



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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

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

Also Present: Matthew Scruton - Town Administrator

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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.

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**I. PUBLIC HEARING**

**1. Acceptance of Donation: Sound System to Town**

Aidan Moore, 23 Newington Road, donated a sound system to the Town. The value is approximately \$1,250. Included in the sound system: speakers, stands for the speakers, microphones, wires, etc.

MOTION: J. Rolston moved to accept the donation of the sound system to the Town from Aidan Moore, 23 Newington Road, valued at \$1,250. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith – yes.

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**II. APPOINTMENTS**

**1. Budget Reviews**

Recreation Committee: Sharon Hussey-McLaughlin, Recreation Director, joined the meeting via Zoom. The Recreation budget is almost the same as last year. Nothing was spent on equipment due to COVID. They would like to upgrade the basketball hoops at Caswell Field so they are adjustable. J. Rolston asked if the \$12,000 for the basketball upgrade was going to be encumbered. TA Scruton stated that \$6,000 was available in the current budget. S. Hussey-McLaughlin stated that they have not gone out to bid. TA Scruton explained the process to encumber funds. Funds need to be encumbered by December 31, 2020. S. Hussey-McLaughlin will contact the vendor for a quote. Chair Smith offered two options for the Recreation budget: keep the budget at \$12,000 or decrease it to \$6,000 or \$8,000, encumbering funds by December 31, 2020. S. Hussey-McLaughlin asked Chair Smith to change the budget to \$6,000 and encumber funds from this year's budget (assuming she can get quotes by the end of the year).

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Cemetery Trustees: Michele Kaulback, Cemetery Trustees Chairman, spoke to her budget. Their budget increased \$8,700 (from \$15,050 to \$23,750), with the largest increase in mowing. J. Rolston questioned the large increase in Contractor Mowing. M. Kaulback responded the same amount was submitted last year and that line was cut.

The Town mowing budget was compared to the Cemetery mowing budget. TA Scruton explained that the Town mowing budget was the same as last year. Town mowing expenses were less this year due to the drought. More mowing would be done during a year with more rain. Ballfields are included in the Town mowing budget.

M. Kaulback explained that mowing was figured at \$650 per mow for 26 weeks, plus fall and spring clean-up. Weed wacking was also included. The Cemetery Trustees did not go out to bid. Five cemeteries are maintained by the Trustees: Breakfast Hill, Hillside, Prospect, Weeks, and Osprey. R. Winsor suggested M. Kaulback be prepared for the Budget Committee and she may want to have some supporting information and quotes to support that line. Lizbeth Cummings, Nantucket Place, stated that weed wacking is done around the headstones and footstones; that takes more time.

Chair Smith questioned the Land Maintenance line in the Cemetery Budget. L. Cummings explained that line was used in the past if something unknown happened. It was also used when money was received from the Trustees of the Trust Funds to help defray the cost of Perpetual Care in the cemetery.

TA Scruton stated that the Board should consider warrant articles. Additional cemetery land was discussed. M. Kaulback felt there would be enough land available for at least 15 years.

Responding to a question from Chair Smith, M. Kaulback stated it would be possible to go out to bid before the next budget cycle for mowing contracted services in the spring.

Building Inspector: Jack Shephard, Building Inspector/Code Enforcement Officer, joined the meeting via Zoom. Most notable change: Due to COVID, inspections are now done virtually by remote; software is included in the Administrative Expense line. New Hampshire will adopt the most recent NFPA Electrical Code in January 2021. In addition to training, new code books will be purchased digitally. Chair Smith noted that every code requires its own book.

Library: Denise Grimse, Library Director, joined the meeting via Zoom. Revised budgets were given to the Board and reviewed by D. Grimse. There was a lengthy discussion about the default budget. R. Winsor explained that the 2021 default budget should match the 2020 approved budget. Money cannot be moved around in the 2021 default budget. The Selectmen requested the Library budget be put in an Excel spreadsheet format and a notes field used for explanations. The revised budget will be forwarded to TA Scruton.

TA Scruton stated that the Budget Committee would receive a draft copy of the Town budget, which is subject to change, at the end of this week for their meeting on Tuesday, October 20, 2020.

### III. 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.*

There were no public comments.

**IV. APPROVAL OF MINUTES**

1. Monday, September 28, 2020

MOTION: R. Winsor moved to approve the minutes of Monday, September 28, 2020. 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. OLD BUSINESS**

1. Weeks Library Update

J. Shephard joined the meeting via Zoom. The Board received a copy of J. Shephard's report and a report from JCM Code Specialists prior to the start of the meeting. He is working on two additional reports. J. Shephard had requested Beverly Kowalik, JCM Code Specialists, review the sprinkler blueprints; discrepancies were found. J. Shephard found a couple more discrepancies while walking through the Weeks Library earlier in the day. The findings will be part of his next report. He is hoping to meet with the engineer to discuss the issues, which will affect the interior of the building, old and new, as well as the Fire Department. J. Shephard is concerned about safety. He continued that some things are being overlooked; he is trying to catch them but does not hesitate to ask for a second set of eyes.

B. Kowalik has been a tremendous help. Mr. McLaughlin refused to pay her bill; the Town has paid the bill. Responding to a question from J. Connelly on why they refused to pay the bill, Marcia McLaughlin, Library Trustee Chairperson, stated that the Library does not have a contract with her. J. Shephard stated he had emails from Mr. McLaughlin to B. Kowalik stating he refused to pay her and gave no reason.

2. Temporary Change to Personnel Policy

TA Scruton explained the Board had approved the temporary change to the Personnel Policy at the meeting on September 28, 2020 for full-time employees; one category of employees was not included in that approval. TA Scruton asked the Board to approve the amended motion so part-time employees working 25 or more scheduled hours per week were included.

R. Winsor asked if employees had been able to carry over hours before. TA Scruton responded hours were able to be carried over, but not the amount temporarily approved. Due to COVID a number of people have been unable to travel for vacations and have been working longer; they did not want to lose vacation time. R. Winsor felt 160 hours was broad and would prefer that it not exceed the accrued unused vacation for 2020 for a single employee. He clarified that employees will be allowed to move or buy back up to the total accrued unused vacation time for 2020. Chief Laurent did not think the change would significantly impact the original intent.

MOTION: R. Winsor moved to allow full-time employees and part-time employees working a minimum of 25 hours per week the opportunity to buy back or carry forward the total accrued vacation for 2020 less any time used in 2020. 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

3. Setting Board of Selectmen Policies and Procedures

This item was continued to a later date.

4. Other Old Business

Hazard Mitigation Plan: Dennis Cote, Emergency Management Director, addressed the Board. The Town is in the beginning process of rewriting the Hazard Mitigation Plan. Under the grant process, there is the ability to be reimbursed for time up to \$2,500. There have only been two or three people joining the meetings. Reimbursement is currently at \$600; the \$2,500 mark must be reached. Emails have been sent to the Boards; D. Cote stated that more than one Selectman should be involved in the rewrite of the plan. Greenland does not have a Highway Department. D. Cote has requested a copy of the MS-4 report to be included in the Hazard Mitigation Plan. D. Cote stated that there is also an All Hazards Plan. There are two plans that get broken out of the material. Information from future Capital Improvement Plans should be included as well as storm trends for the past five years and upcoming. This information will be helpful when discussing Rt. 33 improvements.

D. Cote has asked department heads, the Building Inspector, and members of the governing body to participate in the meetings. Individuals do not have to join every Zoom meeting; it allows the material to be reviewed (that would count for one to two hours). The Police and Fire Departments need to review the plan. Greenland is an area where there are a number of incidents and that background information is needed. D. Cote encouraged more enrollment, including members of the community. He stated again that attendance is not necessary, but any current and upcoming material can be reviewed. D. Cote explained the rewrite process. There is a critical point where department heads and members of each department review specific areas of the plan. D. Cote did not want the Town in a position where the \$2,500 goal was not met.

Information for the Hazard Mitigation meeting on Thursday, October 29, 2020, at 1:00 p.m., was included in the Board packet.

5. Town Hall Re-Opening Plan

TA Scruton, D. Cote, and Town Hall staff have worked on a re-opening plan. The Board received a copy of the plan which consisted of several phases (copy on file). The recommendation was to not re-open until after the election on Tuesday, November 03, 2020. The election process depends on a number of Town Hall employees so it runs smoothly. D. Cote added that the outside function will be moved into the vestibule area with limited access. They will not be allowed anywhere else in the building. The public will be out of the inclement weather; it does not change the protection of employees. D. Cote noted there has been an increase in the number of cases in Greenland over the last several weeks (zero to five cases in a week).

D. Cote strongly urged that the current process continue and re-opening be revisited after the election, looking carefully at the data. He agreed accommodations needed to be made for colder weather. J. Rolston did not have a problem waiting until after the election. He wanted to vote to approve the plan and implement it on Thursday, November 05, 2020. R. Winsor suggested waiting until after the election due to the change in cases. D. Cote noted that cases are throughout Town and not a specific area.

MOTION: J. Connelly moved to revisit opening Town Hall after the election on Tuesday, November 03, 2020 at the meeting on Monday, November 09, 2020. Second – R. Winsor; roll call vote: J. Connelly -

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yes, R. Hussey - yes, J. Rolston - no, R. Winsor – yes, S. Smith – yes. Four in favor, one against (J. Rolston). MOTION CARRIED

### 6. Rt. 33 Update

TA Scruton received a letter from Michael Dugas, State Highway Engineer, recommending a course of action in the next step concerning Rt. 33 safety. The Planning Board has discussed Rt. 33 and establishing a committee. Chief Laurent has sent the Planning Board Consultant an email to bring that Board up to date. She has advised the Town that federal funds should be available for the project; a center turning lane from the Stratham line to the lights at Bayside Road will be targeted in 2022. If everything goes well, there could be a center turning lane in 2023. TA Scruton noted that this is the result of hard work by a number of people and they should be highly commended for their efforts.

Chief Laurent added that it was impressive how the committee has been able to get together and know that the federal funds will be available in 2022. DOT has put in a lot of time and concerted effort on the project. The State Senator and Representative have been pivotal in bringing it to the forefront and making it a priority. In Greenland, the center lane would be from the Bayside Road/Winnicut Road intersection into Stratham. There is a possibility construction could begin in 2022 or spring of 2023. The corridor study, which addresses capacity, still needs to move forward. Chair Smith noted the capacity is a concern for the Planning Board (the bridge and light at the Bayside Road/Winnicut Road intersection causing a backup). The Town may have to pay some money towards any improvement in that area.

J. Connelly questioned how the Planning Board Consultant would be paid. It was noted that it would be part of the Planning Board budget. TA Scruton stated that RPC will have a very involved role; the Town pays a set fee to them for studies (approximately \$4,000).

### 7. Berg Easement

The Board had discussed the Berg easement at an earlier meeting. The Berg's would like to convey a conservation easement to protect a wildlife corridor on their property consisting of approximately 8.9 acres. At the Board's request, Attorney Fillmore reviewed the easement and made recommendations. Attorney Fillmore did not feel that the Town's obligations could be completely eliminated similar to the Portsmouth well easement. The Board could deny the Berg easement and encourage the property owner to work with a land trust or other non-profit group. Laura Byergo, Conservation Commission Chairman, has reviewed the easement. She had an interest in the Town obtaining the easement.

R. Hussey noted there was a building on the property. A car could be parked in the barn and fluids could leak. He did not think the Town should be responsible for any buildings in a conservation easement. In addition, there was no attached conservation land within that area. He did not think it would be beneficial to the Town. Chair Smith agreed with R. Hussey; it was not contiguous to any other conservation land. It was not beneficial to the Town to accept the easement. TA Scruton reminded the Board that the easement request was unsolicited. J. Rolston also could not see any clear benefit to the Town; there was a potential liability with the easement. If the Berg's want to pursue, they should go through another entity.

MOTION: S. Smith moved to not accept the conservation easement from Florette and Wallace Berg consisting of 8.9 acres along the northside of Norton Brook as shown on the Conservation Easement Plan prepared by Atlantic Survey Co., Inc., dated August 2020. The Town will not continue expending funds on legal review of the proposed easement. The Town encourages the property owners to work

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with a private land trust to hold the easement. 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

### 8. Other Old Business

Transfer Station Shelter: TA Scruton stated that the Board has previously discussed a shelter at the Transfer Station over the compactor area. A quote was previously received for a steel shelter; a quote was recently received for a wooden shelter. TA Scruton encouraged the Board to approve one of the options due to the approach of inclement weather. The wood option was less and the design does not go into the parking lot as much, making plowing easier. There is a Certificate of Insurance on file for Handyman Services. There is funding in the Transfer Station budget line. The Building Inspector will oversee the project.

MOTION: R. Hussey moved to award the bid to Handyman Services for the weather shelters over the two household trash compactors at the Transfer Station, estimated at \$6,600 not to exceed \$7,000. 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

Security System Upgrade: TA Scruton updated the Board that the alarm company would be in on Tuesday, November 03, 2020 to upgrade the security system.

Cemetery Lane: Reconstruction will start within the next two weeks. TA Scruton will be meeting with Altus Engineering and GMI Asphalt on Friday, October 16, 2020 at Cemetery Lane to coordinate. Altus Engineering will be supervising the project.

Road Striping: A crew is scheduled on October 15<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>, 2020. They will start with work that can be done by hand. The striping truck will be used on October 25<sup>th</sup>.

Finance Director's Role: R. Winsor asked for an aggregate view of the Finance Director and her workload. TA Scruton has budgeted to make that position full-time in the 2021 budget; that position is currently part-time at 34 hours per week. The workload in the office has increased over the years due to growth in Town. An additional staff member would be helpful in the Town Hall; that will be placed as a warrant article. That person would assist the Finance Director or other areas in the Town Hall. TA Scruton stated it would be difficult to shift work positions due to individual workloads. He felt it was time to also bring in an additional staff member.

J. Connelly stated they were looking at the role of the Town Administrator in the financial aspect as well as the Finance Director's role. The organizational chart indicated the Finance Director reported to the Town Administrator. The Town Administrator should know the Finance Director's role as her manager. J. Connelly did not want to hire additional staff until he understood the Finance Director's role and the Town Administrator's role. J. Connelly, referring to the 2020 budget process, stated that residents needed to have trust in the Town Administrator and Board of Selectmen's Budget Representative to answer questions.

Chair Smith stated that two people could be added to the Town Hall based on staff workloads. R. Winsor responded that the Board needed to understand that and why. TA Scruton, responding to a question from J. Rolston, stated that the Finance Director requested increasing her hours to full-time. J. Rolston suggested contracting out a person with QuickBooks knowledge and job set skills who can assist the Finance Director before hiring additional staff. R. Winsor suggested customizing QuickBooks which



may help, receiving electronic invoices, etc. There are a number of opportunities to garner significant change by automation and advancements through software.

J. Connelly stated he would like to see a plan of how everything flows. He liked the idea of a contracted service. TA Scruton clarified that he would remove the suggested warrant article for the additional position from the 2021 budget for now. Chair Smith stated he would like to see the additional position added. R. Winsor stated the Board was not in a position to make a decision at this time. J. Rolston was in favor of the Finance Director's position becoming full-time. TA Scruton will leave that position in the budget as full-time. R. Winsor suggested that the Budget Committee should know there may be a warrant article for an additional position, staff, or contracted services, at the Town Hall. Chair Smith noted that the Town still needed a Deputy Treasurer.

## VI. NEW BUSINESS AND ADMINISTRATIVE

### 1. Transfer Station

R. Hussey stated that there has been an increase in vehicles at the Transfer Station without a dump sticker. The cost of the Town disposing of garbage is increasing. J. Rolston suggested using social media and the sign out front to let residents know that effective November 01, 2020, dump stickers will be required at the Transfer Station. If there is not a current dump sticker on the vehicle, they will be refused entry. It will also be noted that the Transfer Station does not accept yard waste, leaves or grass clippings.

The consensus of the Board was that effective November 01, 2020, stickers will be needed to use the Transfer Station.

### 2. MS-1: Summary Inventory of Valuation Approval

TA Scruton explained that the assessor and Town Clerk have reconciled on the Summary Inventory of Valuation to be submitted to DRA.

MOTION: J. Rolston moved to approve the Summary Inventory of Valuation. 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

### 3. Application for Solicitation on Town Property

TA Scruton received a request from the Greenland Democratic Committee for solicitation at the Bandstand across from Greenland Central School on Thursday, October 22 and Thursday, October 29, 2020. TA Scruton was concerned about the possible parking issues due to the time overlap with the school release. He has discussed this with Chief Laurent, who stated that vehicles normally park on Park Avenue to pick up school children during that time. Additional cars parking in that area could create a safety issue with potential backup onto Post Road. The recommendation was to approve the request pending the solicitors parking away from the school and park.

The Board suggested it be done at a different time or date. J. Connelly stated that school was out at noon on Friday's. R. Winsor suggested 1:00 p.m. to 3:00 p.m. on Friday, October 23 and Friday, October 30, 2020. There is to be no solicitation in the Remembrance Park area.

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MOTION: J. Rolston moved to approve the request from the Town of Greenland Democratic Committee to allow for solicitation at the Bandstand across from Greenland Central School on Friday, October 23, 2020 and Friday, October 29, 2020, from 1:00 p.m. to 3:00 p.m. There is to be no solicitation in the memorial area of Remembrance Park. 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

TA Scruton will notify the Greenland Democratic Committee.

#### 4. Town Budget Review

Chair Smith noted that a 3% increase was added to Selectmen's salaries. The Board agreed they did not need an increase; TA Scruton will remove the increase from all appointed positions. The Fire Chief is not considered an appointed position; the 3% will apply. The Treasurer will receive a 3% increase.

The Budget Committee will receive their budgets on Friday, October 16, 2020. The Budget Committee will review the Town Budget on Tuesday, October 20, 2020. Chair Smith asked Selectmen to forward any changes to TA Scruton before Friday, October 16, 2020.

TA Scruton clarified that the Finance Director position would increase to 40 hours and warrant articles would be removed. The Engineering line was discussed. Snow Contract: J. Connelly asked for expenses from October 2018 through December 2018, January 2019 through April 2019, October 2019 through December 2019, and January 2020 through April 2020 for comparison (snow removal only, not to include salt).

J. Connelly asked when the Default Budget would be given to the Budget Committee for review. TA Scruton stated that the Town has until the public hearing to set the Default Budget. Last year DRA advised not to do it early; TA Scruton will check with DRA for their recommendation. He suggested that December may be a good target date.

#### 5. Other New Business

SB 2: R. Winsor asked what was needed to move away from SB2 and go back to the Town Meeting format. J. Rolston reminded members it was voted down several years ago. It would need to be through a warrant article.

Salt: A price for salt was received from Morton Salt. The 2019-2020 contract was \$53.75 per ton. Normally 2,700 tons are used per season. The snow removal contractor recommends Morton Salt; it is a better salt and more effective.

MOTION: S. Smith moved that the Town Administrator approve a contract with Morton Salt at \$50.75 per ton for the 2020-2021 season. 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

REP Program: Chair Smith explained that the Radiological Emergency Preparedness Program was the Seabrook Station response for radiological emergencies. The Town of Greenland was allocated funds to support that program. J. Rolston stated there were meetings and explained the process.



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Selectmen at the Polls – Tuesday, November 03, 2020: J. Connelly would like to do 9 a.m. to 1:00 p.m.; S. Smith will be at the polls all day; J. Rolston will cover 4 p.m. to 7 p.m.; R. Winsor will start at 7:30 a.m.; R. Hussey will cover any open times.

### VII. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 15, 2020

#### 1. Payroll Manifest 21

R. Hussey moved to approve the attached Payroll Manifest, pay date October 15, 2020, period of September 28, 2020 through and including October 11, 2020. Gross amount, excluding payroll liabilities, \$63,143.24. 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

#### 2. General Fund Manifest 21

MOTION: J. Rolston moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of October 15, 2020 in the amount of \$293,944.81. This manifest includes a Greenland School District payment in the amount of \$250,000. 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 #12

J. Connelly moved to approve the attached Capital Fund – Library Manifest of Unpaid Bills Detail as of October 15, 2020 in the amount of \$261,662. Funds are to come from the bond proceeds. 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

#### 4. Police Special Revenue Manifest #11

R. Winsor moved to approve the attached Police Special Revenue Manifest of Unpaid Bills Detail as of October 15, 2020 in the amount of \$22,736.91. 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

### VIII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 9:15 p.m. Second – J. Connelly; all in favor. 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

Monday, October 26, 2020 – 6:30 p.m., Town Hall Conference Room, Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: