



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, November 22, 2021 – 6:30 p.m. – Town Hall Conference Room

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

Members Absent: Jamie Connelly (Excused)

Staff Present: Matthew Scruton, Town Administrator

Also Present: Susan Parker, Greenland/Newington PDA Representative; Ralph Cresta, Fire Chief

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. Susan Parker, Greenland/Newington PDA Representative

Susan Parker updated the Board on recent PDA activities. The last PDA meeting was Thursday, November 18, 2021. S. Parker discussed the hangars at Pease with the Board. Over the last six months, the demand for hangars has increased. A development of several phases is being researched and is favorable. A proposal is expected in January or February. In addition to an impact on air traffic and noise, there will be an impact on road traffic. They are aware of the impacts on the area infrastructure. R. Winsor questioned if they were thinking distribution center. S. Parker responded they are not using those words, adding this was true commercial development. She felt the scale of the commercial development would be significant for Portsmouth, Greenland, and Newington. R. Winsor stated that given the size of the project (190,000 sq. ft.) he would like updates when possible. S. Parker noted there would be two others after this project.

R. Bunnell asked if S. Parker had been contacted about possible funding or grants available from the PDA. There is an opportunity for the Town to conserve land that abuts Pease. S. Parker responded she is aware of the project. A meeting has been scheduled with PDA staff at Pease. S. Smith and TA Scruton received a preliminary note from Paul Brien regarding money. They do not fund things that are off premises. There may be other things that have not been requested.

S. Smith updated the Board that the appraisal should be completed this week and moving forward for the next Board meeting on December 06th. TA Scruton, S. Smith, and S. Parker will be meeting with the PDA on December 06th. S. Smith emphasized that the PDA is its own entity and keeps its own money, and this is an outside project. They were unaware of the proposed conservation easement. Meeting with them could be a forthcoming entity. Referring to the questions from Paul Sanderson at the Selectmen's meeting on Monday, November 08th, there is no airport overlay district as far as Pease is concerned. There are two or three monitoring wells on the back of the property near the golf course that may be active.

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TA Scruton noted that additional funding through Southeast Land Trust may be coming from NOAA given the proximity to the Bay. NOAA funded the conservation easement along the Bay through The Nature Conservancy. NOAA is looking to expand that because it is a contiguous piece of property.

II. PUBLIC COMMENTS

There were no public comments. S. Smith mentioned that Santa Claus would be coming to Town. The GPO and Women's Club will be doing a Christmas Tree Lighting and Santa Tour. Information will be posted on the website. Chief Cresta added that there will not be a float; they will be using a fire truck. The Don Campbell Band is scheduled to perform at the Bethany Church on Friday, December 17th. It will be a free concert; donations will be accepted at the door. Information will be posted on the website.

III. APPROVAL OF MINUTES

1. Monday, November 08, 2021

MOTION: R. Winsor moved to approve the minutes of Monday, November 08, 2021. Second – R. Bunnell; three in favor, one abstained (R. Hussey). MOTION CARRIED

IV. OLD BUSINESS

1. Great Bay Farm Conservation Easement

An update was provided by S. Smith during the PDA discussion.

2. Bulky Waste Contract

TA Scruton noted that the bulky waste contract had been discussed at a prior meeting. The Waste Management contract is good through the end of December 2021. That contract needs to be renewed or a contract with another company signed.

TA Scruton contacted Waste Management to discuss reducing their proposed rates. There was a 4% escalator included. The Board wanted to see it reduced to 2%; Waste Management would not budge. TA Scruton contacted two other local bulky waste contractors in the area: Troiano and Casella. He provided a spreadsheet to the Board (copy on file) that compared rates and cost per haul. He requested a three-year agreement. Crunching the numbers, Waste Management was still the low bid; Troiano and Casella followed. TA Scruton recommended continuing with Waste Management. They do a good job and are the lowest based on the figures.

Responding to a question from R. Winsor, TA Scruton stated that generally there are no hidden fees. Casella was going to charge \$90 per month for container rental among other fees. The cost of disposing of waste is increasing across the board. Troiano's increase was 3%, compared to Waste Management's 4%; however, Troiano's cost per haul was higher.

MOTION: R. Winsor moved to authorize TA Scruton to sign the proposed 3-year agreement with Waste Management. Second – R. Hussey; all in favor. MOTION CARRIED

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S. Smith noted there was some concern with the composting bin and that only one was available at the Transfer Station. He suggested considering adding another bin in the spring. TA Scruton will look into adding a bin. S. Smith noted that more people are using the composting bin.

Chief Cresta was concerned about the shredded wood at the Transfer Station combusting. R. Hussey stated that it was composting and would give off steam. That's what would happen with wood chips. Jim Jones is removing the wood chips in small chunks. TA Scruton will follow-up with J. Jones. Extra room will be needed at the Transfer Station for snow.

3. Other Old Business

Fire Department: Chief Cresta has been researching grant possibilities. There is a Safer Grant available as well as others for radios, etc. There is a grant writing company (First Responding Grants) that charges \$1,500 per year. That fee includes up to four grants. The Safer Grant is a three-year grant paid in full; the Town assumes full responsibility in year four. Portable radios are \$4,000 each. Their current radios (which are 15 to 20 years old) were obtained through a grant from the State. Before they were distributed to everyone in the State they were in storage.

Chief Cresta felt he should be able to find \$1,500 in the Fire Department budget to cover the cost of a grant writer. One grant is due December 17th. The consensus of the Board was that \$1,500 was worth the cost. It was noted that there is no guarantee Greenland would be awarded the grant. Chief Cresta was concerned about finding enough part-time personnel. Referring to the Safer Grant, Chief Cresta explained that year four would have to be built into the budget. If the program was not continued, a Town may not be awarded another grant. The consensus of the Board was to move forward with the grant writer.

Chief Cresta stated that many towns are looking for per diem personnel. He did a survey of departments in the area and Greenland is \$3 to \$4 below the average wage. Greenland's current rate is \$15.91. Chief Cresta did not want to keep losing personnel to other departments. There is currently one full-time and one per diem per day, 24 hours per day. Chief Cresta was confident he could find funds within his budget. S. Smith felt \$18 per hour would be fair. Chief Cresta wanted to keep the personnel he had. S. Smith asked Chief Cresta to meet with the Finance Director about any possible payroll changes.

Chief Cresta noted that there are no grants available for new fire stations. S. Smith stated that the Board will do a warrant article for funding a new fire station as discussed. Chief Cresta will be submitting a warrant article for a new ambulance; most of the funds are available in their CRF.

Deliberative Session: TA Scruton updated the Board on the Deliberative Session that was held Saturday, November 13th, at Greenland School. The Special Town Meeting vote will be held on Saturday, December 18th, at Greenland School. Polls will be open from 8 am to 7 pm. Selectmen were reminded to contact the Town Clerk to schedule time at the polls. New speakers were purchased for the PA system. There were some issues at the Deliberative Session with the existing speakers and amplifiers not being compatible. The Town should not have to hire a professional for the upcoming budget public hearing and Deliberative Session.

Fish & Game/DES Letter: A joint letter has been received from Fish & Game and DES regarding the fish ladder. They have asked that the Winnicut River Bridge on Rt. 33 be put on the DOT 10-year plan for

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replacement. TA Scruton hoped they would fix the fish ladder and run water under the bridge for the dry hydrant at the same time.

Budget: The Budget Committee met on Monday, November 15th. They would like to meet with department heads to discuss budgets. The next meeting is scheduled for Monday, November 29th.

Bayside Road: Culverts on Fairway Drive are being replaced Tuesday and Wednesday. The gravel shoulders may be started on Wednesday; if not, it will be after the Thanksgiving weekend. On Monday, November 29th, they plan to reclaim Fairway Drive, moving onto Sanderson Road and Meloon Road for project completion. They are out one week from the original deadline for project completion; Altus Engineering felt that was acceptable. S. Smith noted plants will be closing down shortly and it would behoove the Board to watch the project closely. TA Scruton told the Board that some residents have requested that their ends of the driveways (at the transition point) be inspected. TA Scruton and S. Smith will be going out on Tuesday to look at those driveways with Altus Engineering and Advanced Paving; TA Scruton invited Selectmen to join them.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Transfer Station Holiday Hours

This year, Christmas and New Year's Day are on a Saturday. The following dates have been proposed for the Transfer Station hours:

- Wednesday, December 22nd and Friday, December 24th: open from 8 am to 5 pm
- Saturday, December 25th: Closed
- Wednesday, December 29th and Friday, December 31st: open from 8 am to 5 pm
- Saturday, January 01st: Closed

MOTION: R. Winsor moved that the Transfer Station be open from 8 am to 5 pm on Wednesday, December 22, 2021, Friday, December 24, 2021, Wednesday, December 29, 2021, and Friday, December 31, 2021. The Transfer Station will be closed on Saturday, December 25, 2021, and Saturday, January 01, 2022. Second – R. Bunnell; all in favor. MOTION CARRIED

2. Policy Approvals

These policies are required to be approved on an annual basis.

Fund Balance Policy: The purpose of the Fund Balance Policy is to establish a key element of the financial stability of the Town by setting guidelines for the fund balance. The fund balance provides cash flow liquidity for the Town's general operations.

MOTION: R. Winsor moved to approve the annual Fund Balance Policy. Second – R. Hussey; all in favor. MOTION CARRIED

Investment Policy: The annual Investment Policy is not the investments for the Trustees of the Trust Fund; it is only for the Treasurer and is based on statutory guidelines.

MOTION: R. Winsor moved to approve the annual Investment Policy. Second – R. Hussey; three in favor; one abstained (R. Bunnell). MOTION CARRIED

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Indemnification Policy: The Indemnification Policy was originally approved at Town Meeting on March 06, 1976. The Selectmen must vote to indemnify other Town officials while they are acting on behalf of the Town.

MOTION: R. Winsor moved to approve the annual Indemnification Policy. Second – R. Hussey; all in favor. MOTION CARRIED

3. New Business

Warrant articles will be discussed at the Board of Selectmen meeting on Monday, December 06th. R. Bunnell noted that there will be a budget meeting on Monday, November 29th and commented that it would be nice to give them a rough idea of the warrant articles. R. Winsor recommended roads, adding funds to the Fire Station CRF, possibly Great Bay Farm. R. Bunnell mentioned the Conservation Land CRF and replenishing that fund. TA Scruton explained that the Selectmen will often wait on warrant articles, contingent on the Budget Committee's decision with the operating budget. S. Smith stated that due to the tax rate increase and the economy, a warrant article for a new fire station and improvements to the Town Hall would not move forward for a couple more years. S. Smith felt the three biggest warrant articles would be the Great Bay Farm conservation easement, road funding, and Fire Station CRF funding. TA Scruton noted that the Planning Board has discussed the new fire station and have indicated that they would prefer to wait until some of the bonds have been paid off (2024). S. Smith stated there could be four or five warrant articles.

R. Winsor asked if R. Bunnell had a specific amount in mind to replenish the Conservation Land CRF. R. Bunnell felt \$50,000 would be appropriate. R. Winsor suggested a warrant article for \$150,000 if the Board was going to replenish the fund at \$50,000. He was concerned about transparency and full disclosure. R. Winsor clarified that he was suggesting reducing the amount by \$50,000 and including that in the warrant article amount rather than a separate warrant article to replenish that CRF. R. Hussey suggested leaving it as requested this year and putting forward a warrant article to replenish the fund next year to avoid confusion.

VI. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 25, 2021

1. Payroll Manifest 21-24

MOTION: R. Hussey moved to approve the Payroll Manifest, pay date November 25, 2021. Gross amount, excluding payroll liabilities: \$73,604.94. Second – R. Winsor; all in favor. MOTION CARRIED

2. General Fund Manifest 21-24

MOTION: R. Winsor moved to approve the General Fund Manifest of Unpaid Bills Detail as of November 25, 2021, in the amount of \$1,908,877.33. This manifest includes a Greenland School District payment in the amount of \$1,850,000. Second – R. Hussey; all in favor. MOTION CARRIED

3. 300th Anniversary Fund

MOTION: R. Winsor moved to approve the 300th Anniversary Fund Manifest of Unpaid Bills Detail as of November 25, 2021, in the amount of \$2,000. Second – R. Hussey; all in favor. MOTION CARRIED

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4. Ambulance Special Revenue Account

MOTION: R. Bunnell moved to approve the Ambulance Special Revenue Account of Unpaid Bills as of November 25, 2021, in the amount of \$797.31. Second – R. Winsor; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: S. Smith moved to adjourn at 7:45 p.m. Second – R. Bunnell; all in favor. MOTION CARRIED

NEXT MEETING

Monday, December 06, 2021 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant