



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

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Monday, October 25, 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: Sharon Hussey-McLaughlin, Recreation; Ralph Cresta, Fire Chief; Tara Laurent, Police Chief; Lizbeth Cummings, Financial Director; Marcia McLaughlin, Library Trustees Chairman (by phone); Candace Yost, Library Director; Sharon Barron, Interim Library Director

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Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken and it was announced a quorum was present and the meeting was being live-streamed and recorded.

**I. APPOINTMENT**

**1. Jeremy Lougee, Southeast Land Trust: Great Bay Farm**

S. Smith recused himself for this portion of the meeting and deferred to J. Connelly.

J. Connelly informed the Board that Jeremy Lougee, Southeast Land Trust, spoke to the Conservation Commission at their meeting on Wednesday, October 13, 2021. The Conservation Commission voted to donate \$200,000 to the project from the Conservation Land Capital Reserve Fund.

J. Lougee stated that the Conservation Commission would be voting at their November meeting to officially commit \$200,000 from the Conservation Land CRF. Field visits have been done by LCHIP and the Drinking Water Trust Fund over the last six weeks. The Board received a copy of the SELT budget and grant applications that have been submitted. The estimated budget is \$5.1 million; approximately \$3.4 million is anticipated from outside sources. The Town could leverage conservation funding at the rate of 5 to 1 for the Great Bay Farm project. This is a once-in-a-lifetime opportunity for Greenland, with a property of this size and its historical significance.

The next step after the Conservation Commission commits to their funding is to revisit the Selectmen, determine an amount and if a warrant article should be voted on at the March 2022 Town Meeting. There is currently a gap of \$1.7 million on the total project cost to cover. J. Lougee deferred to the Board of Selectmen and what they would consider a reasonable amount, encouraging them to make a commitment as significant as the opportunity presents. Mark Fougere, Planning Board Consultant, provided an analysis how the property and Town budget may be impacted if the land were to be developed (copy on file).

R. Winsor questioned if there were other funding sources available. J. Lougee responded that they had covered the federal portion with the USDA Natural Resources Conservation Services at \$2.5 million, which is pending appraisal. With the State, they applied for NH LCHIP (\$400,000) and NHDES Drinking

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Water Trust Fund (\$300,000), both of which are pending. LCHIP and Drinking Water responses are expected by early December. They have done their final visits to the property and offered very optimistic feedback.

R. Winsor asked if NH State Representative Dennis Malloy could be contacted about State resources for this project. R. Winsor stated he loved the project; however, \$1.7 million would be a big hit for the Town. J. Lougee questioned how the Conservation Land CRF was funded; it is not funded through land use change tax fees.

R. Bunnell asked the timeframe expectations, did it have to happen this year and what were the family's thoughts. J. Lougee responded that he would let the family comment on the timeframe. He added that the biggest challenge as the project manager was to line up all the federal, State, and local funding sources. Applications can only be submitted to LCHIP and Natural Resources Conservation Services once a year. If they waited another year, they would risk losing funding from some of the grant sources. It would have to happen this year. J. Lougee felt the family would offer a level of bargain sale (the family might accept a conservation easement for less than full value). That would have to be a discussion between the Board of Selectmen and the family.

Responding to a question from R. Bunnell, TA Scruton stated there would be a tax impact on \$1.7 million, depending on the extent of other budget items. The MS-1 has been completed and the impact can be made available based on \$1.5 million and \$1 million. J. Lougee has not calculated the impact on the Town but will coordinate with TA Scruton. R. Winsor suggested looking whether it would be a cash buy or bond; \$1.7 million could not be taken out of the budget line.

J. Lougee explained what the SELT role would be for the property. The family would continue owning the property; the farm has been in operation since the late 1800's and would still continue. Southeast Land Trust would hold the conservation easement on the property. They would ensure the water quality is protected, that the family or future landowners are abiding by the conservation easement, ensure the soils are protected for future agriculture, and that residential development not be allowed to happen on the property. The easement will ensure that no development will ever take place on the property.

J. Connelly questioned if they had approached private donors/organizations who contribute to these type of projects. J. Lougee noted they have quite a bit of experience in that area. The few private foundations that have provided funding for a number of SELT projects are no longer offering assistance. J. Lougee stated they are expecting to do a private campaign with a mailing to Greenland residents and surrounding towns. R. Winsor stated that there are organizations that advocate for the Bay that they might approach. J. Lougee responded that SELT has received funding from the Great Bay Research Protection Partnership to cover some of the appraisal costs; they anticipate applying to their Transactional Grant Program which would cover some of the SELT project costs.

J. Lougee noted that in order for the Conservation Commission to commit funds from the conservation fund, there must a formal public hearing with proper notice. The Conservation Commission was planning to have a public hearing at their next meeting to formally commit those funds.

R. Winsor would like to have feedback from the Town. He thought it was a great thing but would feel more comfortable with feedback from residents. J. Connelly did not want to put an arbitrary number on it and questioned what the Board needed to do to come up with a number. Was it better to bond that

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amount or do a warrant article? R. Hussey suggested making the report from M. Fougere available to the public so residents would know the options and impact to the Town.

TA Scruton estimated the impact to the tax rate using the MS-1: \$880,894 (approximately) would add \$1 to the tax rate. J. Lougee suggested testing several scenarios with taxpayers and use M. Fougere's study on its impact on future budgets. R. Bunnell voiced concern about bonding the project with the Library bond still active as well as other budget items from roads to another Town Hall. TA Scruton asked if the Board would like to consider having a public input forum for feedback from residents.

R. Winsor stated it was a great thing for the Town, but as a resident had concerns about taxes; that waned his support a little. Lowering the number may help to bridge the chasm. R. Bunnell agreed with R. Winsor on the tax issue but felt residents should be asked if they wanted farmland or a community of new homes.

R. Winsor questioned if that property was part of the Residential-Commercial-Industrial-Mixed Use Overlay District; it was not. R. Winsor stated if it was part of the overlay district it would be worthwhile bringing in water and sewer. J. Connelly noted that Portsmouth may not be able to supply enough water. J. Lougee noted that the Town did not decide what was built on the property, provided it meets zoning requirements. R. Winsor noted it was a highly developable piece of land. He added that it has been clear from the Master Plan that residents wanted more commercial. J. Lougee commented it was also probably the last large farm in Town. R. Winsor suggested asking M. Fougere what the impact would be if that area were in the Overlay District. J. Lougee noted that the appraisal would be based on the current zone. It was ultimately the family's decision and they would see keeping the farm as a big win.

The meeting location will be changed for the next meeting.

S. Smith returned to the meeting at 7:03 p.m.

### II. PUBLIC COMMENTS

Frank Hansler, 542 Portsmouth Avenue, suggested a Town-wide mailing might be beneficial to inform residents of the meeting and ask for their input. Many of the senior citizens may not be able to attend that meeting.

### III. BUDGET REVIEWS

Fire Department: Chief Cresta stated a 5% wage increase was requested. Part-time salaries increased slightly. The Fire Department budget remained flat with the exception of the wage increase. A warrant article will be submitted for an ambulance as mentioned at the previous meeting. Overtime wages were projected. Personnel includes, in addition to himself, four full-time and nine part-time; Chief Cresta stated he could use three additional part-time personnel.

Police Department: Chief Laurent updated the Police Department budget. A change was made to the Canine Officer line to show as a stipend rather than a wage increase. Chief Laurent may want to consider adding a social media position to her budget. That individual would handle all social media aspects for the Police Department; Chief Laurent has spoken to someone who does that in area towns. The rate would be between \$4,000 and \$5,000 per year for three to four posts per week on each of the Police Department's social media accounts. The individual would also act as a public information officer

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in an emergency situation. Chief Laurent will research over the next month before adding to her budget.

Chief Laurent explained the Police Department revolving detail account to the Board and the need to increase the fees charged for police details. Chief Laurent requested, effective immediately, that the detail rate be increased. It has been two years since the officer's rate has increased. Chief Laurent requested the officer rate increase by \$2 to \$52 per hour; the billing rate would increase by \$5 to \$75 per hour. The cruiser is billed at \$15 per hour flat for the cruiser (this will go into the revolving account); increasing that rate to \$19 per hour was discussed. Responding to a question from J. Connelly, Chief Laurent stated that Greenland is normally more conservative on its rates than surrounding towns. R. Winsor wanted special detail rates reviewed first the meeting in July on an annual basis. R. Bunnell suggested Town fees be reviewed at the same time.

MOTION: R. Winsor moved to increase the special detail billing rate, retroactive to midnight Monday, October 25, 2021, to \$75 per hour, increase the officer portion to \$52 per hour and increase the cruiser bill rate to \$19 per hour as recommended by Chief Laurent. Second – J. Connelly; all in favor. MOTION CARRIED

Chief Laurent addressed the wage increase she submitted for the Police Department, stating she felt very strongly about 5%. Chief Laurent stated she wanted to be able to retain the personnel she has and does not want to fall behind. Responding to J. Connelly's question, Chief Laurent stated that the stipend for the Canine Officer was submitted at \$6,000 per year. At the Board's request, she contacted other area towns; for an officer the stipend would be approximately \$12,000 per year and was built into their wage. S. Smith noted that the regular wage increase was 5.51%; Chief Laurent explained that included holiday pay.

Chief Cresta recommended watching fuel prices over the next year. There could be an unexpected increase which would make it necessary to add more to the fuel line. Chief Laurent has checked gas prices with DOT; they have gas available for approximately six months at \$1.95 per gallon. R. Winsor asked Chief Lauren to compare the local fuel price with the cost of driving to either Hampton or Epping for \$1.95 per gallon.

Recreation Department: At Sharon Hussey-McLaughlin's request, TA Scruton explained the part-time labor line expenses of \$6,343 was primarily the part-time help. S. Hussey-McLaughlin stated they did not spend much money this year but will next year because the fields are in horrible shape and they want to spend money on maintenance on a regular basis. Responding to R. Bunnell, S. Hussey-McLaughlin explained that money for field maintenance was included in the proposed budget, just not all in one line item. They may do something this year to prep for winter. S. Smith further explained that they have until the end of the year to expend this year's money (\$18,000).

Weeks Library: Marcia McLaughlin joined the meeting remotely. Shirley Barron, Interim Library Director, and Candace Yost, new Library Director, joined the meeting in person. S. Barron introduced C. Yost to the Board. The draft given to the Board in September has not changed; it may change slightly depending on health insurance rates. TA Scruton announced the rates decreased by 8.1%. Responding to M. McLaughlin's question regarding the increase in NH Retirement, S. Smith clarified that increase applied to police and fire only.

R. Winsor voiced concern over the 146% increase in benefits. S. Barron responded they were hoping to convert a part-time position to full-time, adding 12 hours per week (from 28 hours per week to 40 hours

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per week). The family plan must be budgeted. R. Winsor clarified they were making a part-time position a full-time position and adding \$40,000 to the budget. R. Winsor asked the average salary of a part-time position; S. Barron responded there isn't one, they are all paid differently, based on longevity. A part-time employee hired today would be paid \$15.50 per hour; the average work week is between 12 and 15 hours per week. The Library is requesting three full-time positions starting next year and four part-time position. The full-time positions would include the Library Director, Children's Librarian/Assistant Director, and the Library/Youth Services (from part-time to full-time). R. Winsor pointed out that it would be fiscally responsible to hire another part-time person as opposed to increasing the position to full-time. M. McLaughlin addressed his concern stating they need another full-time person in the Library. They know the demands in the Library as well as their staffing needs.

R. Winsor asked for the number of people going to the Library that would justify the need. M. McLaughlin responded it was also about Library staff retention, similar to police and fire. R. Winsor wanted to understand the math behind their request and if there has been a huge increase in the amount of participation at the Library over what it had been historically. S. Barron stated a full-time Library/Youth Services position is needed to serve the needs of the students who come to the Library every day after school. Now that there is a beautiful facility available, they are coming in droves. Someone is needed to do enrichment programs to keep the students busy. S. Barron added that libraries today cannot successfully recruit employees.

A full-time person is needed for the Youth Services position; the job responsibilities will be expanded to provide more of an online presence. M. McLaughlin noted there were 67 new library cards issued in September. Responding to J. Connelly, S. Barron stated the busiest times are between 2:00 p.m. and 5:00 p.m., five days per week.

TA Scruton noted that it is important when looking at a library budget to consider the anticipated revenue. For 2022, the expected/proposed income is \$710. TA Scruton's understanding, after speaking with M. McLaughlin, was that the income from the Friends of the Library does not go through the Library. Expenditures are given to the Friends of the Library and those are paid directly by the Friends. Because it does not go through the Library, it does not show as additional revenue. There is not an offset to the expenditures. M. McLaughlin added they had no idea what the anticipated income would be; the types of income are lost books, use of the copy machine, etc. There may be a \$500 donation during the year. The Library has no control of funds held by the Friends of the Library. They are paying for additional expenditures the Library has incurred since opening.

Bob Krasko, 11 Portsmouth Avenue and Budget Committee, stated the Library comes to them every year with a lot of expenses and no income. He stated it was not fair to the Town. The donations to the Friends of the Library should be counted as income to offset their budget. M. McLaughlin explained the Friends of the Library pays for museum passes and other items. They have not provided much to the Library in recent years that would be considered a Library expense.

Liz Cummings, 39 Nantucket Place, stated when there are a lot of children in the Library, there is the possibility they might be injured. She did not notice an increase in liability insurance in their budget. She thought that may be significant increase for the building itself. The liability for that building may be significant. J. Connelly asked if the Library was required to provide a Certificate of Insurance to the Town; L. Cummings was unaware. TA Scruton stated the Town paid General Liability insurance that also covered the Library and other Town-owned properties. TA Scruton assured the Board the Library was insured; at the point of occupancy, the renovation coverage switched from the contractor to the Town.

R. Bunnell stated that with a new Library there are higher expectations on what services would be provided. He expected them to manage their business; if they are saying another person is needed, the Board had to trust that. He agreed with R. Winsor it was hard to see a large increase in the benefits package but did understand why. R. Bunnell, personally, did not feel great it was being done for a retention factor and understood it was nice to keep people. He suggested hiring another part-time person. There are higher expectations and he would expect increased costs in the future.

A member of the audience, who did not identify themselves, stated that with the increased size of the Library, it was a safety factor to have another full-time person present, especially with the increased number of children and teens coming to the Library after school. She understood hiring two part-time people to save money, but you get what you pay for. Moving from part-time to full-time is fiscally warranted. R. Winsor questioned the participation rate from pre-construction to now. The response was that it was varied at this point due to coming out of the pandemic. There was further discussion about the numbers at the Library pre-construction vs. now even though the Library has only been open since August. S. Barron estimated there are approximately 30 students coming after school at this time. M. McLaughlin stated that it was not a smooth transition from the former Library Director and not all information is available. R. Winsor noted that the Budget Committee would probably ask that question.

R. Bunnell stated the Library was packed with children and some parents in multiple rooms when he was there one afternoon. S. Barron stated that people numbers are available, but not by age. R. Bunnell asked for a staffing comparison with similar libraries. R. Winsor noted there were peak hours that another part-time person could be staffed. S. Barron noted that was done with the current four part-time staff. M. McLaughlin stated this person would be doing other things in the building, including prep work; they would be adding responsibilities. She did not feel the answer was hiring another part-time person.

General Government: Adjustments were made on expenses this year. Wage increases were submitted at 3%. TA Scruton has reduced the budget to 4.73% for General Government Buildings. Medical rates are decreasing by 8.1% next year. The legal budget increased from \$35,000 to \$60,000; this year there were a number of unanticipated legal matters. General Legal is used by departments from the Town Clerk to the Building Inspector to the Board of Selectmen. J. Connelly requested a percentage breakdown by department. TA Scruton explained that he would try to break it down going through past invoices; often the invoices get muddled. The same attorney is used by all departments. J. Connelly anticipated questions at Deliberative Session. TA Scruton stated that the Building Inspector has requested a part-time position. The permit fees increased in August and more revenue is anticipated which could be used to offset additional clerical support on Monday, Wednesday, and Friday.

Highway and Streets: Culverts and catch basin areas was increased from \$22,000 to \$150,000 to complete the Bayside Road project in 2022. R. Winsor thought that was included in the money that was set aside for Bayside. TA Scruton responded that CRF money could be used and that would decrease that line. R. Winsor noted there would probably be a warrant article to fund the CRF. With Bayside Road finished it was time to move on to the next project. He stated it left an air of dishonesty, adding that the culverts were already funded through the CRF. The Board was very careful as decisions were made on Bayside Road throughout the year to make sure there was enough in the CRF to cover that next year. To say that \$150,000 was needed to finish Bayside Road was not really for that but for other projects. The Board needed to be upfront and honest and say they were going to continue to repair roads in Town and funding was needed to accomplish that. He would rather say \$200,000 was needed for the CRF. J. Connelly added it would show residents the Board was doing what was voted, with R. Winsor adding the Board was doing what it set out to do and what they said would be done with the



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money. The Board requested it be removed from the line-item budget but included on a warrant article. R. Winsor recommended returning the stormwater to where it was and say \$200,000 was needed for the CRF.

Sanitation: A slight increase is expected each year for hauling. Waste Management is asking for more money for tipping fees. When TA Scruton presented it to the Board, he was asked to research alternatives. He is hoping to have information available at the next meeting recommending Troiano for hauling. Ecomaine Recycling is an area where the Town could have problems. The current contract is for disposal at no cost because they allowed the Town's contract to automatically renew. At some point they may stop services and breach their agreement. At this point, they are continuing to take the Town's trash. Uncertainty was included under Recycling. Dump sticker cost is currently \$10; increased costs may have to be passed on through dump stickers. The number of dump stickers will be available at the next meeting.

Welfare: The line was decreased slightly but some funding will be needed. R. Winsor requested looking back at 2020 and possibly flatlining against that number. In 2021, \$2,175 has been spent to date. Welfare is mandated. Total rent paid in 2019 was \$7,300. R. Winsor requested an adjustment be made to the rent line to \$10,000.

R. Bunnell questioned the history of legal over the last several years. TA Scruton stated the Town was definitely higher than previous years. Numbers will be available for the next meeting. TA Scruton noted that Attorney Loughlin, previous Town Attorney, retired a year ago and his rates were lower than average. The current attorneys are the best in the State and get paid accordingly, which is more than previously. Department heads rely heavily on legal assistance.

The Town re-evaluation will be done in 2023.

Telephone and internet changed to business with a faster bandwidth and the reason for an increase on that line, which is also being shared with the Fire Department. R. Bunnell mentioned the possibility of changing auditors next year and the estimated cost. He added it was good practice to change auditors on a regular basis. L. Cummings, Finance Director, told the Board it would put a burden on her. He understood but stated it was nice to have fresh perspective. TA Scruton will send out an RFP when it is time to out to bid.

### IV. APPROVAL OF MINUTES

#### 1. Tuesday, October 12, 2021

MOTION: J. Connelly moved to approve the minutes of Tuesday, October 12, 2021. Second – R. Bunnell; four in favor, one abstained (R. Winsor). MOTION CARRIED

### V. OLD BUSINESS

#### 1. Coakley Update

There was no update available.

2. Salt Quotes

TA Scruton, S. Smith and Jim Jones, snowplow contractor, spoke earlier in the day regarding salt. Morton Salt tried 10 years ago tried to impose a tonnage minimum and it was unenforceable at the time. J. Jones contacted a foreman at Morton Salt who felt it would not be an issue and they would not hold us to the contractual terms and minimum commitment. However, the contract terms require a minimum commitment.

J. Jones recommended Morton Salt for 1,800 tons as well as a contract with Eastern Minerals for 1,000 tons. There are approximately 300 tons on hand in the Town salt shed and can hold up to 470 tons. S. Smith clarified 1,800 tons with Morton Salt was not a hard commitment and the Town was not locked into that amount. Salt used last year was 1,150 tons; 1,651 tons was used in 2019. There is a bay available for surplus if needed.

MOTION: R. Winsor moved to approve the purchase of salt from Morton Salt at \$68.55 per ton and from Eastern Minerals at \$67 per ton. The delivered price is valid through April 30, 2022. The Town Administrator is authorized to sign the contracts and will work with the snowplow contractor to determine the estimated amounts and ensure there are no minimum buys required. Second – J. Connelly; all in favor. MOTION CARRIED

TA Scruton clarified ‘no minimum buys’. The Town was committing with Morton Salt, in theory, to 1,800 tons. J. Connelly asked if there was a place to store 1,000 tons of salt; TA Scruton responded, ‘not now’. The shed could hold approximately 470 tons. S. Smith added the shed could hold 470 tons and each bay (two) could hold 200 tons. TA Scruton stated it was a measured risk to some degree. J. Jones felt Morton was the better salt because it does not clump and less could be used. J. Jones’ contact at Morton Salt stated that the minimum requirement has been waived for municipalities in the past. R. Winsor recommended the language in the contract be amended to ‘up to 1,800 tons’ or eliminate the line completely. The Board agreed. TA Scruton will cross out the line completely and submit the modified contract. TA Scruton was authorized to submit the contract without a purchasing commitment.

3. Other Old Business

There was no ‘Other Old Business’ to discuss.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Other New Business

R. Bunnell informed the Board he was a member of the Superintendent of Schools Search Committee.

VII. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 28, 2021

1. Payroll Manifest 21-22

MOTION: R. Bunnell moved to approve the Payroll Manifest, pay date October 28, 2021. Gross amount, excluding payroll liabilities: \$63,626.58. Second – R. Winsor; all in favor. MOTION CARRIED

2. General Fund Manifest 21-22



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MOTION: J. Connelly moved to approve the General Fund Manifest of Unpaid Bills Detail as of October 28, 2021, in the amount of \$418,098.10. This manifest includes a Greenland School District payment in the amount of \$350,000. Second – R. Winsor; all in favor. MOTION CARRIED

3. 300<sup>th</sup> Anniversary Fund No. 21-13

MOTION: R. Hussey moved to approve the 300<sup>th</sup> Anniversary Fund Manifest of Unpaid Bills Detail as of October 28, 2021, in the amount of \$4,033.84. Second – R. Bunnell; all in favor. MOTION CARRIED

4. ARPA Funds Manifest 21-01

MOTION: R. Winsor moved to approve the ARPA Fund Manifest of Unpaid Bills Detail as of October 28, 2021, in the amount of \$2,745. Second – R. Hussey; all in favor. MOTION CARRIED

VIII.ADJOURNMENT
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MOTION: R. Bunnell moved to adjourn at 8:45 p.m. Second – R. Winsor; all in favor. MOTION CARRIED

NEXT MEETING
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Monday, November 08, 2021 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant