



**BOARD OF SELECTMEN**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, September 27, 2021 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Rick Hussey, Steve Smith, Richard Winsor

Staff Present: Matthew Scruton, Town Administrator

Also Present: Susan Parker, Greenland/Newington PDA Representative; Marge Morgan, Town Clerk/Tax Collector; Ralph Cresta, Fire Chief; Tara Laurent, Police Chief; Lizbeth Cummings, Financial Director

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

**I. APPOINTMENT**

**1. PDA Update: Susan Parker, Greenland/Newington PDA Representative**

S. Parker told the Board that Peter Loughlin, 31 1/2-year member of the PDA, had a multi-purpose path named after him. He has been a member of the PDA from inception.

S. Parker noted that the air traffic has really increased. She advised the Board that Greenland needs to be aware of what is happening on Pease. Pro-Con is looking at one of the old Air Force hangars to convert into something for today's commercial traffic, similar in size to Amazon. There will be employment involved if it happens. Pro-Con is also looking to create hangar space on the north apron perimeter for corporate aircraft.

Lonza Biologics approached the PDA about buying a building interior that is owned by the PDA and Air Force. The Air Force has granted 74-year leases to the economic development operation. They have also laid out a lease for the iron parcel. Shell Two is nearly filled. They will own 43 acres with the addition of the new lot. There is no timeline for breaking ground. They are happy to work in an advocacy way with local municipalities. They have two permit operations currently going. One is to put daylight onto Hodgdon's Brook, which has been tamped down for a number of years; they plan to open that up and make it free flowing.

The Army Corps of Engineers will start dredging near Sprague and Gypsum to remove glacial sand. The Army Corps will not move ahead until they have \$450,000. PDA is the non-federal sponsor.

A copy of S. Parker's informational packet will be available. S. Parker noted there is a lease in the packet for Lonza that will be outdated; a new lease is in process.

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R. Bunnell questioned the timeline for the hangars. S. Parker stated it will depend on the feasibility of time. Pro-Con is experienced with this type of rehab. R. Winsor commented that an Amazon-type operation moving freight will have a big impact.

S. Parker noted there will be terminal expansion as well as military strategic 'moving around'. She will discuss further with the Board in October.

### II. PUBLIC COMMENTS

Dick Rugg, Stratham Lane, emailed a comment regarding the special Town Meeting. Board members received a copy (copy on file).

### III. BUDGET REVIEWS

TA Scruton stated that the budget may change once he receives information he is missing. If the budget passed based on the current information, it is a 5.31% increase over last year. He noted that department heads have been conservative. Included in the Town's portion is \$150,000 for culverts (primarily for Bayside Road). The Library budget increased \$60,238. Removing the culverts and Library increase, the overall Town budget increase would be approximately 1.84%.

#### 1. Police Department

Chief Laurent presented her budget. Wages were submitted at a 5% increase. The cost of living has increased. The Consumer Price Index indicates New England is one of the more expensive places to live. The CPI has increased over the last year; it is currently 4.3% to 4.5%. It is plateauing at a high.

Chief Laurent noted that finding people to work for Police or Fire was difficult before COVID and is more so now. She recently completed a State-wide wage survey. Even with a 5% wage increase, Greenland will not be in the upper echelon. It keeps the department competitive.

Chief Laurent requested a 12% increase for the Administrative Assistant because she is also the canine handler. She is expected to do more than when originally hired as an Administrative Assistant. She has been gracious and extremely competent with training the dog and getting her certifications. Chief Laurent stated that when you have a sworn officer doing that job, the cost of having them do anything is exorbitant. Chief Laurent appreciated the Administrative Assistant's contributions, adding she trains the dog on nights and weekends without being paid.

Overtime Rate: Nothing has been added with the exception of additional mandatory training. The department works less than 30% of the overtime that comes in. They do go to single coverage in order to keep the overtime down. There is coverage between Greenland and the neighboring towns.

Line Items: There are no substantial increases in the line items; they are trying to do more with less.

Capital Reserve Fund: Funds for equipment and building maintenance will be requested as done annually.

If the Police Department budget passes 'as is', the increase will be \$38,838, which is less than 5%. Chief Laurent stated it was a fiscally sound budget.

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R. Bunnell asked who the shortest tenured full-time officer was and how long employed by the Town. Chief Laurent responded that it was the School Resource Officer (SRO) Nick Drew; he has been with the Town for over a year. It was noted that department turnover was zero.

R. Bunnell asked Chief Laurent for a comparison of the Town's Canine Officer with other towns that had a Canine Officer. She responded that Greenland's would be much, much lower. Members of the Board noted that the Administrative Assistant is not an officer. Chief Laurent stated that she was only aware of two other handlers who were not sworn and they were in Massachusetts, which would be difficult to use as a comparison. She added there are federal laws pertaining to Canine Officers; they are paid whenever they train or work with the dog and for certifications.

R. Bunnell questioned how retirement and health benefits were calculated; they are included in the Town budget. TA Scruton commented that the numbers will be adjusted as soon as figures are made available. R. Winsor noted that the funding source for the CRF's submitted as a warrant is unknown at this time and will be established by the Board of Selectmen as part of the budget process.

J. Connelly asked Chief Laurent to consider making the training portion of the Administrator Assistant's role a stipend. Chief Laurent stated she was not opposed to that suggestion, noting that if the Administrator Assistant left, the dog would go with her because of the bond between them. The department would want another dog. R. Hussey commented his concern was the Budget Committee seeing the increase. TA Scruton recommended Chief Laurent use account 4210-999, K-9 Officer, for the stipend.

### 2. Town Clerk/Tax Collector and Supervisors of the Checklist

Marge Morgan, Town Clerk/Tax Collector, stated her budget was pretty basic. Similar to Chief Laurent, she submitted a 5% wage increase for her department. She noted there has been a high turnover of 100 Town Clerks and Deputy Clerks throughout the State. M. Morgan's overall budget increased less than 1%. She is no longer president of the Association and did not have to do the things she had to as president.

M. Morgan reviewed the Supervisors of the Checklist budget; Gus Gouzoules was unable to attend due to a previous commitment. It was noted that the State has changed the rules again. New envelopes and affidavits will need to be printed. There could be four elections in 2022 rather than three; four elections were included in the budget.

R. Bunnell questioned the cost of the Special Town Meeting. M. Morgan stated there would have to be a Deliberative Session and the Supervisors of the Checklist will need to have a special meeting prior to voting; the cost could be between \$8,000 and \$10,000. Envelopes, affidavits, and ballots will need to be printed; absentee ballots will need to be mailed. Printing is done through the prison.

TA Scruton noted for the viewing audience, residents can petition to have a warrant article on the Town's warrant without a special Town Meeting. The petition would need to be signed by 25 or more registered Greenland voters.

### 3. Fire Department

Chief Cresta reviewed his budget with the Board noting there was not much change. His personnel wage increase was submitted at 5%. He felt the Fire Department pay structure was good at this point

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and that the Town was competitive in the seacoast area. An ambulance will be submitted as a warrant article. The current ambulance is a 2013 and there are small maintenance problems. The total budget increase is 6.06%.

The balance in the Fire and Ambulance Special Revenue Fund is \$259,978.74. A new ambulance will cost between \$293,000 and \$340,000. R. Winsor questioned if a new ambulance could wait until inflation evened out; Chief Cresta stated that it would be a problem if the ambulance went down. R. Hussey stated the ambulance was on borrowed time. Chief Cresta was unsure if prices would come down or if an ambulance would be available in March that met the needs of the Town. The current ambulance trade-in value is \$5,000. There was a discussion about keeping the current ambulance as a back-up. J. Connelly questioned if the Town could finance the balance. Chief Cresta felt the total cost could be covered by March based on the revenue received to date.

The mileage on the current ambulance is 38,000 miles; Chief Cresta stated the biggest problem is idle time. There are approximately 450 ambulance calls per year.

#### 4. New Fire Station Location

Chief Cresta has had discussions with John Ricci, Ricci Construction, about the best location for a new fire station should it move forward. J. Ricci submitted a very preliminary drawing showing a new station with three bays attached to the existing building (copy on file). There is a 10 ft. opening between the old station and new station for drifting snow. There will be storage space on either side of the new station. The existing bays are 12 feet; the proposed bays will be 14 feet with a drive thru on both sides.

J. Ricci is hoping to have a quote for the Board of Selectmen to review by the next meeting on Tuesday, October 12, 2021. The current building would become part of the Town Hall. J. Ricci will provide the cost of renovations to the existing Town Hall and fire station. Chief Cresta noted that J. Ricci is providing information and drawings at no cost.

R. Winsor suggested a slight adjustment to the building design. R. Hussey stated they had to consider the parking lot as well as the turning radius for the apparatus. Chief Cresta will discuss it with J. Ricci.

Chief Cresta updated the Board that J. Ricci was not in favor of moving the Police Station and converting that into the Town Hall; he felt it was not big enough for the Town Hall. Chief Cresta discussed his conversation with J. Ricci about renovations to the Town Hall. TA Scruton noted that ARPA funds cannot be used for a heating system; funds can be used for HVAC if it improves air quality. Air quality testing has been done in the Town Hall and Fire Station but results have not been received.

#### 5. Wage Increase

R. Hussey stated that he would like departments to agree on the same wage increase. It is a municipality, everyone should get the same wage increase. TA Scruton responded that department heads had a different philosophy when it came to wage increases. Some departments requested 5% which may have been tied to the Boston CPI. TA Scruton explained other departments requested 3% because that was more closely aligned with the federal rate for civilian employees. Last year the increase was 3%.

R. Winsor stated it was a valid point. If the Boston market is used to drive Greenland, it was potentially a little misguided—we are not Boston. There needed to be some reconciliation between that and what

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is happening in this area vs. an index that may be less indicative of the Town. R. Winsor continued that he was in favor of compensating people fairly. He felt 5% was pretty aggressive.

Liz Cummings, Finance Director, reminded that Board that insurance rates were not available at this time. NH Retirement would not be increasing this year. She continued that if health insurance increases significantly, employees should at least break even. Insurance rates should be available late October or early November. L. Cummings recommended the Board wait until insurance rates are released. Responding to a question from J. Connelly, L. Cummings stated the largest increase has been 4% on health insurance.

TA Scruton sought clarification on how the Board would like to see wages adjusted for the department reviews at the next meeting. R. Winsor preferred they be kept as submitted and discussed at the next meeting. R. Winsor stated departments did good work in containing their requests other than salary. J. Connelly suggested using the health insurance rate as a benchmark and another variable for the Board to consider. J. Connelly requested that TA Scruton do a comparison of how increases of 3%, 4% and 5% would affect the overall budget.

### IV. APPROVAL OF MINUTES

#### 1. Monday, September 13, 2021

MOTION: R. Bunnell moved to approve the minutes of Monday, September 13, 2021. Second – J. Connelly; all in favor. MOTION CARRIED

### V. OLD BUSINESS

#### 1. Coakley Update

There was no update to be discussed. The Coakley Executive Committee would be meeting on Tuesday, September 28, 2021, at 10:00 a.m.

#### 2. Fire Department Holding Tanks

Chief Cresta updated the Board that there was a discussion regarding a 4,000-gallon holding tank. An option was to do two 2,000-gallon tanks to keep contaminants from washing gear separate from the station floor drains in case samples were requested. The Fire Department has a new washer and dryer that have never been connected. They currently use another town's equipment to wash gear. After a fire, personnel must remove their gear and put it in a plastic bag before getting back on the truck. It's brought back and put into a washing machine. Chief Cresta recommended two tanks.

TA Scruton reviewed the bids with the Board (copy on file). Chris-Co Construction - two 2,000-gallon tanks: \$15,680; one 4,000-gallon tank: \$12,690. Blood and Sons – one 4,000-gallon tank: \$13,400. Epping/Exeter Septic – one 4,000-gallon tank: \$14,500. Wickson Construction – one 4,000-gallon tank: \$46,400. TA Scruton stated that Chris-Co Construction would be the low bid for the 4,000-gallon tank. Each supplier was asked to provide a quote on a single 4,000-gallon tank and a 4,000-gallon tank split into two chambers. Chris-Co Construction was the only company to provide that information. S. Smith added that with two separate tanks, chemicals from washing gear would go into one tank and the other would capture anything from the station floor drains. Both tanks would not have to be pumped at the same time. Tanks will be metered. Chief Cresta stated that currently gear washing and equipment

washing go to the same place for disposal. Separate tanks may be mandated in the future and he was being pro-active by requesting two separate tanks. Tanks will be located near the Fire Station on the Town Hall parking lot side of the building. Chief Cresta noted there could be an unknown problem with the condition of the existing pipes and may mean an additional expense.

MOTION: R. Winsor moved to approve the use of ARPA funds to the fullest extent possible for the purchase and installation of two 2,000-gallon holding tanks by Chris-Co Construction, in the amount of \$15,680 plus a 20% contingency, in an effort to reduce potential pollution and improve water quality. Second – R. Bunnell; all in favor. MOTION CARRIED

TA Scruton explained that half the ARPA funds are received this year and half in 2022. Expenses are scrutinized after funds are spent. Reports will be submitted to the Treasury Department based on what was spent and will include copies of the minutes showing approval by the Board of Selectmen.

### 3. Winnicut River Fish Ladder

TA Scruton addressed the Winnicut River fish ladder. TA Scruton has spoken to the Executive Director of NH Fish and Game, Scott Mason. He would like to meet with the Town to discuss the fish ladder. NH State Senator Tom Sherman has scheduled a meeting for Tuesday, September 28<sup>th</sup>, at 11:00 a.m., on site. S. Smith, TA Scruton, Chief Cresta, Laura Byergo (Conservation Commission Chairman), representatives from NRCS, Cherie Paterson (NH Fish & Game), and representatives from Senator Shaheen's and Senator Hassan's offices will be in attendance. TA Scruton felt it was moving forward in a positive direction and people were making inquiries.

### 4. Other Old Business

Boat Trip: TA Scruton reminded the Board that the Great Bay Waterkeeper boat ride would be on Thursday, September 30, 2021, 9:30 a.m. at Great Bay Marina. R. Bunnell and J. Connelly would be going as well as TA Scruton. Seats were also made available to the Conservation Commission.

Police Department Motorcycle Maintenance: TA Scruton, responding to R. Bunnell, stated that Chief Laurent would provide the information regarding the motorcycle maintenance. TA Scruton stated that the lease was for zero cost; they are basically getting the motorcycle at no cost. The Police Department is responsible for maintenance.

## 5. NEW BUSINESS AND ADMINISTRATIVE

### 1. Petitioned Warrant Article for Special Town Meeting

The Town received a petitioned warrant article calling for a special Town Meeting to ban the use of voting machines. M. Morgan reviewed the timeline recommended by Attorney Steve Whitley, Town Attorney, for the Special Town Meeting (copy on file). With Board approval, there will be a Deliberative Session on Saturday, November 13, 2021. The voting session will be Saturday, December 18, 2021.

M. Morgan has contacted the Supervisors of the Checklist; they are aware there will be special meetings and advertising in the newspaper, and that they must abide by the laws for a special Town Meeting. She has also spoken to Dean Bouffard, Moderator, at length.

One of the premises for the resident who brought the petition forward was that there was no audit of the memory cards in the voting machines for the Windham audit. M. Morgan has spoken to the NH

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Secretary of State, Bill Gardner. He stated the cards were audited. The Board received a copy of the forensic audit report of the memory cards for Windham (copy on file). M. Morgan stated that what the resident was requesting was invalid but the Town still had to move forward with the petition.

R. Bunnell asked if there were any thoughts about moving the voting and voting booths to the Library. M. Morgan responded that everything would have to be moved from the School to the Library. TA Scruton added there could be a legal channel based on the limited number of parking spaces at the Library vs. the School.

R. Bunnell also asked about a snow date. S. Smith noted it would be like all other voting: rain or snow or shine, voting would be held. M. Morgan noted if the Governor declared an emergency, voting could be rescheduled. The decision would be made by the Moderator and the Secretary of State would have to be notified. R. Bunnell questioned voter turn-out with voting being held the week before Christmas. The Board agreed it was a concern and voter turn-out would likely be low.

MOTION: S. Smith moved that the Board call the special Town Meeting as requested by Mr. Wilson and the other verified petitioners, to be held on the dates proposed by legal counsel, with Deliberative Session on Saturday, November 13, 2021, and Voting Day on Saturday, December 18, 2021. The petition and full list of all the petitioners will be available for the public on the Town's website and in the Town Clerk's Office for viewing. Second – R. Winsor; all in favor. MOTION CARRIED

### 2. Board of Selectmen Meeting: Columbus Day – Monday, October 11, 2021

MOTION: R. Winsor moved to change the Board of Selectmen meeting date from Monday, October 11, 2021, to Tuesday, October 12, 2021. Payroll may be submitted on Tuesday morning, October 12, 2021; the Board will approve the payroll manifest at their meeting. Second – J. Connelly; all in favor. MOTION CARRIED

### 3. Other New Business

TA Scruton updated the Board that Vaughan Morgan had submitted a quote for a door on the Transfer Station can crusher. That building does not have any type of protection from the weather or for people disposing of cans. The roll-down doors previously discussed were approximately \$4,000. His quote for a sliding wooden door was \$1,650. V. Morgan will find a way to secure the door and padlocked at night. The Board's consensus was for V. Morgan to move forward with the door.

*J. Connelly left the meeting.*

## VI. ACCOUNTS PAYABLE – THURSDAY, SEPTEMBER 30, 2021

### 1. Payroll Manifest 21-20

MOTION: R. Hussey moved to approve the Payroll Manifest, pay date September 30, 2021. Gross amount, excluding payroll liabilities: \$68,972.99. Second – R. Winsor; all in favor. MOTION CARRIED

### 2. General Fund Manifest 21-20

MOTION: R. Bunnell moved to approve the General Fund Manifest of Unpaid Bills Detail as of September 30, 2021, in the amount of \$774,760.95. This manifest includes a Greenland School District payment in the amount of \$400,000. Second – R. Winsor; all in favor. MOTION CARRIED



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### 3. Police Special Revenue Manifest No. 21-01

MOTION: R. Winsor moved to approve the Police Special Revenue Manifest of Unpaid Bills Detail as of September 30, 2021, in the amount of \$125,592. Second – R. Hussey; all in favor. MOTION CARRIED

### 4. 300<sup>th</sup> Anniversary Fund No. 21-11

MOTION: R. Winsor moved to approve the 300<sup>th</sup> Anniversary Fund Manifest of Unpaid Bills Detail as of September 30, 2021, in the amount of \$600. Second – R. Bunnell; all in favor. MOTION CARRIED

## VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 8:23 p.m. Second – R. Bunnell; all in favor. MOTION CARRIED

## NEXT MEETING

Tuesday, October 12, 2021 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant