



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, March 15, 2021 – 6:30 p.m. – Virtual via Zoom

Members Present: Randy Bunnell, Jamie Connelly, Rick Hussey (Remote), Steve Smith, Rich Winsor (Remote)

Staff Present: Matthew Scruton - Town Administrator

Also Present: Sharon Hussey-McLaughlin, Recreation Director (Remote); Jim Rolston – 300th Anniversary Committee Chairman

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. It was announced a quorum was present and the meeting was being held virtually through Zoom and recorded by video. 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: R. Bunnell – present, J. Connelly – present, R. Hussey – present, R. Winsor – present, S. Smith - present.

I. ACCOUNTS PAYABLE – THURSDAY, MARCH 18, 2021

TA Scruton noted that Warrant Article 16, the petitioned warrant article to complete the expansion of the Weeks Library in the amount of \$198,000 from the Unreserved Fund Balance, passed at Town Meeting on Tuesday, March 09, 2021 (448 yes, 280 no). That has been included in the General Fund Manifest 21-06.

1. Payroll Manifest 21-06

MOTION: J. Connelly moved to approve Payroll Manifest 21-06, pay date March 18, 2021. Gross amount, excluding payroll liabilities: \$65,448.46. Second – R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey - yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

2. General Fund Manifest 21-06

MOTION: J. Connelly moved to approve General Fund Manifest 21-06 of Unpaid Bills Detail as of March 18, 2021 in the amount of \$544,433.06. This manifest includes a Greenland School District payment in the amount of \$180,000 and \$198,000 to transfer to the Weeks Library Expansion Fund per Warrant Article 16 approved on March 09, 2021. Second – R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey – abstain, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. Four in favor, one abstained (R. Hussey). MOTION CARRIED

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3. Capital Fund – Library Manifest No. 21-03

MOTION: R. Bunnell moved to approve the Capital Fund – Library Manifest 21-03 of Unpaid Bills Detail as of March 18, 2021, in the amount of \$278,338.10. Funds are to come from the Capital Reserve Fund. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

II. REORGANIZATION

1. Reorganization of the Board

MOTION: R. Hussey moved to nominate S. Smith as Chairman of the Board of Selectmen. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Winsor moved to nominate J. Connelly as Vice Chairman of the Board of Selectmen. Second: R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: S. Smith moved to nominate J. Connelly as the Board of Selectmen’s representative on the Budget Committee. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

TA Scruton stated that Bob Krasko, Budget Committee Chairman, specifically requested J. Connelly as the Board’s representative. B. Krasko felt J. Connelly did an excellent job and wanted the Board to know.

Board of Selectmen’s representative to the Planning Board: Per the RSA, terms of any ex-officio member serving on a local land use board shall coincide with the term of that other office. When Chair Smith was appointed to the Planning Board in 2019, it was for the full term of his elected position to the Board of Selectmen (expires in March 2022).

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF MINUTES

1. Monday, March 01, 2021

MOTION: R. Winsor moved to approve the minutes of Monday, March 01, 2021. Second – J. Connelly; roll call vote: roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – abstain, S. Smith - yes. Four in favor, one abstained (R. Bunnell). MOTION CARRIED

V. OLD BUSINESS

1. PDA Seat Application

TA Scruton updated the Board on the shared PDA seat with Newington, which will become effective April 30, 2021. TA Scruton has been working with Martha Roy, Newington Town Administrator, on the best way to review the applications once it is released to the public. Newington requested that the

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application not be made public until after their Town Meeting, which was Saturday, March 13, 2021. Their Board of Selectmen is meeting tonight.

Newington would like to have a joint committee with Selectmen from both towns as well as both Town Administrators. TA Scruton has spoken to Chair Smith; his preference was to review the applications in Greenland and make a recommendation to Newington. TA Scruton hopes to release the application to the public later this week.

R. Winsor asked if there would be any benefit to the Board reviewing candidates prior to make sure the best was submitted. Chair Smith responded that the Board would be reviewing applications as they were received. There would not be a formal committee; Greenland would forward their choice to Newington and vice versa. The deadline date is Thursday, March 25, 2021. TA Scruton added that a deadline will be added to the application to give the Selectmen ample time to review any applications.

2. Donated Land: Map R8, 6

The Board accepted the property at Map R8, 6 at its previous meeting. TA Scruton updated the Board that through the deed preparation, Attorney Whitley wanted to know the intended purpose and use of the land. There were two ways to accept the land: the easier approach would be to present it to the Conservation Commission as conservation land to be monitored, which is allowed by RSA 41:14-A. The alternative would be to hold two public hearings after receiving input from the Planning Board and Conservation Commission; another vote would be needed by the Board after the public hearing. The land could also be presented at Town Meeting, which would be another year.

The land is wet and abuts other land with wetlands as well as being landlocked. TA Scruton recommended that the best use would be to put the land into conservation; it would need to be discussed with the Conservation Commission. TA Scruton did not believe there would be any benefit to holding the land for future development.

MOTION: R. Winsor moved to accept the donation of land from Elizabeth Rolston as conservation land, to be managed and controlled by the Conservation Commission. This motion is contingent on the Conservation Commission agreeing to accept the land as conservation land per RSA 36-A:4. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

3. ARM Grant: Bayside Road

Eric Weinrieb, Altus Engineering, provided the Board with input on the ARM Grant. There was some benefit from doing the grant. The Town could be eligible for approximately \$135,000. If the Bayside Road project were done in two phases, Phase One would be done in 2021: paving and reconstruction of the road with the exception of the area immediately above the culvert. The ARM Grant could be applied for and would be awarded later this year; the project would be complete in 2022 and include the culverts.

E. Weinrieb estimated the cost would be upwards of \$20,000. Doing the project in two phases would be a net difference of \$115,000 in savings to the taxpayers. All would be contingent on being awarded an ARM Grant. The initial application fee for the ARM Grant is approximately \$2,000. TA Scruton hoped moving forward would be determined once feedback from NHDES was received. The 'sunk' cost would

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be \$2,000 for Altus Engineering to assist with the application process; additional costs involved time and materials. There is a risk/reward to be factored into the Board's decision.

J. Connelly questioned the traffic impact to residents on Bayside Road if the project was done in two phases. He felt that monetarily the reward outpaces the risk. R. Winsor asked if E. Weinrieb gave any indication of reduced wear or higher risk of degradation to the pavement if it was not done in one contiguous layer but broken up and seams had to be done. TA Scruton responded that no information was provided on joining old asphalt with new; he will research that with E. Weinrieb.

R. Winsor noted that the Bayside Road project had been 'kicked down the proverbial road' too many times. From his perspective, he felt it was time to move and not wait for a grant. R. Hussey stated that when an old road meets new, a sealant is added to the seam. Chair Smith added two phases may be best to do the wear course, setting the base and grade, do the culverts, then the final topcoat all as one. He suggested getting E. Weinrieb's input to do the road, base course, culverts and then the topcoat when everything is done. R. Winsor commented that the base coat would be able to set for a year.

4. Other Old Business

Declassifying a Class V Road to Class VI: TA Scruton informed the Board that after contacting E. Weinrieb and doing some research, a warrant article would be the easiest way to transition the road (or a portion) from a Class V to a Class VI. The other option is to stop maintenance on the road for five years, possibly opening up the Town to litigation because the Class V road has been maintained by the Town. TA Scruton recommended this item be included as a warrant article when preparing the budget in November. TA Scruton explained that a Class VI road is subject to gates and bars and the Town would not have any responsibility for the road. It is currently a Class V road; a section of the road serves one residence.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Abatement – 517 Post Road (Map R6, 7)

The assessor has recommended an abatement for 517 Post Road (Map R6, 7) from \$315,800 to \$305,900 for the tax year 2020 (total abatement: \$164.14 plus interest).

MOTION: R. Hussey moved to approve the abatement for 517 Post Road (Map R6, 7) in the amount of \$164.14 plus interest for the tax year 2020. Second - J. Connelly; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

2. Background Checks for Recreation Volunteers and Coaches

TA Scruton was asked by a Selectman to research background checks for Recreation Department volunteers and coaches. He has contacted Sharon Hussey-McLaughlin, Recreation Director; she responded that she would reach out to the Police Department to confirm they can still do the local background checks (email on file).

R. Bunnell questioned if there was a policy on doing background checks if someone volunteered to coach. S. Hussey-McLaughlin joined the meeting via Zoom. She responded background checks have not been done in a while; recreation has not been very active. New coaches complete an information sheet, including their license number and current and previous addresses. Chief Laurent would do a

'local' background check only. S. Hussey-McLaughlin continued that it was not something that has been a high priority for them. Moving forward, they can make sure any new coaches, especially if they are new to the Town, have a local background check done.

R. Bunnell asked if the Town had a policy. TA Scruton stated that the Town does not have a policy regarding background checks. The Rec Committee manages that aspect of the Rec policy. R. Bunnell noted that the School developed a policy several years ago. They found having a policy was helpful for people who wanted to coach. Volunteers at the School pay for their background check. S. Hussey-McLaughlin responded that they do not ask coaches to pay for anything. She added there is not a policy in place and they do not ask coaches to pay for a background check. These decisions need to be made as a group and she would have to discuss this with the Rec Department as a whole.

3. 300th Anniversary Committee Funding Request

Jim Rolston, 300th Anniversary Committee Chairperson, was present for this portion of the meeting. The Town Events and Promotions Capital Reserve Fund (Article 15) in the amount of \$10,000 passed at the recent Town Meeting. The Board of Selectmen are the agents to expend and must approve expenditures because it is a capital reserve fund. The Selectmen can approve transferring a specific amount of money to the 300th Anniversary Committee to be spent as needed. This would enable the Committee to spend funds without getting Board approval for every expenditure.

The Committee has requested \$1,000 from the Town Events and Promotions Capital Reserve Fund to be transferred to the 300th Anniversary line in the Town budget.

MOTION: R. Winsor moved that the Board of Selectmen, as agents, authorize the transfer of \$3,500 from the Town Events and Promotions Capital Reserve Fund to the 300th Anniversary line in the Town budget. Any and all expenditures will be included in the Accounts Payable manifest for review and approval. Second – R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

J. Rolston noted that the Committee would be meeting with the Portsmouth Country Club to discuss the down payment for a wine tasting and art show event. He did not anticipate coming back to the Board for additional funds in the near future. They will be doing an inventory on the merchandise they have on hand. The tentative date for the wine tasting and art show is September 12, 2021.

VII. APPOINTMENT

1. Hiring of Two Full-Time Firefighters/EMS – Ralph Cresta, Fire Chief

Chief Cresta joined the meeting via Zoom. The budget that was passed at Town Meeting included two full-time firefighters/EMS personnel. The positions have to be posted for 30 days; Chief Cresta does not anticipate the actual hiring to be done until June. Interviews and background checks must be done. Chair Smith noted that Chief Cresta will be back to the Board when the candidates are selected. Chief Cresta will notify the Board of the timeline.

MOTION: J. Connelly moved to approve hiring of two full-time firefighters/EMS personnel as proposed. Second – R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, R. Bunnell – yes, S. Smith - yes. All in favor. MOTION CARRIED

NEW BUSINESS AND ADMINISTRATIVE continued

4. Mowing Contract

TA Scruton explained that Pearl's Landscaping has been mowing for the Town over the last couple of years. The Town went out to bid in 2019; Pearl's Landscaping was the lowest bid. Their contract was renewed the following year. The current proposal is similar to previous years. TA Scruton stated he has done a good job and has worked well with other departments.

MOTION: R. Bunnell moved to accept the bid from Pearl's Landscaping for the 2021 season. Second – J. Connelly; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

5. Other New Business

There was no other new business to discuss.

VIII. NON-PUBLIC

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

MOTION: R. Bunnell moved to enter into non-public session under RSA 91-A:3, II(e), at 7:15 p.m. Second – J. Connelly; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Bunnell moved to return to public session at 7:20 p.m. Second – J. Connelly; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Winsor moved to seal the minutes of the non-public session. Second – J. Connelly; roll call vote: R. Bunnell, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

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

MOTION: S. Smith moved to enter into non-public session under RSA 91-A:3, II(e), at 7:21 p.m. Second – R. Hussey; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Bunnell moved to return to public session at 7:30 p.m. Second – J. Connelly; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Winsor moved to seal the minutes of the non-public session. Second – R. Hussey; roll call vote: R. Bunnell, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

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

MOTION: R. Bunnell moved to enter into non-public session under RSA 91-A:3, II(e), at 7:33 p.m. Second – J. Connelly; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: R. Bunnell moved to return to public session at 7:48 p.m. Second – S. Smith; roll call vote: R. Bunnell – yes, J. Connelly - yes, R. Hussey – yes, S. Smith - yes. All in favor. MOTION CARRIED

MOTION: J. Connelly moved to seal the minutes of the non-public session. Second – R. Bunnell; roll call vote: R. Bunnell, J. Connelly - yes, R. Hussey – yes, S. Smith - yes. All in favor. MOTION CARRIED

IX. ADJOURNMENT

MOTION: J. Connelly moved to adjourn at 7:50 p.m. Second – R. Bunnell; roll call vote: J. Connelly - yes, R. Hussey - yes, R. Bunnell - yes, S. Smith - yes. All in favor. MOTION CARRIED

NEXT MEETING

Monday, March 29, 2021 – 6:30 p.m., Town Hall Conference Room & Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: