



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, January 30, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Vaughan Morgan, Steve Smith, Richard Winsor

Staff Present: Paul Sanderson, Town Administrator

Also Present: Susan Parker – Greenland/Newington PDA Representative; Christine Peters – Chairman, Weeks Library Trustees; Dennis Malloy – NH State Representative; Marge Morgan – Town Clerk

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken, and it was announced a quorum was present and the meeting was being live-streamed and recorded.

I. APPOINTMENT

1. Town Treasurer: Kevin Delaney

TA Sanderson introduced Kevin Delaney to the Board. K. Delaney is a resident and registered investment adviser; he has agreed to serve as Town Treasurer. His stipend will be \$10,000 per year. K. Delaney gave a brief background to the Board. He was congratulated and thanked by the Board for accepting his new role in Town.

MOTION: J. Connelly moved to appoint Kevin Delaney as Town Treasurer at a salary of \$10,000 per year. Second – R. Winsor; all in favor. MOTION CARRIED

K. Delaney was sworn in by Marge Morgan, Town Clerk.

2. Deputy Treasurer: Jim Rolston

Jim Rolston has agreed to assume the role of Deputy Town Treasurer. K. Delaney and J. Rolston will meet on Tuesday morning to begin the transition.

3. Greenland/Newington PDA Representative: Susan Parker

Susan Parker, Greenland/Newington PDA Representative, updated the Board on the recent PDA meeting held on Thursday, January 19, 2023. Lonza Biologic had a change in plans. Two of three buildings remain on their master plan and are not in any option agreement; it was unclear if they planned to pursue those two buildings. They do have a prospective tenant for the first building, which will be a one-story building rather than three. A seven-story garage planned for Building One was not warranted or needed. There will now be a surface parking lot for approximately 100 cars.

The advanced manufacturing space (ProCon) will be approximately 209,750 square feet, covering 11 acres. They are anticipating a parking lot for 150 cars. S. Parker noted this was the most advanced of three active projects.

DRAFT: SUBJECT TO CHANGE

Pease Aviation Partners, LLC, is the corporate name for Million Air Portsmouth; they were granted a 90-day extension. They are currently in discussions regarding water and the 90,000 gallon fuel tanks, and the implications if something happened. S. Smith and V. Morgan were given a copy of a letter from the State of New Hampshire by S. Parker (copy on file). The letter is addressed to the Pease Development Authority and is from legislators who represent communities around Pease Tradeport. In the letter, they voiced their concerns with Million Air Portsmouth. Million Air proposed a 26,000 square foot building, which includes a 12,000 square foot hangar; the remainder will be devoted to fuel tanks and possibly office buildings/parking.

A daycare will be available on Pease Tradeport for military families. It will be built on federal land and is not part of the Tradeport. The daycare will be available to families stationed at the Navy Yard and with the Air National Guard.

House Bill 361 will be heard on Friday and looks at the PDA Board structure. S. Parker noted that the Speaker of the House has an appointment on the Board. The proposal is to change the Speaker of the House to an appointment of an individual from Rye or New Castle.

Asked by V. Morgan if he had any comments regarding HB 361, Dennis Malloy stated he was also on the bill. He explained it was to add a voice to the Board for Rye and New Castle. D. Malloy has been to Selectmen's meetings in Rye at night when planes fly over, and you cannot hear. He noted that PDA manages some of Rye's harbors, and Rye has never had a voice on the PDA Board. V. Morgan questioned the possibility of Greenland having a full seat on the PDA. D. Malloy stated they have pursued that, but it would be up to the Selectmen. If they wanted to pursue a full seat, D. Malloy would be more than happy to help. R. Winsor stated a shared rep on the PDA was fine. Ultimately, the Town's impact was traffic. The only realistic mitigation for that would be a change in the formation of the PDA or their fundamental bylaws to extend the reach of their ability to upgrade infrastructure. He would rather the Town pursue a legislative change and a change in the PDA's ability to fund off-site improvements or be held accountable for off-site improvements. S. Parker noted there are three municipalities with seats at the PDA: Newington, Portsmouth, and Greenland. A seat is also represented by Strafford County. S. Parker felt it may be wise to consider a standalone seat at some point due to water concerns. There was further discussion regarding seats on the PDA.

J. Connelly voiced his concerns about the parking at the Tradeport and questioned how that could be controlled. S. Parker stated they have development policies regarding parking. R. Winsor stated it was typically 'x' number of parking spaces per square foot depending on the use. He noted that a variance could also be given. J. Connelly asked that S. Parker watch the parking situation due to traffic concerns; their master plan made him nervous. R. Winsor added that until a funding mechanism was in place, nothing would happen. It will be done incrementally. R. Winsor encouraged the Board to look at that: how does the Board create a funding mechanism and planning process that would build it out. S. Parker noted it was the impact idea.

II. PUBLIC COMMENTS

There were no public comments.

III. APPROVAL OF MINUTES

1. Tuesday, January 17, 2023

MOTION: V. Morgan moved to approve the minutes of Tuesday, January 17, 2023. Second – J. Connelly; four in favor, one abstained (R. Winsor). MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

No new information was available.

2. Computer Update

The server has not arrived; there are parts on order. TA Sanderson does have a serial number for the server. It should be ready at the end of this week or the first part of next week. TA Sanderson approached the Planning Board with an amendment to the Capital Improvement Plan, which was approved by that Board. TA Sanderson will be able to access the Town Equipment Capital Reserve Fund throughout the year to make the necessary improvements.

3. Other Old Business

An update on the 2021 audit report was requested by V. Morgan. TA Sanderson stated that when it was disclosed to the auditors that the judgement in the Soft Draw case had not been paid and was included in this manifest for payment, they needed to adjust the unreserved fund balance in 2021 as well as interest in 2022 and 2023. The auditors made legal inquiries with Drummond and Woodsum and Donahue, Tucker and Ciandella; they are waiting for their responses. The 2021 audit report should be available early next week.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Dissolving of Library Future Growth Capital Reserve Fund

In 2007, the Library Future Growth Capital Reserve Fund was established. The Library Trustees voted on April 12, 2022, to dissolve that CRF and withdraw the balance (\$8,422.41). The Library Trustees minutes from April 12, 2022, as well as a request for payment are on file. The Board of Selectmen and Library Trustees are the agents to expend. There is no record that the Board of Selectmen were informed of, or agreed to, the withdrawal of \$8,422.21 from the Library Future Growth CRF. TA Sanderson would like the Library Trustees to provide documentation on how the funding was used.

The remaining balance is \$0.03. It has been recommended the CRF be dissolved, and a warrant article is needed. The Trustees of Trust Funds have requested a warrant article to dissolve that account. Once the Board of Selectmen agree the funds were used for Library purposes, a warrant article can be done next year to dissolve the CRF.

DRAFT: SUBJECT TO CHANGE

MOTION: V. Morgan moved to authorize the warrant article dissolving the Library Future Growth Capital Reserve Fund. Further, to request the Library Trustees provide documentation of the use of \$8,422.41.

Discussion: R. Winsor questioned approving a warrant article that would not be done until next year. TA Sanderson explained it would be in the minutes to do in 2024. R. Winsor preferred to understand how the money was spent before he authorized dissolution of the CRF. Several Board members agreed; V. Morgan rescinded the motion.

AMENDED MOTION: R. Winsor moved that the Library Trustees provide a reasonable accounting of the use of the funds for Library purposes. Second – J. Connelly; all in favor. MOTION CARRIED

2. Stillwater Drive Land Use Change Tax

At the last meeting the Board approved the Land Use Change Tax (LUCT) for several lots on Stillwater Drive and the Town Clerk sent out the LUCT bills to the property owners. The Town Clerk has received calls from lawyers of the property owners stating the LUCT had been paid and no tax was owed.

In 2015, the Town Administrator released the 16.69-acre parcel because a house was being built on the property. Rather than release just the lot for the house (1.38 acres), the entire parcel was released for \$18,000 +/- . The opportunity to obtain the LUCT has been lost.

The LUCT issued for five lots was \$136,670. There are two unsold lots that would have been valued in the \$300,000 range, which would have an additional \$60,000 potentially available for assessment. Note: The LUCT is based on 10% of the property value. The loss to the Town from that action was approximately \$200,000 in tax revenue.

TA Sanderson explained that to avoid something similar happening in the future, he asked the Board to institute a policy that a release for the Land Use Change Tax could not be done until a document was signed by the Town Administrator, the Tax Collector and assessor. The document would indicate that all concurred that was the appropriate action, and the assessed amount was correct.

This type of policy would mean better internal control and not the decision of one person but was carefully reviewed internally before being presented to the Board for approval.

MOTION: R. Winsor moved to institute a policy requiring that documentation must be signed by the Town Administrator, Town Clerk and assessor before a Land Use Change Tax can be presented to the Board of Selectmen for approval. Second – V. Morgan; all in favor. MOTION CARRIED

3. Warrant Article Assignments

Warrant Article assignments for the Deliberative Session on Saturday, February 04th.

Article 01: Elections – No action necessary

Article 02: Zoning Amendment – No action necessary

Article 03: Operating Budget Jamie Connelly

Article 04: Police Station Maintenance..... Rich Winsor

Article 05: Police Equipment..... Rich Winsor

Article 06: Ambulance Billing Rich Winsor

DRAFT: SUBJECT TO CHANGE

Article 07: New Fire Station Steve Smith
 Article 08: Town Equipment Steve Smith
 Article 09: Retirement Liability Randy Bunnell
 Article 10: New Firefighter..... Steve Smith
 Article 11: Fire Department Digital Radios Steve Smith
 Article 12: Use of 300th Anniversary Funds..... Vaughan Morgan
 *Article 13: Readoption of All Veterans Tax Credit Vaughan Morgan
 *Article 14: Readopt Optional Veterans Tax Credit..... Vaughan Morgan

*Note: Articles 13 and 14 were added per the DRA. If the Veterans Tax Credits are not readopted, veterans would receive a \$50 tax credit rather than a \$750 tax credit.

4. Other New Business

Transfer Station: After a brief discussion, the Board agreed to close the Transfer Station on Saturday, February 04, 2023, due to the projected extreme cold weather. TA Sanderson was concerned about the safety of the staff as well as the condition of the compactors in extreme cold.

MOTION: R. Winsor moved to close the Transfer Station on Saturday, February 04, 2023, due to extreme cold weather. Second – J. Connelly; all in favor. MOTION CARRIED

Responding to J. Connelly’s question, TA Sanderson stated staff would not be paid because they are part-time employees.

Drainage on Portsmouth Avenue: TA Sanderson received a call from a resident that there are drainage problems on Portsmouth Avenue near Sanderson Road with a 3-foot box culvert. Water is backing up into basements in the area due to a high-water table. Because that portion of Portsmouth Avenue is a State road, DOT looked at the problem. They found there may be a sink hole underneath part of the road. TA Sanderson will contact District 6 to find out the extent of the problem.

VI. CONSENT AGENDA

1. Exemptions and Tax Credits: The assessor has recommended a **Veterans Tax Credit** for the resident at Map R7, 77 in the amount of \$750.

The assessor has recommended **Solar Exemptions** for the residents at Map R7, 8B and Map R2, 66 in the amount of \$30,000 each.

2. Payroll Manifest: \$65,330.09

3. General Fund Manifest: Total: \$926,656.60 (Town: \$276,656.60; School: \$650,000)

MOTION: R. Winsor moved to approve the Consent Agenda as presented. Second – V. Morgan; all in favor. MOTION CARRIED

TA Sanderson noted the General Fund Manifest included a payment to Soft Draw Investments and that would conclude payment of the 2021 judgement.

DRAFT: SUBJECT TO CHANGE

Recreation Revolving Fund: TA Sanderson noted that a payment request was received from the Recreation Committee. He had concerns regarding how items were requested. This spring, the Ski Club will be taking four ski trips. Four checks have been requested in advance to pay for the four different bus trips (two in February and two in March). A \$100 tip for the bus driver has been included for each trip (a total of \$400). TA Sanderson was concerned about the tips and issuing four checks two months in advance. If the payment is authorized, the checks could be held in the Town Hall until notified the trip took place and an invoice was received from the bus company. There was nothing wrong with the use, but how the Rec Committee requested the checks. Normal procedure should be followed for accountability. J. Connelly questioned liability insurance if there was an issue. TA Sanderson stated he thought that was true because it was Rec Committee sponsored. R. Winsor recommended reviewing the standard operating procedures on that account, including having Certificates of Insurance on file, naming the Town of Greenland as the additional insured. TA Sanderson will contact the Rec Committee to schedule a meeting to discuss procedures.

VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:27 p.m. Second – V. Morgan; all in favor. MOTION CARRIED

NEXT MEETING

Monday, February 13, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant