



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

Monday, December 21, 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

Also Present: Liz Cummings – Financial Director (Zoom), Jack Shephard – Building Inspector/Code Enforcement Officer (Zoom); Dennis Malloy – Trustee of Trust Funds Chairman (Zoom); Dean Bouffard – Moderator (Zoom); Dennis Cote – Health Officer/Emergency Management Director (In-Person)

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. Donations to the Police Department**

The Police Department has received several donations that need to be accepted by the Board: \$300 from REP Enterprises: Heroes & Helpers (adopting a family for Christmas); \$300 from DD Cook: Heroes & Helpers (adopting a family for Christmas); \$100 from Neill Williams: lunch for the Police Department.

MOTION: R. Winsor moved to accept three donations to the Police Department totaling \$700. 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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. APPROVAL OF MINUTES**

**1. Monday, December 07, 2020**

MOTION: R. Winsor moved to approve the minutes of Monday, December 07, 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. Weeks Library Update – Jack Shephard, Building Inspector

J. Shephard joined the meeting via Zoom. He reported that the Weeks Library is on schedule. The goal is to open in March 2021. He will be meeting with the General Contractor (GC) on site as well as various State Inspectors. J. Shephard noted concerns with accessibility to the top floor. It was suggested by the GC that a permanent ladder be installed on the wall that can be pulled out if needed. The foundation on the old building has been repaired.

The property at the corner of Cemetery Lane and Portsmouth Avenue has been sold. The new owner will demolish the buildings on the property and construct a two-family home in the same footprint. The area on the property being called wetlands is not wetlands according to DES. It appears to be caused by a diverted culvert. The culvert issue will be addressed.

2. Transfer Station Compactor Lights & Shelter

TA Scruton received one additional quote for the project from Regan Electric; the quote from Maldini Electric was the lowest. There have been complaints about the lights at the Transfer Station. LED solar lights were installed and are not bright enough to shine into the hoppers. For safety reasons, the employees need to be able to see into the compactor before they hit the button to start crushing.

Sealing the building is also recommended as well as flood lights on the pole in the parking lot and on the building with the can crusher. The parking lot is very dark in the winter. TA Scruton commented that any time lights are added, it improves safety and visibility. TA Scruton recommended the Maldini Electric quote. Quotes also included GFE outlets.

R. Winsor was concerned with outlets and heaters. They are not widely used because of the fire hazard. J. Shepard noted it would not be to code to have the heaters outside, even with weatherproofing. Outlets will be removed from the quote. Chair Smith stated there are other options for heat, including propane patio heaters.

MOTION: J. Connelly moved to approve the proposal from Maldini Electric to install compactor lights and flood lights for the parking area at the Transfer Station not to exceed \$3,300. 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

Siding the compactor shelters and adding a window in the recycling area was discussed. The revised quote was in the amount of \$1,875 from Handyman Services. J. Connelly, Patrick Walsh, Charlie Ireland and Vaughan Morgan met at the Transfer Station to discuss some of the needs for weatherproofing. TA Scruton stated it made sense to provide siding to keep the employees and public out of the elements.

MOTION: J. Connelly moved to approve the proposal from Handyman Services to side two compactor shelters and install another window in the recycling area at the Transfer Station not to exceed \$1,875. 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. Deputy Treasurer Position

Two Applications for Appointment were received for the Deputy Treasurer position. Both candidates are qualified and interested in the position. TA Scruton recommended Tracey Westlake; she has experience in the banking sector. TA Scruton thanked both applicants for applying; both would be a good fit. Resumes are not required for an appointed position. Chair Smith stated that either individual was well-qualified, adding that T. Westlake had a slight edge due to banking experience. The stipend for the Deputy Treasurer position is \$250.

MOTION: J. Rolston moved to appoint Tracey Westlake as Deputy Treasurer. 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

4. Capital Improvement Plan (CIP)

The Planning Board recommended including \$165,000 for the Road Improvement CRF; the Selectmen recommended setting aside \$200,000 for the CRF. The Planning Board also recommended including funds for the Fire Station CRF.

5. Warrant Articles

Contingency CRF: J. Rolston questioned the sunset date of 2025. R. Winsor had suggested a sunset date at the last meeting: it is a bottom-line budget and the money would be there. He felt this was a reaction to COVID and a CRF may not be how to deal with it; that money would be “locked up” until 2025 and could be returned to the taxpayers. J. Rolston noted there have been events in the past; some funding should be available. TA Scruton stated there is a Highway Fund and DRA could declare an emergency. Chair Smith added if the State of New Hampshire declared an emergency, there would be funds available through the State. He recommended moving forward with this warrant article. The Contingency CRF will move forward as a warrant article in the amount of \$19,000 with the sunset date of 2025; funds to be raised through taxation.

Road Improvement CRF: The Board of Selectmen recommended \$200,000; the Planning Board recommended at least \$165,000. Last year, the Selectmen recommended funds come from taxation; at Deliberative Session, that was amended to come from the Unreserved Fund Balance. This CRF will move forward as a warrant article in the amount of \$200,000 from the Unreserved Fund Balance.

There was a lengthy discussion about road improvements. The Board agreed the road study done in 2016 should be reviewed. The Board also agreed that preventative maintenance should be discussed. TA Scruton recommended Altus Engineering review and update the road study done in 2016. Road improvements and preventative maintenance will be discussed at a January 2021 meeting.

Town Equipment CRF: \$7,500 was recommended. TA Scruton stated that with a broad interpretation, some improvements could be made at the Town Hall. This will move forward as a warrant article in the amount of \$7,500 from the Unreserved Fund Balance.

Part-Time Non-Benefited Administrative Assistant – Building Department: J. Shephard prepared a letter for the Board advocating for the position. The approximate cost would be \$25,000 annually/30 hours per week/\$16 per hour (approximate). This individual would be available to assist in other departments within the Town Hall. There was a lengthy discussion about this position and overtime.

## DRAFT: SUBJECT TO CHANGE

Responding to R. Winsor's question, Chair Smith and TA Scruton stated the work is getting done, though some things may be delayed while focusing on priorities. To which R. Winsor responded: it is getting done; it is not perfect, and asked: if the work is getting done, where would the additional 25 hours of people time go? TA Scruton stated it would help the Administrative Assistant with her responsibilities as well as in other departments. After a brief discussion, R. Winsor stated that if it does not eliminate overtime, there was no need for an additional person. J. Connelly stated it may help with efficiency. J. Rolston suggested starting with someone for ten hours per week. He also questioned increasing the building fees and when that would come to the Board. There was also a brief discussion about the Finance Director's role. Chair Smith stated that all of this would tie together with a part-time position.

TA Scruton stated that the plan was to hire a part-time person to help the Administrative Assistant. The Administrative Assistant would be cross trained to assist the Finance Director and provide back-up. R. Winsor asked for a plan stating what the Finance Director, Administrative Assistant and Town Administrator do in a day. TA Scruton would then indicate the 25 hours of work that would shift to the part-time person. J. Connelly noted that 'efficiency is the key'. TA Scruton recommended removing this warrant article; it was not ready to move forward. It will, for now, not be included in the warrant but can possibly be revisited in the future.

Trustees of the Trust Funds: Several funds have been inactive for a number of years; the Trustees are requesting to close those funds. Dennis Malloy joined the meeting via Zoom, clarifying they would like to close trust funds not capital reserve funds; it will not require a warrant article. The Trustees are developing a plan to disburse those funds to organizations they would have gone to normally: School, Library, and others. Several entities will have to sign off on the disbursement, including the Attorney General's Office. This warrant article will be removed.

J. Rolston questioned the status of the Margeson Fund (cemetery perpetual care fund). D. Malloy did not think that was one of the funds to be closed.

Retirement Liability CRF: This warrant article will add \$5,000 to the existing fund, which is running low; funds to be raised through taxation.

Police Equipment CRF: \$5,700 to be added to this fund; funds to be raised through taxation.

Police Building Maintenance CRF: \$13,000 to be added to this fund; funds to be raised through taxation.

The current balance in the Unreserved Fund Balance is \$1,849,416, which is within the recommended range by DRA (between 5% and 17%; the Town is just above 10%).

300<sup>th</sup> Anniversary CRF: The 300<sup>th</sup> Anniversary Committee has requested a \$10,000 warrant article; funds to be raised through taxation.

Fire Department: Two warrant articles are proposed. The first will be for two full-time officers at \$190,000. The second warrant article would be one full-time officer at \$95,000. Cost estimates include benefits and gear. If one passes, the other becomes null and void. R. Winsor noted that some residents may think this will be a one-time spend rather than have an impact every year on the budget. He suggested the warrant article be more specific so residents realize the full impact; funds to be raised through taxation.

## DRAFT: SUBJECT TO CHANGE

Ambulance Billing CRF: \$4,500 to be transferred between capital reserve funds; no tax impact.

Fire Station CRF: The Planning Board recommended adding to this fund; the prior year was \$75,000. Funds to be raised through taxation.

### 6. Encumbrances

TA Scruton stated there were currently no legally binding agreements that would allow the Board to encumber funds. The 300<sup>th</sup> Anniversary tent does not have a contractual agreement; it is still being negotiated. Encumbrances must be done by the end of 2020.

### 7. Other Old Business

There was no Other Old Business to discuss.

## V. NEW BUSINESS AND ADMINISTRATIVE

### 1. Veteran's Credit

MOTION: R. Winsor moved to approve the Veteran's Credit for the resident at resident at 1 Fairway Drive. 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. Disabled Veteran's Credit

The assessor has **DENIED** the Disabled Veteran's Credit for the resident at 7 Meloon Road. The property does not qualify for the credit.

MOTION: J. Rolston moved to deny the Disabled Veteran's Credit for the resident at 7 Meloon Road. 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. Solar Exemption

MOTION: R. Winsor moved to approve the Solar Exemption for the resident at 100 Waters Edge. 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. Town Hall Holiday Hours

As with the Thanksgiving Holiday, a number of Town Hall employees have discussed using leave time on Christmas Eve. The Board will need to approve posting that the Town Hall will be closed Christmas Eve. Staff can work, either remote or in the building, or use leave time. Holiday hours will be posted on the sign, website, and Facebook page.

MOTION: J. Connelly moved to approve closing the Town Hall on Thursday, December 24, 2020 (Christmas Eve). Staff may work remotely or use leave time. 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

5. Budget Public Hearing and Town Deliberative Session

The public hearing is currently scheduled for Tuesday, January 12, 2021; the Deliberative Session is scheduled for Saturday, January 30, 2021. At this time there is no location for those meetings. The School is meeting tonight. There are several Budget Committee members who are concerned about in-person meetings. House Bill 1129, allowing for an alternative meeting format, has some significant drawbacks: all registered voters in Town would need to be notified of the new format; the Board of Selectmen would go through the warrant for the public hearing, taking input remotely through Zoom or similar platform; the Board of Selectmen would make any changes to the warrant articles rather than the residents. TA Scruton stated the biggest drawback to HB1129 is that it puts the entire warrant at risk if the voters do not approve of the alternative meeting format (this would be a ballot question); it would nullify most of the warrant articles if the voters did not approve of the new format. As a result, the previous year's operating budget would still be in effect.

It would be a Board of Selectmen decision to move forward with a traditional Deliberative Session and voting. Dean Bouffard, Moderator, joined the meeting via Zoom. He agreed with TA Scruton, noting there was an additional drawback: HB1129 requires drive-through voting. The primary and general election were done successfully with in-person voting. Approximately 200 people attend the Town meetings. Sufficient social distancing could be done between the Multi-Purpose Room and the Gymnasium. D. Bouffard recommended continuing the meeting in the traditional manner.

J. Rolston questioned the plan if the School Board voted down the use of the School. TA Scruton has contacted the Portsmouth Country Club as an alternative location; they are doing renovations to their building. The Bethany Church is also a possibility; TA Scruton has not contacted them. Towns have also used parking lots. Chair Smith noted that the Multi-Purpose Room would be disinfected after meetings as well as requiring masks.

MOTION: J. Rolston moved to hold a traditional Public Hearing and Deliberative Session. 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

6. Other New Business

Tuition Reimbursement: Wayne Young, Police Department: Wayne Young completed his Crisis Intervention course on December 04, 2020. The Personnel Policy allows reimbursement of 50% of the tuition cost, dependent on completion and grade. The reimbursement would be \$670.50.

MOTION: J. Connelly moved to approve the tuition reimbursement request from Wayne Young in the amount of \$670.50 for the successful completion of the Crisis Intervention course. 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

Tuition Reimbursement: Wayne Young, Police Department: Wayne Young will be taking a Criminal Justice Capstone course from January 2021 through March 2021. The Personnel Policy allows reimbursement of 50% of the tuition cost, dependent on completion and grade. The reimbursement would be \$670.50.

MOTION: R. Winsor moved to approve the tuition reimbursement request from Wayne Young. 50% of the tuition cost will be reimbursed, dependent upon completion and grade. Second – J. Rolston; roll call

## DRAFT: SUBJECT TO CHANGE

vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, R. Winsor – yes, S. Smith - yes. All in favor.  
MOTION CARRIED

COVID-19 Update: Dennis Cote, Health Officer and Emergency Management Director, reported there has been a surge in COVID cases. There are more positive cases in Town that have not been added to the list. There were 81 total cases in Greenland. D. Cote was concerned that there were more positive cases than were notified. First responders will be notified shortly when vaccinations will be available; D. Cote explained the process. He expected to see another surge due to the holidays. D. Cote has asked that staff limit reduce opening the front door. He suggested using a spare cell phone and posting the number. Mail slots are also available. TA Scruton suggested moving the Conference Room phone to the foyer area; there is a dedicated number for that phone. He asked Chief Laurent to hold on his request to activate the cell phone.

D. Cote was also concerned with the amount of snow and the upcoming rain expected on Christmas Day. Residents with a large amount of snow on their roof could have a problem with the anticipated amount of rain.

### VI. ACCOUNTS PAYABLE – THURSDAY, DECEMBER 24, 2020

#### 1. Payroll Manifest 26

MOTION: J. Connelly moved to approve the attached Payroll Manifest, pay date December 24, 2020, period of December 07, 2020 through and including December 20, 2020. Gross amount, excluding payroll liabilities: \$72,289.70. 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. General Fund Manifest 26

MOTION: R. Winsor moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of December 24, 2020 in the amount of \$145,199.53. This manifest does not include a Greenland School District payment. 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

#### 3. Capital Fund – Library Manifest 17

MOTION: R. Hussey moved to approve the attached Manifest of Unpaid Bills Detail as of December 24, 2020 in the amount of \$5,891.01. 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

### VII. NON-PUBLIC SESSION

#### 1. Legal

MOTION: J. Connelly moved to enter into non-public session under RSA 91-A:3, II(I), at 8:05 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

The Board returned to public session at 8:25 p.m.

VIII. ADJOURNMENT

The Board adjourned at 8:30 p.m.

NEXT MEETING

Monday, January 04, 2021 – 6:30 p.m., Town Hall Conference Room & Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: 