UNH T2 Technology Transfer Program. L-TAP (Local Technical Assistance Program) provides training in different areas (including culverts and road maintenance). It's inexpensive and participants become a "road" scholar at the program's conclusion. It's practical training for people in the position of Property Maintenance Supervisor.

J. McDevitt added that the Board needed to decide who was responsible for the roads in Town. If it was the Property Maintenance Supervisor, he would report directly to the Board of Selectmen.

3. Acceptance of Cushman Way

Altus Engineering recommended the Town accept Cushman Way with conditions. Escrow was not received at the time of the meeting. This item was continued to the next meeting.

MOTION: P. Sanderson moved to table acceptance of Cushman Way pending receipt of the proposed bond. Second – J. Rolston; all in favor. **MOTION CARRIED**

4. Bid Award – Dump Trailer

The Property Maintenance Supervisor recommended the bid for the dump trailer be awarded to REP. There was a difference of \$1,195 between REP's bid and Sleeper of Concord. However, REP is a local company and has an established relationship with the Town.

MOTION: *J. Rolston moved to award the contract for the B Wise dump body trailer to REP in the amount of \$12,995. Second – K. Forrest; all in favor. MOTION CARRIED*

5. MS-123 Annual Report of Town Officials

The MS-123 report, prepared by the Town Clerk, was approved by the Board of Selectmen. K. Forrest voiced concerns about personal email addresses being listed. After a brief discussion about the use of personal email for Town business, the Board of Selectmen requested that Town email addresses be created for them.

MOTION: *K. Forrest moved to approve the MS-123 Annual Report of Town Officials as prepared. Second – J. McDevitt; all in favor. MOTION CARRIED*

6. Approval of Completion Bond – Tractor Supply

Tractor Supply was required to post a completion bond in the amount of \$202,384 in order to receive a temporary occupancy permit and open.

MOTION: *J. McDevitt moved to accept the completion bond for Tractor Supply, 8 March Farm Way, in the amount of \$202,384. Second – J. Rolston; all in favor. MOTION CARRIED*

7. Snow Plow Contract

P. Sanderson noted that the current snow plow contract is for a two year term. Money can't be spent until it's been appropriated; any multi-year contract without a non-appropriation clause is an issue. With a non-appropriation clause, a contract can be terminated without penalty if funds are not appropriated. P. Sanderson suggested the contract be amended. There was a question why the contract was not signed by the contractor. Chair Morgan would like the contract be reviewed, possibly by the Town Attorney, and done on an annual basis. There was a discussion regarding only one contractor bidding on snow plowing for the Town. Chair Morgan will meet with the Town Administrator for further discussion.

Also discussed was the issue of trucks (without salt spreaders) picking up salt from the Town salt shed. K. Forrest reminded Board members that there was a "crystal clear" discussion several months ago that the only salt in the shed was to be Town salt for use on Town roads. Further, any private business was to cease immediately. Chair Morgan will discuss this issue with the Town Administrator.

P. Sanderson recommended when the contract was done that at least one person on the contractor side be green-pro certified, which is through DES. The person would be trained on how to calibrate the salt spreader so the correct amount is being released. Without being calibrated, too much salt will be released, resulting in wasted material and the possibility of environmental problems.

8. Other Business

The Board reviewed the annual report from the Tax Collector stating that tax bills were done semi-annually.

VII. ACCOUNTS PAYABLE – THURSDAY, APRIL 07, 2016

1. Payroll Manifest 07

MOTION: K. Forrest moved to approve Payroll Manifest 07 in the amount of \$49,552.68. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 07

MOTION: K. Forrest moved to approve General Fund Manifest 07 in the amount of \$402,271.71 (School - \$280,000). Second – J. Rolston; all in favor. MOTION CARRIED

3. Fire and Safety Revolving Fund Manifest 05

MOTION: P. Sanderson moved to approve Fire and Safety Revolving Fund Manifest 05 in the amount of \$193.77. Second – J. Rolston; all in favor. MOTION CARRIED

VIII. NON-PUBLIC

1. Personnel Evaluations

MOTION: K. Forrest moved to enter into non-public session at 8:27 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: J. McDevitt moved to seal the minutes of the non-public session. Second – J. Rolston; all in favor. MOTION CARRIED

MOTION: Chair Morgan moved to enter into public session at 10:04 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

IX. ADJOURNMENT

The Board of Selectmen adjourned the meeting at 10:05 p.m.

NEXT MEETING

Monday, April 18, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, April 18, 2016