



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

Monday, December 07, 2020 – 6:30 p.m. – Virtual via Zoon

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

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

**I. PUBLIC HEARING**

**1. Donation: Fuel Assistance**

Karen Gerome, on behalf of her father Ray Kunsman, donated \$1,500 to the Town for Fuel Welfare Assistance. The request asks the Town to use the funds to help “those in Town who need assistance with fuel or food this winter”.

SUGGESTED MOTION: R. Winsor moved to accept the donation from Karen Gerome, on behalf of her father Ray Kunsman, in the amount of \$1,500 and to spend said funds on “those in Town who need assistance with fuel or food this winter”. Second – J. Connelly; J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

**II. PUBLIC COMMENTS**

Chair Smith thanked Chief Cresta and the Fire Department, Chief Laurent and the Police Department, and all the elves who helped Santa and Mrs. Claus come to the Christmas Parade on Sunday, December 06, 2020.

**III. APPROVAL OF MINUTES**

**1. Monday, November 23, 2020**

MOTION: R. Winsor moved to approve the minutes of Monday, November 23, 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

IV. OLD BUSINESS

1. Retainage Release – Waters Edge (FKA Great Bay Drive West)

MOTION: R. Winsor moved to release the final payment (2% retainage) to John H. Lyman & Sons in the amount of \$11,459.41. 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. Capital Improvement Plan (CIP)

TA Scruton recommended continuing the Capital Improvement and warrant articles until the Planning Board reviews the CIP at their meeting on Thursday, December 17, 2020. TA Scruton recommended a warrant article for legal contingency and disaster/pandemic/other emergency situations that may not be reimbursed by the State. Department heads have been contacted to update their portion of the CIP. Chair Smith added that the Selectmen would be reviewing this topic again at their meeting on Monday, December 21, 2020.

Warrant articles should be decided at the meeting on December 21<sup>st</sup>. Chair Smith stated there was not much in the CIP that would be moving forward this year. There is a possibility of something being done through petitioned warrant articles, but that would not be known until January 12, 2021.

MOTION: R. Winsor moved to continue further discussion of the Capital Improvement Plan until Monday, December 21, 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

3. Warrant Articles

Emergency Contingencies: TA Scruton recommended warrant articles for emergency contingencies because the budget did not include expenses that may be above the Town's normal expenses (i.e. pandemic or other disaster). Those expenses are unknown and may or may not be reimbursed by the State. TA Scruton did not want to inflate the default budget with an unknown amount. A warrant article in the amount of \$75,000 was recommended by TA Scruton with the Board of Selectmen as the agents to expend. A warrant article would reserve the funds in perpetuity. If the Town were to continue as is, it could cost an additional \$125,000 if another pandemic or disaster occurred and the State did not step in with assistance. Some purchases would not need to be made again. There was no guarantee that funds would be available to reimburse additional pandemic expenses in the future; funding on the State and federal levels was not guaranteed. J. Rolston suggested \$15,000 rather than \$75,000. Any warrant article language should not be too restrictive and should allow for any natural disaster to be covered. The idea was for it not to become a slush fund. R. Winsor suggested a sunset date be included.

Repurposing Storm Expense Fund: TA Scruton explored the possibility of repurposing the Storm Expense Fund. It was pointed out by the Finance Director that a two-thirds vote rather than a majority vote may be needed to make that change. The Storm Expense Fund is earmarked for winter/storm related events. It may be easier to create a new CRF that would not require a two-thirds vote.

Road Improvement: \$200,000 warrant article for road improvement was suggested.

Town Equipment CRF: General equipment; \$7,500.

## DRAFT: SUBJECT TO CHANGE

Part-Time Non-Benefited Administrative Assistant for Building Department: 30 hours per week/\$25,000. It is anticipated the Building Department will be busier next year and additional support will be needed. Fees will be reviewed; an increase could offset the cost of additional part-time help. The Building Department assistant could indirectly help with other departments. There was a discussion regarding the Administrative Assistant's overtime. TA Scruton suggested reducing the number of Boards that she does minutes for and/or having the Boards be responsible for their own minutes.

R. Winsor asked to see what staff is doing and how much time is spent on tasks. He wanted to see the math, how it worked and why it worked. J. Connelly stated that finding a candidate with the skill set would be a challenge. R. Winsor stated he was not opposed to it but wanted to see the justification.

HVAC Town Hall Upgrade: R. Winsor agreed it should be done. TA Scruton noted it was the Fire Chief's recommendation. The Town Hall currently has electric heat, with heaters in the ceiling.

Trustees of the Trust Funds: The Trustees are requesting a warrant article to close several unused accounts. TA Scruton explained that they are looking to close some obsolete funds that are not being used. They were advised by the Attorney General it would need to be done through a warrant article to close out the funds that do not serve the Town any longer.

Retirement Liability Fund: TA Scruton explained this fund would be set up to offset the costs associated with employee retirement. The current fund is under \$5,000.

Police Equipment CRF: The request is \$5,700 for replacement of bullet proof vests.

Police Building Maintenance: \$13,000 has been requested to offset the cost of replacing a heating unit this year. Funding has been earmarked for roof replacement in 2022 or 2023. R. Winsor stated the \$13,000 should be spread over the next two to three years, otherwise there is no purpose to a CRF. The balance as of September 2019 was \$10,000. Chief Laurent joined the meeting via Zoom. The front HVAC unit will be replaced at a cost of \$8,500 from this CRF; there is a unit in the back that may have to be replaced within the next one to two years. Previous warrant articles were in the amount of \$5,000. R. Winsor recommended replacing the \$8,500. The CIP process recommended putting money in a CRF for roof replacement rather than seeing a spike in the budget.

Fire Department: The Fire Department is requesting a warrant article for one to two additional officers at a cost of \$100,000 each (includes wages and benefits). Chair Smith stated it would be two separate articles: one for one additional officer and the other for two additional officers.

Ambulance Billing: \$4,500 for the purpose of 2021 ambulance billing expenses; funds to come from the Fire and Ambulance CRF.

Fire Station CRF: Warrant article for \$75,000 (last year it was \$75,000). Purpose should be changed to adding a bay to the fire station.

300<sup>th</sup> Anniversary: J. Rolston requested a warrant article in the amount of \$10,000 for a tent rental for the festivities. Events include an art show, wine tasting, beer fest and other activities. Funds should be returned by an admission fee that will be charged for events. The committee plans to make a decision in January 2021. J. Rolston noted that all but \$25 was returned to the Town from the previous warrant article as a result of T-Shirt and hat sales.

## DRAFT: SUBJECT TO CHANGE

MOTION: R. Winsor moved to continue the warrant article discussion until the meeting on Monday, December 21, 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

### 4. Other Old Business

Transfer Station: J. Connelly updated the Board that the solar lighting system at the Transfer Station is not working, creating a safety issue. J. Connelly has spoken to a resident who will provide the acrylic at cost to surround the compactor. He recommended making improvements: acrylic to surround the compactor, and hardwiring lights and a heater. TA Scruton will contact Vaughan Morgan for his help with the project. Maldini Electric's estimate for the project was approximately \$1,000 and an additional \$1,000 to install a light on the pole. J. Connelly and TA Scruton will provide the Board with further updates at the meeting on Monday, December 21, 2020.

## V. NEW BUSINESS AND ADMINISTRATIVE

### 1. Elderly Tax Deferrals

MOTION: R. Winsor moved to approve the Elderly Tax Deferral for the resident at 126 Bayside Road in the amount of \$6,735. 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

MOTION: R. Winsor moved to approve the Elderly Tax Deferral for the resident at 36 Waters Edge in the amount of \$9,394. 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

MOTION: R. Winsor moved to approve the Elderly Tax Deferral for the resident at 342 Bayside Road in the amount of \$4,841. 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. Storage Container - Town Hall/Fire Department

The Town Hall and Fire Department share space in the small shed located between the Fire Station and Public Works Building and are running out of storage room for documents. TA Scruton and Chief Cresta would like to separate the storage needs. Chief Cresta recommended the purchase of a used 40 ft. storage shipping container in the amount of \$4,000 or less for the Town's storage needs and the Fire Department would use the shed. It may also alleviate the fire egress concern in the back hallway of the Town Hall.

J. Connelly questioned if there were enough documents to fill the 40 ft. container. A 40 ft. container will hold 40 pallets of paper. TA Scruton responded a 40 ft. container would provide for future needs. The shed is approximately 20 ft. J. Rolston questioned the appearance of the used container. TA Scruton stated they are sea-worthy containers similar to a shipping container; they are not attractive. Chair Smith stated shelves would be needed; the price of \$4,000 would include some shelving. R. Hussey suggested there is room in the attic of the Maintenance Building that could be used. Saving the Town money and looking for permanent document storage would be the better way to go.

3. 2021 Mosquito Control

The permit process for mosquito control companies opens in January 2021. Three written quotes were received for 2021 mosquito control. The Town currently uses Municipal Pest Management and has used them for many years. Municipal Pest Management quote: \$20,000; Northeast Vegetation and Mosquito Control quote: \$17,500; Dragon Mosquito Control quote: \$20,000. TA Scruton recommended the lower quote (\$17,500) from Northeast Vegetation and Mosquito Control. TA Scruton reviewed the information with the Board.

MOTION: R. Winsor moved to accept the quote from Northeast Vegetation and Mosquito Control in the amount of \$17,500 for 2021 mosquito control. 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

There was no 'Other New Business'.

VI. ACCOUNTS PAYABLE – THURSDAY, DECEMBER 10, 2020
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1. Payroll Manifest 25

MOTION: J. Connelly moved to approve the attached Payroll Manifest, pay date December 10, 2020, period of November 23, 2020 through and including December 10, 2020. Gross amount, excluding payroll liabilities: \$62,389.31. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - abstain, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

2. Payroll Manifest 25A

MOTION: J. Connelly moved to approve the attached manifest for payment of HealthTrust Refunds, Longevity Pay, Pay for Unused Leave and Stipends, as of December 09, 2020 in the amount of \$107,075.25. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - abstain, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

3. General Fund Manifest 25B

MOTION: J. Rolston moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of December 10, 2020 in the amount of \$2,782,950.78. This payment includes a Greenland School District payment in the amount of \$1,850,000 and a payment to Rockingham County for taxes in the amount of \$797,135. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - abstain, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

4. Capital Fund – Library Manifest 16

MOTION: R. Winsor moved to approve the attached Capital Fund – Library Manifest of Unpaid Bills Detail as of December 10, 2020 in the amount of \$173,004.70. Funds are to come from the bond proceeds. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - abstain, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

## DRAFT: SUBJECT TO CHANGE

### 5. Police Special Revenue Manifest 14

MOTION: R. Winsor moved to approve the attached Police Special Revenue Manifest of Unpaid Bills Detail as of December 10, 2020 in the amount of \$493.05. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - abstain, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

### VII. NON-PUBLIC SESSION

#### 1. Legal

MOTION: R. Winsor moved to enter into non-public session under RSA 91-A:3, II(I), at 7:23 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

The Board returned to public session at 7:38 p.m.

### VIII. ADJOURNMENT

The Board adjourned at 7:40 p.m.

### NEXT MEETING

Monday, December 21, 2020 – 6:30 p.m., Town Hall Conference Room & Via Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: