



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, September 28, 2020 – 6:30 p.m. – Virtual via Zoon

Members Present: Jamie Connelly, Jim Rolston, Steve Smith, Rich Winsor

Members Present via Zoom: Rick Hussey

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 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 - aye, R. Hussey - aye, J. Rolston - aye, R. Winsor – aye, S. Smith - aye.

I. APPOINTMENTS

1. Conservation Commission Appointment

Lloyd Ziel, 208 Newington Road, has requested an appointment to the Conservation Commission. He has spoken to Laura Byergo, Conservation Commission Chairperson. The Conservation Commission currently has six members; they are allowed seven members plus alternates.

MOTION: J. Rolston moved to appoint Lloyd Ziel, 208 Newington Road, to the Conservation Commission. His appointment will expire March 2023. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

2. Budget Reviews

Police Department: Chief Laurent presented the Police Department budget, noting that the officers do a fantastic job. She recommended a 3% raise across the board. She has been watching the Boston area COLA over the last several weeks and it has been up and down. After discussions with Chief Cresta and TA Scruton, they decided on 3%. Although the salary line indicated a 10% increase, it is due to hiring the School Resource Officer; this position was on a warrant article and not reflected in the Police Department budget last year. Overtime was discussed; Chief Laurent expects it will go down with the addition of the SRO. Requirements in the Law Enforcement Accountability and Community Transparency Act are reflected in this budget. The Governor is supporting the 36 recommendations in the report; 11 have been done by Executive Order. Chief Laurent tried to build the mandatory items into the budget; funding for other items recommended through legislation will be looked at as they occur. The major increase was in Building Maintenance; \$10,000 was included for HVAC replacement. Chief Laurent noted they have been saving \$4,000 per year toward a roof; they have between \$12,000

DRAFT: SUBJECT TO CHANGE

and \$16,000 in that account. Those funds can be spent by the Board of Selectmen for repairs to the Police Department. She suggested increasing the warrant article for 2021 from \$4,000 to \$6,000. Another large expense was in New Equipment to purchase SWAT level vests for each cruiser and portable radios. The Police Department Budget increase is approximately 9.9%; it is a 4% increase without the SRO. Removing the \$10,000 in Building Maintenance will bring it down to a 3% or less increase.

Chief Laurent, responding to R. Winsor, stated the Police Department needed a new server. They have changed IT Specialists and the per hour rate varies by computer issue. She reviewed programs they will be required by the Commission to use. There was a discussion about the IT Specialist and the computer needs of the Town.

R. Winsor suggested that there may be “some stuff that is back end or front end loaded” last year. Chief Laurent stated again that the SRO was included this year at \$60,000 without benefits. R. Winsor stated cutting \$9,700 from the budget would make it easier to sell; 3% across the board would make it more reasonable. The impact of COVID on the Police Department was approximately \$35,000. Nothing has been reimbursed at this time. Chief Laurent noted that FEMA has denied some items and she resubmitted them on the GOFERR Grant.

MOTION: R. Winsor moved to authorize Chief Laurent to expend up to \$10,000 from the CRF to replace the failing air conditioning unit, pending three quotes. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

Fire Department: Chief Cresta stated that the Ambulance Administrative Expense line of \$960 shows expenses of \$1,985.50; that line was increased to \$2,000. That line is used for office supplies, including toner. Chief Cresta is requesting two additional full-time personnel. There is a shortage of firefighters throughout the seacoast. Overnight coverage was added this year due to COVID and is working out very well; response time has also improved. Wage increase is 3% across the board. The City of Portsmouth increases the hydrants by \$25 per hydrant per year; they own and maintain the hydrants.

J. Rolston stated that “personally, two at one shot was too much”. One person should be hired through a warrant article. TA Scruton stated that during the budget drafting, new staffing requests were included in the budget. Greenland has traditionally requested new positions through warrant articles, which was not an RSA. It would be up to the Board and Budget Committee for hiring to be included in the operating budget or done as a warrant article. A warrant article makes the bottom-line budget look better and voters may feel they have more say. If the Board felt strongly that they wanted the positions, they should be included in the operating budget which would be more likely to pass. There was more risk doing a warrant article. COVID-related expenses have also been submitted for reimbursement through the GOFERR Grant.

Chief Cresta discussed cisterns that the Fire Department maintains. Some are 15 years old. Cisterns are checked every four months. There have not been any failures at this time. Replacement cost could be between \$50,000 and \$60,000. Some tanks are 15,000 gallons, others are 30,000 gallons.

Chief Cresta informed the Board that the current ambulance is ten years old; they are pricing new ambulances. Funds will not come from taxation; there is an Ambulance SRF. A new ambulance costs approximately \$240,000.

DRAFT: SUBJECT TO CHANGE

Town Clerk/Tax Collector, Supervisor of the Checklist: Marge Morgan presented her budget, which is basically the same as last year. The wage increase is 3% across the board. M. Morgan noted that they have a server, separate from the Town, for motor vehicles for privacy purposes. The expenses for elections will be substantially reduced next year. There will only be Town Meeting; however, there may be additional expenses in March if COVID is still active. M. Morgan is preparing to send out property tax statements.

II. PUBLIC COMMENTS

Individuals wishing to speak must sign in prior to the meeting. Time limit: 3 minutes per individual. The total time allotted shall not exceed 20 minutes, unless extended by the Board.

J. Rolston asked M. Morgan to comment on opening the Town Hall to the public. He noted that safety precautions previously discussed were in place to protect employees. It was his feeling that the public should be allowed in the Town Hall with social distancing. There was a discussion about opening the Town Hall; several Board members agreed that the Town Hall should be opening, especially with colder weather approaching. J. Rolston noted that plans were discussed several months ago. The Board asked to have a plan to review by the next meeting, with Dennis Cote's, Emergency Management Director, input.

III. APPROVAL OF MINUTES

1. Monday, September 14, 2020

MOTION: J. Rolston moved to approve the minutes of Monday, September 14, 2020. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – abstain, S. Smith - yes. Four in favor, one abstain (R. Winsor). MOTION CARRIED

IV. OLD BUSINESS

1. Weeks Library Update

Jack Shephard joined the meeting via Zoom. J. Shephard was in the process of writing two reports and was waiting for one report. He postponed the Library update to the next meeting.

2. Pavement Marking

The Pavement Marking RFP has gone out; one bid was received from K5 Corporation of Rockland, MA. They do work for NH DOT and are qualified. Their quote was based on linear footage. TA Scruton's proposed work plan was based on the State's. He did a rough estimate of the footage; the cost should be approximately \$8,000 (list of recommended roads is on file).

MOTION: J. Rolston moved to accept the bid from K5 Corporation not to exceed \$10,000. Striping will include all lots, roads and other areas identified in the Town Administrator's proposal. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

DRAFT: SUBJECT TO CHANGE

3. Setting Board of Selectmen Policies and Procedures

MOTION: R. Winsor moved to continue discussion to a later date. 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

This item was tabled to the October meeting.

4. Temporary Change to Personnel Policy

Chief Laurent was down to three employees that could not take vacation time this year. Carrying over or buying back additional vacation time to 2021 would not be reimbursable through the GOFERR Grant. Responding to J. Connelly, Chief Laurent stated that funds are in the budget.

MOTION: S. Smith moved to buy back or carry over up to 160 hours of 2020 vacation time for full-time employees as a temporary change to the Personnel Policy. 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

COVID: Employees and Elected/Appointed Officials: Dennis Cote, Emergency Management Director, recommended a temporary policy change for employees and elected/appointed officials who have traveled outside of New England and are returning to Greenland. He has recommended a 14-day quarantine and a negative COVID test before resuming in-person activities for the Town of Greenland or in Town-operated buildings.

The Board preferred a quarantine period of 14 days or a negative COVID test, not both. TA Scruton stated D. Cote made his recommendation based on some people being A-Symptomatic. The Board suggested an expiration date of December 31, 2020 unless extended.

MOTION: R. Winsor moved to make a temporary policy change for employees and elected/appointed officials who have traveled outside of New England and are returning to Greenland. Employees and elected/appointed officials must quarantine for 14 days or have a negative COVID test before resuming in-person activities for the Town of Greenland or in Town-operated buildings. This policy change will expire December 31, 2020 unless extended. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

5. Other Old Business

Cemetery Lane Reconstruction Bids: Non-engineered bids were opened at noon on Monday, September 28, 2020. Four bids were received; all were significantly lower than the previous bids with an engineering requirement. Bids received: GMI Asphalt - \$69,900; Busby Construction - \$74,800; New England Paving - \$84,000; and Bourassa Construction - \$88,460.

TA Scruton recommended GMI Asphalt, the lowest bid. They do work for the State and are qualified. The requirement for completion was November 12, 2020. R. Winsor recommended contacting Altus Engineering to provide oversight to the project. TA Scruton noted that the bids did not provide for any engineering or include funds for oversight. There will be an additional fee to have Altus Engineering oversee the project. References were not submitted with the bids.

DRAFT: SUBJECT TO CHANGE

MOTION: R. Winsor moved to accept the bid from GMI Asphalt for Cemetery Lane reconstruction not to exceed \$69,900. 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

MOTION: R. Winsor moved to have the Town Administrator contact Altus Engineering to determine the appropriate oversight for the project and budget not to exceed \$5,000. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

Repairs to Krasko Field Buildings: A quote was received from Vaughan Morgan to repair and paint the two buildings at Krasko Field. TA Scruton noted that bids were solicited; one was received. He felt the bid was reasonable. V. Morgan has done very good work in the Town Hall recently. TA Scruton recommended accepting the proposals from V. Morgan totaling \$5,235. Both buildings would get much needed facelifts before winter. PVC will be used for the trim on the storage buildings; regular wood may be used for the window on the concrete building. TA Scruton will check on insurance.

MOTION: J. Connelly moved to accept the three proposals from Handyman Services, with an estimated total cost of \$5,235, to repair and paint the two buildings at Krasko Field, contingent on providing an insurance binder. 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

V. NEW BUSINESS AND ADMINISTRATIVE

1. Tuition Reimbursement

Wayne Young has applied for tuition reimbursement. The cost of the course is \$1,341; TA Scruton has recommended reimbursement of \$670.50 contingent upon W. Young passing the course which runs September 14, 2020 through December 04, 2020. The Personnel Policy allows 50% course reimbursement.

MOTION: J. Rolston moved to approve the tuition reimbursement application from Wayne Young in the estimated amount of \$670.50 contingent upon him passing the course. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

2. Berg Easement

Attorney Peter Loughlin has submitted a conservation easement on behalf of Florette and Wallace Berg, 683 Post Road, to the Town. Attorney Loughlin was hired by the Berg's; the Town did not pay for any of this work. The Berg's would like to convey to the Town a conservation easement to protect the wildlife corridor on their property along the north side of Norton Brook, consisting of 8.9 acres as shown on the Conservation Easement Plan.

At the Board's request, the easement was reviewed by Attorney Fillmore. TA Scruton forwarded Attorney Fillmore's recommendation indicating the Town could accept the easement. There would be some exposure to liability and obligations because the Town would be the entity responsible for the easement. The easement was given to the Town by the property owner and was unsolicited.

DRAFT: SUBJECT TO CHANGE

J. Rolston asked if it could be accepted by a conservation group. TA Scruton had discussed that option with Attorney Loughlin who indicated conservation groups were not interested because the parcel was too small and it did not abut any other conservation land.

TA Scruton stated that the Town does not have to accept the easement. The Board would need to decide if it would benefit the Town and if it was worth the exposure risk for monitoring the easement terms for compliance. TA Scruton has sent the easement to Laura Byergo, Conservation Commission Chairman, for review.

MOTION: J. Rolston moved to table further discussion. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

3. Columbus Day Holiday

The next meeting will be on Columbus Day (Monday, October 12, 2020). The recommendation was to move the meeting to Tuesday, October 13, 2020. The Finance Director will need to submit payroll on the morning of Tuesday, October 13, 2020 to be approved at the meeting.

MOTION: R. Winsor moved to change the Board of Selectmen's meeting from Monday, October 12, 2020 to Tuesday, October 13, 2020. The Finance Director may submit payroll on Tuesday, October 13, 2020 to be approved at the meeting. 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

4. Town Budget Review

Continued to the meeting on Tuesday, October 13, 2020.

5. Other New Business

There was no other new business to discuss.

VI. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 01, 2020

1. Payroll Manifest 20

MOTION: J. Rolston move to approve the attached Payroll Manifest, pay date October 01, 2020, period of September 14, 2020 through and including September 27, 2020. Gross amount, excluding payroll liabilities, \$68,335.21. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

2. General Fund Manifest 20

MOTION: J. Rolston moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of October 01, 2020 in the amount of \$578,849.23. This manifest includes a Greenland School District payment in the amount of \$400,000. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

3. Capital Fund – Library Manifest #11

MOTION: J. Connelly moved to approve the attached Capital Fund – Library Manifest of Unpaid Bills Detail as of October 01, 2020 in the amount of \$4,525.78. Funds are to come from the bond proceeds.

DRAFT: SUBJECT TO CHANGE

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

4. Police Special Revenue Manifest #10

MOTION: J. Rolston moved to approve the attached Police Special Revenue Manifest of Unpaid Bills Detail as of October 01, 2020 in the amount of \$2,690. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

5. Fire Inspection Fund Manifest #01

MOTION: J. Connelly moved to approve the attached Fire Inspection Fund Manifest of Unpaid Bills Detail as of October 01, 2020 in the amount of \$800. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

VII. NON-PUBLIC SESSION

1. Personnel [RSA 91-A:3, II(a)]

MOTION: R. Winsor moved to enter into non-public session at 8:26 p.m. under RSA 91-A:3, II(a). 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

The Board returned to public session at 8:34 p.m.; J. Connelly left the meeting.

2. Legal [RSA 91-A:3, II(e)]

MOTION: R. Winsor moved to enter into non-public session at 8:36 p.m. under RSA 91-A:3, II(e). Second – J. Rolston; roll call vote: R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

The Board returned to public session at 8:45 p.m.

MOTION: R. Winsor moved to seal the minutes of the non-public session [RSA 91-A:3, II(e)]. 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

VIII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 8:48 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

NEXT MEETING

Tuesday, October 13, 2020 – 6:30 p.m., Town Hall Conference Room and via Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: