



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, November 09, 2020 – 6:30 p.m. – Town Hall Conference Room, Virtual via Zoon

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

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

Chair Smith thanked the election officials, poll workers and volunteers for their efforts on Tuesday, November 03, 2020. Everything went smoothly during voting. There were over 2,900 voters (82% of the Town's registered voters).

I. 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.

Martha Wassell, previous Health Inspector, joined the meeting via Zoom. She was concerned about the minutes from the Monday, October 25, 2020 meeting. She clarified that she received an email and renewal forms from the State of New Hampshire. Those forms were forwarded to the Administrative Assistant. M. Wassell continued that she did not receive the reappointment forms or an invitation to the Selectmen's meeting. She gave a brief background of her service to the Town. M. Wassell stated that she learned of another individual's appointment by email.

I. APPROVAL OF MINUTES

1. Monday, October 26, 2020

J. Rolston corrected Page 2: the \$500 stipend increase was for the Chairman only.

MOTION: J. Connelly moved to approve the minutes of Monday, October 26, 2020, as amended. 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

II. OLD BUSINESS

1. Reopening of Town Hall

TA Scruton has spoken to Dennis Cote, Health Officer and Emergency Management Director. His recommendation was to delay the opening based on the increase in COVID cases. R. Hussey stated other town halls are going to appointments only, allowing one person in the building. TA Scruton noted that some of the transactions with the Town Clerk's Office last a few minutes, others last longer depending on their needs. Appointments could work if there was flexibility in the schedule. Masks will still be required.

J. Rolston stated it is going to get cold shortly. He did not want people waiting outside in the inclement weather. Safeguards are in place. *Further discussion was continued to later in the meeting.*

2. Bayside Road Update

TA Scruton has spoken to Altus Engineering. Before an RFP is developed, Altus Engineering would like to make sure that required culverts are done. In reviewing emails and through discussions with Underwood Engineering and the State, the State may be responsible for an additional 500 ft. that they have not been actively managing for 20 years on Bayside Road. Old documents indicate that the State's portion extends another 500 ft. The State would be happy to give that responsibility back to the Town; TA Scruton did not think that would be acceptable. TA Scruton and Altus Engineering will meet with DOT at Bayside Road. Until it is determined who is responsible for what, an RFP cannot be prepared. TA Scruton encouraged the Board to accept the proposal from Altus Engineering and their initial services associated with the Bayside Road project and move forward as they recommend.

The biggest part of the 500 ft., if given to the State, includes two major culverts. A major cost of the project would be designated to the State, saving the taxpayers over \$100,000. Chair Smith and TA Scruton will meet with Altus Engineering and the State; members of the Board are welcome to attend. TA Scruton will forward the date and time to the Board. Chair Smith added the culvert before Palm Drive needs to be done. TA Scruton noted it may have an affect on the grant through the Clean Water Fund: two of the major culverts may be the State's.

MOTION: R. Hussey moved to approve the proposal from Altus Engineering to assist with the initial services associated with the Bayside Road project. 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

3. Budget Update

The next budget meeting will be Tuesday, November 10, 2020 at 6:30 p.m. The focus of that meeting will be the Library. Discussion could include other Town departments. The Budget Committee asked if the Board would consider putting the Finance Director's part-time position to full-time on a warrant article. TA Scruton updated the Board that traditionally part-time positions moving to full-time employment have been done through the budget not as a separate warrant article. Would the Board like to include the increase in hours for the Finance Director in the budget or as a warrant article? This request does not include any part-time or full-time help.

J. Rolston and Chair Smith would like to have it included in the budget. Chair Smith added it was past practice to include is as a budgeted item. It would not be adding a new employee; it would be an existing employee receiving additional hours. TA Scruton stated the Budget Committee would like the Town to include the full cost of benefits with the request. The Finance Director will not be taking those benefits. The difference in the budget would be approximately \$30,000. The Budget Committee stated that the budget was done based on the position not the employee.

Chair Smith, directing his comment to the Budget Committee, stated he was contacted by a department head that he was called during their meeting and unaware his department was on the agenda. The Budget Committee needed to follow their agenda and let department heads know in advance.

4. Reopening of Town Hall (continued)

D. Cote joined the meeting via Zoom. All but one county in New Hampshire is now in the red zone. It is predicted there will be more increases in cases. D. Cote updated the Board on the status of area schools. He did not feel it was safe to open the Town Hall based on the increase in cases. If the door to the vestibule is open, only one person at a time can come in. Guidelines must be posted online before the office is opened. D. Cote reminded the Board that if there is one positive case in the Town Office, the office will be closed. He continued that if things are going smoothly now, it was not worth the health and safety of the employees, even though he understood the inclement weather concerns.

TA Scruton clarified that the original intent of the Board was to discuss with the staff an appointment-based system, talk with D. Cote and report back to the Board at the next meeting. J. Rolston questioned why the Conference Room could not be used as a waiting room. TA Scruton responded that it would increase the area that needed to be sanitized. There are staff who are high-risk and he was trying to minimize the area to be sanitized. D. Cote stated increasing the area warranted more disinfecting. Having a sign-in sheet provides a way to do contact tracing, if necessary. D. Cote will review the procedure and guidelines with the Town Hall staff. TA Scruton suggested looking into an online scheduling system.

MOTION: J. Rolston moved that the implementations discussed take effect and the Town Hall open as of November 16th.

Discussion: D. Cote recommended finalizing the guidelines, present it to the Board and then move forward. He also recommended not planning to open on November 16, 2020. He stated guidelines should be given to the Board on November 23, 2020. By waiting until November 23, 2020, it will allow guidelines to be finalized as well as additional data to be available over the next two-week period. More cases are being seen on a daily basis now than at its height in March and April. J. Rolston did not want to amend his motion to November 23, 2020. He felt the 'plug could be pulled if there were a drastic number of COVID cases in Town'.

There was no second to the motion. D. Cote stated the Board should approve the plan at the next meeting.

MOTION: J. Rolston moved to open the Town Hall on Tuesday, November 24, 2020, depending on the vote of the Board at their meeting on Monday, November 23, 2020. 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

Discussion: It was clarified at the meeting on Monday, November 23, 2020 the Board would decide if the Town Hall should open on Tuesday, November 24, 2020.

5. Other Old Business

Transfer Station: R. Hussey stated that the shelters were nice but did not shield the employee from the weather. OSHA requires that the operator has to look inside the dumpster. He would like to see more

of an enclosure. There are used windows available to put on the recycle container so the operator can see when someone is pulling up.

TA Scruton stated that Vaughan Morgan had some low budget ideas for the recycling building: adding windows to the backside and weatherproofing the front of the building. J. Shephard looked at the overhang on the hoppers. He met with V. Morgan; the overhang will be extended an additional 3 ft. and a windbreaker will be added to the switch. V. Morgan will correct any other issues with the shelter.

III. NEW BUSINESS AND ADMINISTRATIVE

1. FEMA Floodplain Acceptance: Jack Shephard, Building Inspector

J. Shephard has been in contact with FEMA and corrected the LOMA maps. The Board of Selectmen must adopt the resolution; it does not need to be adopted by the Town. Adoption of the resolution will keep the Town's flood insurance current. If not adopted by the Board, the Town could lose its accreditation for FEMA assistance and flood insurance for residents may skyrocket.

MOTION: R. Hussey moved that pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Rockingham, NH" dated January 29, 2021, together with the associated Flood Insurance Rate Maps, dated January 29, 2021, are declared to be part of the Town of Greenland Zoning Ordinance and are hereby incorporated by reference. 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. Tax Warrant

The second half tax warrant was prepared and reconciled by the Town Clerk/Tax Collector.

MOTION: J. Connelly moved to approve the Warrant for 2020 Period 2 as submitted by the Tax Collector. 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. Default Budget Approval

TA Scruton prepared the default budget for Board review and approval. The Board has the option to approve the default budget before the public hearing. The only additions to the prior adopted budget will be fixed costs and warrant articles that were approved and included in the operating budget (example: SRO officer and composting). Benefit costs were also included. The default budget is \$5,439,832. TA Scruton noted that the Budget Committee does not approve the default budget; that is done by the Board of Selectmen.

MOTION: J. Connelly moved to approve the default budget as submitted by the Town Administrator. The default budget shall be in the amount of \$5,439,832. 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. Other New Business

J. Rolston requested a non-public meeting.

IV. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 12, 2020

1. Payroll Manifest 23

MOTION: J. Rolston moved to approve the attached Payroll Manifest, pay date November 12, 2020, period of October 26, 2020 through and including November 08, 2020. Gross amount, excluding payroll liabilities: \$64,148.47. 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

2. General Fund Manifest 23

MOTION: S. Smith moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of November 12, 2020 in the amount of \$410,640.80. This manifest includes a Greenland School District payment in the amount of \$250,000. Second – J. Rolston; 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

V. NON-PUBLIC

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

MOTION: J. Rolston moved to enter into non-public session under RSA 91-A:3, II(a) at 7:39 p.m. 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

Public session reconvened at 7:44 p.m.

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

MOTION: J. Rolston moved to enter into non-public session under RSA 91-A:3, II(e) at 7:45 p.m. 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

Public session reconvened at 8:12 p.m.

3. RSA 91-A:3, II(c)

MOTION: S. Smith moved to enter into non-public session under RSA 91-A:3, II(c) at 8:15 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

Public session reconvened at 8:30 p.m.

V. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:30 p.m. 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

NEXT MEETING

Monday, November 23, 2020 – 6:30 p.m., Town Hall Conference Room, Virtual via Zoom

Submitted By – Charlotte Hussey, Administrative Assistant