



BOARD OF SELECTMEN
Town of Greenland • Greenland, NH 03840
11 Town Square • PO Box 100
Phone: 603.431.7111 • Fax: 603.430.3761
Website: greenland-nh.com

MINUTES OF THE BOARD OF SELECTMEN

Monday, March 27, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Laura Malloy, Vaughan Morgan, Steve Smith, Paul Stanley

Staff Present: Paul Sanderson, Town Administrator

Also Present: Chief Tara Laurent – Police Department; Chief Ralph Cresta – Fire Department; Susan Parker – Greenland/Newington PDA Representative; Marcia McLaughlin – Library Trustee; Police Officers and Their Families

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.

1. Reorganization of the Board

MOTION: V. Morgan moved to nominate S. Smith as Chairman of the Board of Selectmen. Second – R. Bunnell; four in favor, one abstained (S. Smith). MOTION CARRIED

MOTION: R. Bunnell moved to nominate V. Morgan as Vice Chairman of the Board of Selectmen. Second – L. Malloy; four in favor, one abstained (V. Morgan). MOTION CARRIED

MOTION: V. Morgan moved to nominate S. Smith as the Board of Selectmen's representative to the Planning Board. Second – R. Bunnell; four in favor, one abstained (S. Smith). MOTION CARRIED

MOTION: V. Morgan moved to nominate R. Bunnell as the Board of Selectmen's representative to the Budget Committee. Second – P. Stanley; four in favor, one abstained (R. Bunnell). MOTION CARRIED

I. APPOINTMENTS

1. Dennis Cote, Emergency Management Director: Hazard Mitigation Plan Update

Dennis Cote was unavailable for this meeting due to an emergency. TA Sanderson stated that the Greenland Hazard Mitigation Plan Update 2023 has been updated by D. Cote and approved by the Risk Analysis Branch of FEMA Region 1 Mitigation Division pending adoption by the Board of Selectmen. The Town will be in compliance once adopted by Selectmen and able to apply for federal grants. A complete copy of the Mitigation Plan is available. S. Smith explained that the plan was a FEMA upgrade in case there were any disasters in Town. The plan was revised and updated over a four month period and reviewed by the various Boards.

MOTION: V. Morgan moved to adopt the Greenland Hazard Mitigation Plan Update 2023. Second – P. Stanley; four in favor, one abstained (R. Bunnell). MOTION CARRIED

DRAFT: SUBJECT TO CHANGE

2. Susan Parker, Greenland/Newington PDA Representative

Susan Parker, Greenland/Newington PDA Representative, reviewed the structure and purpose of the PDA for new Board members. S. Parker was appointed to the PDA by Greenland and Newington in 2021 and has a 50% portion of a seat; Newington occupies the other. NH State Representative Dennis Malloy and V. Morgan were instrumental in securing a seat on the PDA for Greenland.

There was a brief discussion about the Deep Bedrock Study for the Coakley Landfill; S. Parker noted that the study is causing 'quite a stir'. She also commented that it has been a busy season at the PDA with various projects at Pease. S. Parker gave L. Malloy and P. Stanley a list of PDA Board members and their positions. She reviewed the various organizations and businesses at Pease as well as some of the major on-going projects. Sig Sauer and the potential impact on Rt. 33 traffic was briefly discussed. S. Parker stated that Sig Sauer is moving people working at a plant north of Dover to Pease. Traffic will be accessing the rotary off Rt. 16. Also briefly reviewed were Lonza and Million Air.

II. PUBLIC COMMENTS

There were no public comments.

III. APPROVAL OF MINUTES

1. Monday, March 13, 2023

MOTION: R. Bunnell moved to approve the minutes of Monday, March 13, 2023. Second – V. Morgan; three in favor, two abstained (L. Malloy, P. Stanley). MOTION CARRIED

IV. OLD BUSINESS

1. 2023 Budget

TA Sanderson reviewed the MS-232 Appropriations Actually Voted which is sent to NH DRA (New Hampshire Department of Revenue Administration). He explained how the budget is presented and mandated by DRA. Based on the results of the Town Meeting, it was voted to raise and appropriate \$6,486,524 including warrant articles. Every two weeks at the Board of Selectmen meetings, the Selectmen would approve manifests for payroll, accounts payable and others.

TA Sanderson continued that employees have not had a wage increase since January 2022. The Board received a copy of the 6% wage increase prepared by TA Sanderson (copy on file), based on the vote by the Board of Selectmen during the budget process that directed him to use that increase across the board. TA Sanderson noted that the Police Chief disagreed. TA Sanderson commented that he was a Town Administrator and not a Town Manager and implemented decisions made by the Board of Selectmen. TA Sanderson was acting as directed by the Board of Selectmen at the time; Chief Laurent had a different opinion.

R. Bunnell deferred to Chief Laurent. The Board was informed by Chief Laurent that once the operating budget passed, she forwarded her numbers for individual officers to the Finance Department and received an email from TA Sanderson that those numbers were incorrect because 6% passed the budget. Chief Laurent reviewed the timeline with the Board of Selectmen (copy on file), explaining that she also did a wage study based on experience and tenure. Her original budget was submitted at 7.5%;

DRAFT: SUBJECT TO CHANGE

some officers would receive an additional adjustment based on the 2022 regional average for their position and tenure. During the budget process, department heads agreed that they wanted to keep employees and that would be the push for this budget. Chief Laurent revised her wage increase to 6% but kept the adjustments for officers. She adjusted her budget so the increase would only be \$5,000 over the previous year so officers would receive the additional increase.

Questioned by L. Malloy, TA Sanderson stated that the implications of the proposal would impact beyond the Police budget into the Personnel Administration budget. The Police budget deals with wages; police officers are part of Group 2 in the NH Retirement System, which is an expensive cost. If they receive an increase over the 6% that was budgeted, there will be a negative impact on the Personnel Administration line as well as all Town employees. The impact on retirement has not yet been determined. Chief Laurent stated the total annual difference of the adjustments would be \$12,800; the effect on the Town would be \$4,200. She stated the \$12,800 was included in her budget; \$4,200 would be needed to cover the Town cost for retirement, which could be taken from the Police Department budget.

TA Sanderson noted that the details the Town was required to use did not inform the public of this type of information. He questioned if they would give this type of freedom to other departments in Town. R. Bunnell noted that Chief Laurent was the only person who planned to make additional adjustments to her employees. TA Sanderson responded that if all departments were allowed to make adjustments within the amount they were appropriated, that would be treating all Town employees the same. Chief Laurent noted that during the presentations she was specific about where she was appropriating funds. TA Sanderson reminded the Board that the Budget Committee made recommendations; when the budget was approved, it became the Board of Selectmen's budget and their decision how to administer those funds.

V. Morgan stated that the 6% increase was across the board and not an umbrella for the Police Department to distribute. Chief Laurent noted that she was very specific at every meeting, and no one made any changes. V. Morgan agreed that it had merit but suggested tabling further discussion so the new Board members could review it. L. Malloy stated it could be tabled briefly to review it further. R. Bunnell and Chief Laurent stated it should not be tabled but moved forward. Officers were introduced to the Board.

TA Sanderson noted that the Board of Selectmen could authorize the transfer of \$4,200 from the Police Department into Personnel Administration to cover the cost. He added that all the arguments they have heard also apply to the Fire Department as well as the long-term serving Town employees. R. Bunnell, understanding equity, stated that the Town voted to add two full-time firefighters and did not understand TA Sanderson's argument about equalization because of the other department heads; Chief Laurent was the only department head who advocated for those adjustments. TA Sanderson responded that if you give one department head the freedom to make adjustments within their budget, it was different from the directive by the Board and would impact the Personnel Administration line. Transfers would have to be made from the various departments. P. Stanley stated he did not want them to wait for two weeks; the Board could discuss and make a decision.

TA Sanderson noted that departments believed that the directive was 6% and that was how the budget was presented. L. Malloy commented that the Board needed to be aware if they supported this, there may need to be additional funds to cover requests.

DRAFT: SUBJECT TO CHANGE

MOTION: R. Bunnell moved to transfer \$4,280 from the Police Department to cover the potential Personnel Administration costs. Second – P. Stanley

Discussion: V. Morgan felt it was unfair to have this discussion in front of two new members with a group of people present. He pointed out that Chief Laurent needed to consider what could happen with other departments. V. Morgan continued that he had to consider the best interests of the Town. The Town was going through a metamorphosis that was incredible. A very large invoice was just received for snowplowing. He had to look at every dime that was spent in every department as well as the best interests of employees. V. Morgan continued that he had to be responsible to the Town. P. Stanley stated that he has worked on budgets of this level. L. Malloy stated that Chief Laurent did her job and gave the Board her timeline. Responding to L. Malloy, TA Sanderson stated a quick calculation: the cost would be an additional \$18,000 that would have to be taken from various department budgets and transferred into Personnel Administration. P. Stanley stated they would have to be looked at individually. TA Sanderson noted that the Police Department increases were not uniform, it was by the individual. Chief Laurent clarified it was based on position and tenure. TA Sanderson stated that if Chief Laurent's request was approved, they would see similar requests from other departments. S. Smith, responding to L. Malloy, stated that the money was in the budget; it would reflect badly if other department heads wanted to come back to the Board. However, the Chief made her point, the money is there and the Board should move forward. V. Morgan added that Chief Laurent was a good advocate for her department.

MOTION: R. Bunnell moved to transfer \$4,280 from the Police Department to cover the potential Personnel Administration costs. Second – P. Stanley; all in favor. MOTION CARRIED

The Board took a 2-minute recess to clear the room.

TA Sanderson stated that by statute the Town is required to turn over funds to the Trustees of the Trust Funds that were voted to be taken from surplus. The amount to be turned over is \$7,500 and will be included in the next manifest. TA Sanderson reviewed the balances of the Trusts and Capital Reserve Funds; they were important funding sources outside of the budget.

2. Rt. 33 Safety Project

The traffic problems on Rt. 33 have been a problem in Town. This summer NHDOT will be doing a safety project starting at the Winnicut River Bridge and continuing to Stratham Hill Park. They will be grinding down the road and resurfacing. Two lanes with wide shoulders will be three lanes with narrow shoulders. The project will be paid for entirely through federal funds. The Town will not have any input and it is being done under their safety jurisdiction. A pre-construction meeting is planned for Thursday, March 30th at District 6. TA Sanderson has requested they consider an incident management plan in the event of an accident that may close the road: Greenland, Stratham and North Hampton may need to have a plan to divert traffic. A start date may be available after the pre-construction meeting. There is also a project on Rt. 1 in North Hampton planned; traffic may be diverted through Greenland. Both projects will be managed by DOT; a start date for the North Hampton project has not been announced. TA Sanderson will not be available for the pre-construction meeting and will talk to Chief Laurent about attending. V. Morgan was interested in attending. R. Bunnell suggested that public outreach be done when the dates are known.

3. Coakley Update

The Board received a copy of the NH Supreme Court's decision regarding PFAS. They are indicating that exposure to PFAS does not cause an injury that would be compensable in a lawsuit. Actual injury and/or harm must be proved. That greatly reduces the number of people who could be affected by exposure to PFAS. TA Sanderson noted that was under State law and not federal law, which may supersede.

4. Audit Update

The Board was given the list of preliminary information required by Plodzik & Sanderson for the audit. The Finance Department has been instructed to start preparing the information. R. Bunnell has indicated that he would like to participate in the process. TA Sanderson stated he would be happy to provide information to the Board indicating that the corrective action in the 2021 audit was being done. TA Sanderson will have the managed service provider complete the IT questionnaire; R. Bunnell will review their answers. Responding to R. Bunnell, TA Sanderson stated that management response to the 2021 was not provided to the auditors due to payment of the judgement that was made at the last minute and the legal opinions that were needed.

R. Bunnell noted that some of the comments were repeat issues that were not corrected. He asked TA Sanderson if there was anything critical that the Board should be aware of. He mentioned the recent bank failures and the auditor comments regarding FDIC. TA Sanderson updated the Board that the Town had changed to M&T Bank in 2022 and they were difficult to work with. The Town is in the process of changing to TD Bank, which is the bank used by the School Department and the State Division of Motor Vehicles. TD Bank is fully collateralized and approved by DRA. Safety was not the issue; it was convenience. ACH transfers will be done, reducing the number of checks and fraud. The new Treasurer is Kevin Delaney, and he is doing a great job in moving the Town forward.

The Personnel Policy is the only other critical issue which is defective. A personnel plan needs to be developed. Longevity has the potential to be a wage and hour violation, the buy back for sick leave policy was stopped due to possible violations due to tax implications, and others.

R. Bunnell noted there was a comment regarding the contractual agreement with snowplowing. TA Sanderson stated there were significant contractual issues in that area. The 2021 contract was extended into 2022-2023 along with the lack of controls. Winter maintenance needs to be reviewed.

2. Other Old Business

Police Department Wages: S. Smith noted that there was not a motion to implement the Police Department wages as recommended by Chief Laurent.

MOTION: R. Bunnell moved to accept the wage adjustment as proposed by Chief Laurent. Second – P. Stanley; all in favor. MOTION CARRIED

Committees: R. Bunnell suggested a committee or task force be formed to help with some of the Town challenges. He reviewed some of the problems that TA Sanderson has made the Board aware of: the accounting system, procedures, health care, audit items, etc. He provided a list of audit issues to the Board, many of which have been taken care of by TA Sanderson. R. Bunnell asked Board members to look at the information he provided and consider how they could help, adding that someone may have to be hired. TA Sanderson added that he would be happy to work with Board members on the issues.

DRAFT: SUBJECT TO CHANGE

Liaisons: Liaisons for different departments were not discussed and was continued to the next meeting. S. Smith explained there are liaisons for the Police Chief, Fire Chief, Town Administrator, Building Inspector, and the Library. The purpose of liaisons was to reach out to different department heads in Town and be available. S. Smith explained that the Building Inspector was also Code Enforcement/Fire Prevention and under the purview of the Fire Chief.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Other New Business

Primex Conference: S. Smith mentioned that Primex, the Town's insurance carrier, would be holding a conference in Portsmouth in May.

NHMA: The New Hampshire Municipal Association will be offering an official's workshop; the Board received information regarding that workshop.

V. Morgan added that TA Sanderson would be more than happy to meet with members to answer any questions they may have.

VI. CONSENT AGENDA

1. 2022 Equalization Rate: The 2022 Equalization Municipal Assessment Data Certificate was included for Board signatures. Greenland's current equalization rate is 63%. After the revaluation this year, the assessors anticipate the rate will increase to 95%.
2. Veterans Tax Credits, Solar Exemptions: The assessor has approved the following—
 - Veterans Tax Credit for the resident at Map R11, 3H: \$750
 - Solar Exemptions:
 - Map R2, 41: \$30,000
 - Map R7, 29A: \$22,500
 - Map R9, 8L: \$30,000
 - Map R12, 44: \$17,500
 - Map R16, 6: \$17,500
3. Storage Trailer Permit: The Greenland Zoning Ordinance requires the Board of Selectmen to authorize any type of storage unit on property in Town for a period of one year. The resident at 581 Post Road has requested a permit for a temporary storage unit. They have recently moved to Greenland and are not settled.

3.7.5 Storage within Truck Bodies, Trailer Vans, or Cargo Vehicles

No truck bodies, trailer vans, or similar cargo vehicles may be used for storage on any site in any district without a permit from the Board of Selectmen. Such a permit may be granted by the Board for the purpose of construction or bona fide emergency. The permit shall last for one year and be renewable annually with the provision that the Selectmen may revoke the permit at any time with just cause. (Amended 1976, 2016)

4. Payroll Manifest: \$62,073.30
5. General Fund Manifest: Total: \$583,639.84 (Town: \$73,639.84; School: \$510,000)

DRAFT: SUBJECT TO CHANGE

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

VII. ADJOURNMENT

MOTION: V. Morgan moved to adjourn at 8:06 p.m. Second – L. Malloy; all in favor. MOTION CARRIED

NEXT MEETING

Monday, April 10, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant