



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, July 06, 2020 – 6:30 p.m. – Virtual via Zoom
The Board of Selectmen Met at the Town Hall

Members Present: Jamie Connelly, Rick Hussey, Jim Rolston, Steve Smith, Rich Winsor
Also Present: Matthew Scruton - Town Administrator

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken; it was announced a quorum was present and the meeting was being held at the Town Hall and virtually through Zoom and recorded by video and audio. A checklist to ensure meetings are compliant with the Right-to-Know Law during the State of Emergency was read into the record by Chair Smith.

Attendance of Selectmen was taken by roll call: J. Connelly - here, R. Hussey - here, J. Rolston - here, R. Winsor – here, S. Smith - here.

I. APPOINTMENTS

1. COVID-19 Update: Dennis Cote, Emergency Management Director

Dennis Cote, Emergency Management Director, was not available for the meeting. However, Chair Smith had spoken with him. Both agreed that things are good in Town. D. Cote's biggest concern was the rising numbers across the country. They are taking a 'wait and see' approach after the influx of people over the holiday weekend.

Several items still need to be implemented in the Town Hall (doors, cleaning, sanitizing, etc.). Chair Smith and D. Cote did not discuss the Transfer Station. Residents seem to be adhering to not having traffic control and it is working.

The cleaning of the Town Hall started last week and will be done on a weekly basis. TA Scruton has contacted several local companies about the doors and is waiting for quotes.

II. PUBLIC COMMENTS

All comments should be emailed to comments@greenland-nh.com. Comments made by email or phone will be monitored during the meeting and directed to the Board of Selectmen.

Comments were received from Richard Rugg, 35 Stratham Lane, and distributed to the Selectmen. TA Scruton explained that new information to be shared with the Board is often received after the packet is printed. R. Winsor questioned R. Rugg's concern regarding the acceptance of a portion of Bramber Valley Drive as a public road from the Portsmouth Avenue entrance up to, and including, the Vernita

Connection. TA Scruton responded it had gone through the Planning Board. R. Winsor, a former member of the Planning Board, further explained that acceptance of that portion of the road was part of the approval process. R. Rugg was also concerned about updates to the tax maps (agenda item) and flood insurance for the Police Department. J. Rolston questioned if Chief Laurent felt the Police Department has had water problems and needed flood insurance.

III. APPROVAL OF MINUTES

1. Monday, June 22, 2020

MOTION: R. Winsor moved to approve the minutes of Monday, June 22, 2020. Second – J. Connelly; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Weeks Library Update

Reports from Turner Consulting and Jack Shephard, the Town's Building Inspector, were provided to the Board. J. Shephard joined the meeting and reported he has done daily site visits and the steel is going up quickly. Everything is going very smoothly. J. Shephard added that he has been keeping Beverly Kowalik, outside engineer, informed of the progress.

2. Coakley Update

The Board received an article about the NH House passing drinking water standards relating to PFAS.

3. Conservation Easement: Portsmouth Well Area

Al Pratt and Trevor McCourt (Staff Attorney), City of Portsmouth, joined the meeting via Zoom to discuss Board concerns about the proposed conservation easement around the Portsmouth Well area. The Board received copies of the proposed conservation easement.

Attorney McCourt explained that he added one clause to the easement deed and removed another clause. With the easement, the Town of Greenland would be holding the rights on behalf of the State. The State wants the power to enforce the easement and its restrictions. However, Greenland would have the power and right to enforce the easement restrictions. The clause Attorney McCourt added and removed takes away any burdens. The Town would not have the obligation and no risk of a lawsuit against the Town for failure to enforce. The intent is to permit the State to do that; the City of Portsmouth would have all the responsibilities in terms of inspecting the land and submitting the reports to the State and Town.

Chair Smith recommended a decision by the Board be tabled until the next meeting on Monday, July 20, 2020, giving members a chance to review the easement deed. R. Winsor, referring to Paragraph C4, stated he would like to see something "a little more robust" as well as any risk of liability for existing, pre-existing conditions or conditions that may happen after the fact. R. Winsor wanted to be certain there was absolutely no liability to the Town of Greenland, codified in perpetuity. Attorney McCourt clarified that R. Winsor's concern was the Town of Greenland would be asked to pay for clean up or something similar and wanted that spelled out as not being the Town's responsibility. R. Winsor wanted

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it to be clear that the Town of Greenland was not responsible for anything that may happen within the easement. Attorney McCourt will amend the easement to address that concern.

MOTION: Chair Smith moved to table further discussion of the Conservation Easement Deed for the Portsmouth Well area until the meeting on Monday, July 20, 2020. Second – R. Winsor; all in favor. MOTION CARRIED

4. Review: Draft Snowplowing RFP

The current snowplowing contract expired in May 2020. A draft RFP, based on the 2018 contract, was prepared by TA Scruton for Board review. Notable changes in the RFP: the Town's responsibility to pay for some of the equipment maintenance (plow's cutting edge blade) was removed and a penalty was added for late invoices after 30 days. There is some flexibility for anyone submitting a bid.

The Board reviewed the late invoices received from the current snowplow contractor for previous storms. Receiving invoices in July for winter storms does not allow the Board, TA Scruton, or the Finance Director to have a clear financial picture. A \$20 per day penalty has been included in the draft RFP for late invoices after 30 days.

After further review, the Board requested the following be included in the RFP: liability insurance, worker's comp, and the Town of Greenland named as an additional insured. Bids will be due to TA Scruton by noon on Tuesday, July 28, 2020 for Board review on Monday, August 03, 2020.

MOTION: R. Winsor moved to put the RFP out to bid conditional upon Board discussion, including liability insurance, workman's compensation, and naming the Town of Greenland as an additional insured. Bids to be received by noon on Tuesday, July 28, 2020. Second – R. Hussey; all in favor. MOTION CARRIED

5. Course Reimbursement: Sgt. Wayne Young

The Board approved Sgt. Young's initial request on April 13, 2020 to be reimbursed upon successful completion of the course.

MOTION: R. Winsor moved to approve the reimbursement to Wayne Young in the amount of \$670.50 for successful completion of the Advanced Critical Analysis course. Second – J. Rolston; all in favor. MOTION CARRIED

Sgt. Young has requested course reimbursement for a Research Methods course he will be taking from July 2020 through September 2020. Reimbursement of 50% will be made upon successful completion of the course.

MOTION: J. Rolston moved to approve the reimbursement to Wayne Young in the amount of \$670.50 upon successful completion of Research Methods; the course will be taken from July 2020 through September 2020. Second – R. Hussey; all in favor. MOTION CARRIED

6. Other Old Business

Transfer Station Application: An application has been received for the Transfer Station position. TA Scruton has spoken to the applicant and he appears qualified and has worked with equipment. TA Scruton recommended hiring the applicant.

MOTION: R. Hussey moved to hire the individual for the Transfer Station. Second – J. Rolston; all in favor. MOTION CARRIED

Police Department Flooding: J. Connelly informed the Board that he heard from Chief Laurent that there have not been any flooding issues at the Police Department and Dick Rugg has never said anything to her.

V. NEW BUSINESS AND ADMINISTRATIVE

1. GIS Mapping

J. Shephard, Building Inspector, joined the meeting. The Town uses CAI Technologies to update the maps and GIS mapping on the website. J. Shephard explained to the Board that maps have not been updated for several years but he was able to work out a payment plan with CAI to bring the maps and GIS mapping up to date. A copy of his letter to the Board is on file.

There is an annual fee of \$2,400 for GIS support. Mapping maintenance is an additional \$1,850, which has not been paid for two years (2019 and 2020). Upgrading GIS mapping to Vision 8.0 will be \$800. The GIS support portion was paid for in 2020. A total of \$2,175 is due immediately; \$6,425 will be due in February 2021 to bring the Town up-to-date. The cost will be \$4,250 annually starting in 2022. Mapping was included in the budget, but never used. There was a discussion on why no one realized that mapping was not done.

MOTION: R. Winsor moved to expend \$2,175 to bring the GIS mapping up-to-date and full website access for the remainder of the year as well as an upgrade to 8.0. Second – R. Hussey; all in favor. MOTION CARRIED

R. Winsor requested clarification of mapping expenses and how it was re-budgeted for the next meeting.

2. Town Hall Security and Doors

TA Scruton recommended tabling discussion until quotes were available. He has researched key card access to the building and was told it was expensive. The Board would like a quote for budgetary purposes in 2021. TA Scruton will contact Central Signal (current security system).

In addition to the Administrative Assistant's door, TA Scruton has requested quotes to change the Town Clerk's door to handicap accessible and ADA compliant (and less people would be touching the door during COVID-19 concerns), and two doors need to be replaced: the door going outside in the Building Inspector's office is falling apart and the side door should be accessible from the outside for staff use. R. Winsor noted that all doors do not need to have key card access. He also suggested including the Fire Department main door; Chair Smith noted they had key punch access and new doors.

3. Protective Shelter Over Compactor Controls at Transfer Station

The prior Board discussed, and opted to wait, adding a protective shelter over the compactor controls at the Transfer Station which would help in inclement weather. R. Hussey added it was also a safety measure for employees. The quoted price was \$3,500 per shelter, two would be needed. TA Scruton reviewed the quote with the Board. There are funds available in the Transfer Station Equipment Capital Reserve Fund (approximately \$16,511). R. Winsor suggested wood may last longer and requested three competing bids for protective covers.

4. Krasko Field Building Repairs

R. Hussey stated that the electrical was upgraded in the snack shack at Krasko Field last year. The doors are falling apart and there are gaps in the building; he suggested upgrading the building. The roof is in very good condition. Chair Smith added the takeout window is no longer secure. J. Connelly suggested the person doing the Town Hall doors should look at the Krasko Field building doors. It was suggested to reach out the Rec Department for volunteers. Chair Smith noted the storage shed had holes but was otherwise in good condition. The Bob Krasko sign on the storage shed has been taken down and will be refurbished by the part-time employee. TA Scruton noted the infield work looks good.

5. Deed Waivers

The Town Clerk submitted three deed waivers for Board approval.

MOTION: R. Winsor move approve the deed waivers as submitted by the Town Clerk: Map R22, Lot 15 in the amount of \$16,094.62; Map R22, Lot 15A in the amount of \$4,613.26; and Map U1, Lot 16 in the amount of \$1,959.05. Second – J. Rolston; four in favor, one abstain (S. Smith). MOTION CARRIED

6. Other New Business

Cemetery Trustees: TA Scruton stated that a letter was received from Michele Kaulback, Cemetery Trustee Chairperson, requesting funds be transferred to the Cemetery budget for projects that need to be done at the cemetery. A copy of the letter is on file. TA Scruton noted the letter was dated June 26, 2020; he received it July 02, 2020; it was not received in time to be an agenda item.

J. Connelly stated that budgets were normally based on the previous year. When an uptick is noted after flat spending, the amount would probably be decreased to the previous year. J. Rolston commented it was partly the increase in the mowing line. TA Scruton added that the Town had done the mowing in previous years and that changed when the Town no longer had a Property Maintenance Supervisor to do the mowing. The \$10,000 was removed during the Selectmen's budget hearings. The Selectmen had concerns that mowing services did not go out to bid and could be done cheaper. J. Rolston agreed it was a Selectmen's cut. The Town went out for bid on mowing; the Cemetery Trustees chose to go with the most expensive. Chair Smith added stump removal was underbudgeted.

Liz Cummings, Finance Director, joined the meeting. She recalled that the cost of the backhoe to remove the stumps would be much more than they had budgeted and was cut. In addition, the mowing was cut because the Board felt it could be done cheaper. M. Kaulback indicated to L. Cummings that they had not gone out to bid at that point.

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TA Scruton noted that the Cemetery Trustee's budget request submitted in September 2019 was included as a reference for the Board as well as minutes from budget hearings where the Cemetery was discussed. In response to J. Connelly's question about stump removal, Chair Smith stated the Town's backhoe would not have been able to remove the stumps; he hoped they would have gone out to bid.

TA Scruton indicated that there would be sufficient funds in the winter snow removal line to transfer to the Cemetery budget. R. Winsor stated he would like to know where the money would be spent. Chair Smith agreed, adding he would like them to go out to bid for stump removal. The road is gravel based and needs to be graded; if filling needed to be done, he did not see that as a huge expense or difficult to do (one corner is under water when it rains).

R. Winsor understood the need for additional funds but wanted to see an itemized and prioritized list of what needed to be done with associated bids, and not just one for each task, as well as what needed to be done this year and what could wait until next year. J. Rolston noted that the previous Board recommended they go out to bid for stump removal.

TA Scruton will notify the Cemetery Trustees.

Snowplowing Invoices: The final invoices for snowplowing were reviewed. TA Scruton noted that January, February, and March of this year were light months; November and December are unknown. J. Connelly requested a comparison of January 01, 2019 through May 05, 2019 to the same time frame in 2020.

Audit: The auditors are not working in the building but some minor details need to be completed. TA Scruton noted the Finance Director and all those involved did a great job.

COVID-19 Expenses: Chair Smith has spoken to D. Cote regarding reimbursement of COVID-19 expenses. He has 90% of the paperwork completed.

VI. ACCOUNTS PAYABLE – THURSDAY, JULY 09, 2020

1. Payroll Manifest 14

MOTION: Chair Smith moved to approve Payroll Manifest 14 in the amount of \$65,322.72. Second – R. Winsor; all in favor. MOTION CARRIED

2. General Fund Manifest 14

MOTION: R. Hussey moved to approve General Fund Manifest 14 in the amount of \$1,142,308.04 (School - \$1,000,000). Second – J. Rolston; all in favor. MOTION CARRIED

3. Capital Fund – Library Manifest 05

MOTION: R. Hussey moved to approve Capital Fund – Library Manifest 05 in the amount of \$197,622.38. Second – J. Connelly; all in favor. MOTION CARRIED

It was noted funds were to be from the Capital Reserve Fund for the Library.

VII. NON-PUBLIC

1. RSA 91-A:3, II(b)

MOTION: R. Winsor moved to enter into non-public session at 8:05 p.m. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor; MOTION CARRIED

There was a motion and second to return to public session at 8:15 p.m.; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

VIII. ADJOURNMENT

There was a motion and second to adjourn at 8:16 p.m. All in favor. MOTION CARRIED

NEXT MEETING

Monday, July 20, 2020 – To Be Announced

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: