



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 23, 2020 – 6:30 p.m. – Virtual via Zoon

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

Staff Present: Matthew Scruton - Town Administrator; Dennis Cote - Health Officer, Emergency Management Director; Chief Laurent – Greenland Police Department (Zoom); Jack Shephard – Building Inspector (Zoom)

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 was taken by roll call: J. Connelly - present, R. Hussey - present, J. Rolston - present, R. Winsor – present, S. Smith - present.

I. NON-PUBLIC

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

MOTION: R. Winsor moved to enter into non-public session under RSA 91-A:3, II(e) at 6:35 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

The Board of Selectmen entered public session at 6:52 p.m.

II. PUBLIC COMMENTS

Chair Smith announced that he had received a phone call from the North Pole and that Santa would be coming to Town on Sunday, December 06, 2020, beginning at noon.

III. APPROVAL OF MINUTES

1. Monday, November 09, 2020

MOTION: R. Winsor moved to approve the minutes of Monday, November 09, 2020, as amended. 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

IV. OLD BUSINESS

1. Discussion: Possible Reopening of Town Hall

Dennis Cote, Health Officer and Emergency Management Director, addressed the issue of reopening the Town Hall to the public. They received a revised copy of the proposed reopening process that included restrictions, social distancing, and safety measures. When the State did its initial shut down, there were approximately 120 to 130 cases per day; in the previous week there were approximately 500 cases per day. D. Cote noted that in the beginning of COVID, many cases were in the southern part of the State; outbreaks are now Statewide. The hospitalization rate now is where it was in April and May.

When reopening was discussed, numbers were watched Statewide and within the community. Greenland had 40 total cases. Taking the current numbers, the projections for the end of December, and what is being done by the schools into consideration, D. Cote recommended not opening the Town Hall to the general public. He felt this was the beginning of the surge and it would continue for a period of time.

D. Cote continued that if the Town Hall were open to the public, only one person would be allowed in the foyer area at a time. He also noted that the Building Inspector allowed an individual in the foyer earlier in the day to look at a file, and it took nearly 30 minutes to sanitize the area. D. Cote questioned the value of opening the building vs. what was currently being done. He reminded the Board if one person in the building is infected, the building would be shut down. The Board had an obligation for safety inside the building to the employees of the Town. Keeping the Town Hall closed would not reduce the level of service residents receive.

Chief Laurent joined the meeting via Zoom. She agreed with J. Rolston about the doctor's offices that were open, stating they were essential services. If they could provide services remotely, most would. Several of her officers were using telehealth services for doctor's visits—the less people in the offices, the better. Chief Laurent agreed that the building should remain closed as long as services could be provided without employees and people coming to the Town Hall being at risk.

Responding to R. Winsor, TA Scruton stated he has not heard many complaints. There are people who do not like masks being required; however, it is now a mandate Statewide. TA Scruton stated that the Town Clerk would prefer to use the drop box system used prior to the election. The staff was concerned about reducing exposure. TA Scruton added the vast majority of people coming to the door were understanding and respectful.

J. Connelly questioned if reopening should be revisited after the holidays. R. Winsor stated it was about protecting the staff. TA Scruton noted it was a real risk that the Town Hall may have to be closed temporarily at some point in the future. Staff has the ability to work remotely from home.

MOTION: R. Hussey moved to keep the Town Hall closed to the general public and continue operating as they are now and revisit around the meeting on Monday, January 18, 2021. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - no, R. Winsor – yes, S. Smith - yes. Four in favor, one against (J. Rolston). MOTION CARRIED

2. Update: Bayside Road

TA Scruton updated the Board that he met J. Connelly, Paul Sanderson, Eric Weinrieb, Altus Engineering, and Brian Schutt, NH DOT, at Bayside Road on Tuesday, November 17, 2020. He provided the Board with an overview of that meeting. After discussions with B. Schutt, it was determined that the State was responsible for 500 ft. of Bayside Road that was in question and not the Town. The State accepting ownership of the 500 ft. will save the Town money; one culvert would be the State's responsibility to replace.

Chair Smith met E. Weinrieb and another engineer from Altus Engineering at Bayside Road on Friday, November 20, 2020. NHDOT has moved their sign the 500 ft. Chair Smith suggested to E. Weinrieb that the State should do their portion of the repairs while the Town was doing their work on the road. In addition, there are two culverts that are the State's responsibility. One culvert is before Palm Drive, under the road and towards Caswell Drive. The other culvert is located further up the road over the crest of the hill. Chair Smith continued there is an area towards the railroad tracks near Meloon Road that may require only regrinding and top coating. Engineering is being done on that section of the road.

TA Scruton asked the Board if they wanted to stop the project at the railroad tracks or continue beyond that point. The road beyond the tracks is in fairly good condition. There would be cost savings to cut out that portion. Altus Engineering will be reviewing and making their recommendation on the project including the culverts. TA Scruton had a virtual meeting with DES regarding potential funding. He stated that since the State is taking ownership of the culverts and 500 ft. of road, it may not be worth it to approach DES for funding.

TA Scruton's recommendation was not to use the DES loan; bringing the road up to their standards could involve engineering and cost the Town more money. If the Board decided to seek State funding, a warrant article would be needed. The money received by the Town would be a loan and have to go to Town Meeting. It would be partial loan forgiveness and the State would require the Town to pay interest on the loan; the savings would be minimal at best. TA Scruton's concern was the cost of the project would increase due to additional requirements the State might demand if the Town sought the loan.

R. Winsor stated the Board needed to understand if culverts had to be replaced and where to stop the project; he recommended stopping before the railroad tracks. Chair Smith stated the railroad crossing could be an issue with the railway. TA Scruton stated he appreciated P. Sanderson's input on the project.

J. Connelly added that they discussed Consolidated Communications possibly cutting some of the trees back. In addition, many telephone poles are located close to the road. TA Scruton will contact Consolidated Communications. Additional updates will be provided to the Board as information from Altus Engineering becomes available.

3. Warrant Articles

Warrant articles were reviewed (copy on file). Chief Laurent joined the meeting. The Ballistic Vest warrant article amount increased for one year. The Building Maintenance CRF increased due to the HVAC replacement being done this year. There was a discussion about the CIP, which should be done yearly by the Planning Board.

DRAFT: SUBJECT TO CHANGE

A warrant article for a non-benefited part-time administrative assistant for the Building Department was included. This area should see an increase in growth in 2021; many projects were put on hold due to COVID.

Jack Shephard, Building Inspector, joined the meeting via Zoom. Permit fees were discussed. J. Shephard has researched fees in neighboring towns. They have kept up with the cost of living, increasing their fees every two to three years. J. Shephard recommended being competitive with other towns without going over.

R. Winsor requested an accurate figure on monies brought into the Town through permit fees. The odds of the department becoming self-funding were not good. Most of the commercial in 2019 was the remodel at Target and Bluebird Storage. From a data perspective, R. Winsor would like to go back more than two years. J. Shephard felt the Residential-Commercial-Industrial Mixed-Use District approved at Town Meeting in March would help the Town tremendously.

Chief Cresta has requested TA Scruton replace the radiant heaters (located near the ceiling) in the Town Hall. TA Scruton asked the Board if he should move forward with a warrant article.

The next road to be repaired was discussed. TA Scruton recommended using the Underwood Engineering road study as a guide; road conditions may have changed since that was done. Chair Smith noted there are several 'neighborhood' roads that should be considered, and used Maple Drive as an example. R. Winsor stated there are roads that the Board should be more proactive on backing them up, noting shoulders are crumbling on several (example: Falls Way).

Chief Cresta has requested two officers; each will be a separate warrant article. Approximate cost: \$95,000 each including benefits and salary. A warrant article in an undetermined amount to be placed in the Fire Station CRF, a new fund established in 2020 for a new fire station (\$75,000), was discussed. Chief Cresta would like the fund repurposed to include renovations. The Fire Station CRF was a petitioned warrant article and is very restrictive. TA Scruton stated there is not a real need to repurpose the Fire Station CRF at this time. It was recommended to submit the warrant article in the amount of \$75,000.

R. Winsor requested information regarding the CIP from the Planning Board. Are there funding opportunities that are more important than what the Board reviewed at this meeting?

4. Other Old Business

Abatement – 150 Ocean Road

MOTION: R. Winsor moved to accept the settlement agreement as presented for 150 Ocean Road. 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. Highway Safety Grant: Chief Laurent

Chief Laurent joined the meeting and explained the Highway Safety Grant the Police Department receives every year. The amount of the grant this year is \$12,023.

DRAFT: SUBJECT TO CHANGE

MOTION: J. Rolston moved to approve the Highway Safety Grant as presented by Chief Laurent. 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

2. Annual Approval of Policies: Fund Balance, Investment, Indemnification and Data Retention

MOTION: J. Rolston moved to approve the annual Fund Balance Policy. 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

MOTION: R. Hussey moved to approve the annual Investment Policy. 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

MOTION: J. Connelly moved to approve the annual Indemnification 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

MOTION: R. Winsor moved to approve the annual Data Retention Policy. 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. Town Office Thanksgiving Holiday Hours

A number of Town Hall employees have discussed using leave time on Wednesday, November 25, 2020 (day before Thanksgiving). The Board will need to approve posting that the Town Hall will be closed Wednesday through Friday of Thanksgiving week. Staff can work on Wednesday, either remote or in the building.

MOTION: R. Winsor moved to close the Town Offices on Wednesday, November 25, 2020 with the understanding that staff will use leave or work remotely from home. 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

4. Other New Business

Atrio Properties: J. Shephard joined the meeting and updated the Board on the Atrio Properties sign. At the request of Attorney Fillmore, J. Shephard researched the minutes for the sign. There is nothing in the minutes stating the property has to be owner-occupied. J. Shephard has spoken to Mr. Brown, owner, and was told the tenant shares an office with him in the garage area. J. Shephard questioned if the area was mixed use; he has presented the facts to the Town Attorney and should hear from her this week. R. Winsor would like an update for the meeting on Monday, December 07, 2020.

454 Portsmouth Avenue: J. Shephard updated the Board that he has met with the owner and attorney. The Town Attorney has informed the owner that the Town expects everything to be removed in a timely manner.

VI. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 26, 2020

1. Payroll Manifest 24

MOTION: J. Rolston moved to approve the attached Payroll Manifest, pay date November 26, 2020, period of November 09, 2020 through and including November 22, 2020. Gross amount, excluding payroll liabilities: \$62,851.02. 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 24

MOTION: J. Connelly moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of November 26, 2020 in the amount of \$77,152.15. 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. Capital Fund – Library Manifest 15

MOTION: R. Winsor moved to approve the attached Capital Fund – Library Manifest of Unpaid Bills Detail as of November 26, 2020 in the amount of \$5,947.82. Funds are to come from the bond proceeds. 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 13

MOTION: R. Hussey moved to approve the attached Police Special Revenue Manifest of Unpaid Bills Detail as of November 29, 2020 in the amount of \$4,864.50. 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

VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 8:09 p.m. 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

NEXT MEETING

Monday, December 07, 2020 – 7:00 p.m., Town Hall Conference Room & Via Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: