



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, January 03, 2022 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Rick Hussey (by phone), Steve Smith, Richard Winsor

Staff Present: Matthew Scruton, Town Administrator

Also Present: Marcia McLaughlin, Weeks Library Trustee Chairman; Christine Peters, Weeks Library Trustee; Zack Pike, Budget Committee; Chief Ralph Cresta, Fire Department

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. PUBLIC COMMENTS

There were no public comments.

II. APPROVAL OF MINUTES

1. Monday, December 20, 2021

MOTION: R. Winsor moved to approve the minutes of Monday, December 20, 2021. Second – J. Connelly; four in favor, one abstained (R. Bunnell). MOTION CARRIED

III. OLD BUSINESS

1. Coakley Update

There was no update available.

2. Budget Update/Warrant Article Review

Budget: TA Scruton reported that the Budget Committee removed approximately \$290,000 from the road maintenance line, which was a major change. The Budget Committee would prefer the money be taken from the Capital Reserve Fund. TA Scruton explained it might immediately reduce the budget for one year. Once most of those funds are depleted, funds will have to be put back in causing the tax rate to escalate. In addition, the Budget Committee added \$6,000 for the K-9 Officer which was not in the Selectmen's budget. The Budget Committee has requested that TA Scruton prepare different scenarios for the wage increase. TA Scruton reminded the Budget Committee that it was the Board of Selectmen's authority to implement a wage increase. Example: If the Budget Committee included a 5% wage increase in the budget, the Board of Selectmen could give 3% and apply the remainder anywhere else in the budget because it is a bottom-line budget.

R. Winsor noted that the Capital Reserve Fund is largely spent. TA Scruton stated that most of the money for Bayside Road will be from the general fund and has been encumbered for the three road projects. Building the CRF would prevent the need for bonding a major road project. TA Scruton added that the balance in the CRF is not a large amount when looking at roads. R. Winsor remarked that the biggest complaint is road conditions in Town. Zack Pike, Budget Committee member, responded the reduction was due to the amount in the CRF and the warrant article to add funds to the CRF. J. Connelly stated the Budget Committee was looking at the dollars and cents; the Board would need to substantiate the allocation of funds to justify the amount of money requested. R. Winsor reminded members that there is a book indicating roads that needed repair. TA Scruton added that even though it has not been followed precisely, it shows that more needed to be done, not less. R. Winsor noted the current Board has followed the book and continued to expand on it to make a commitment to the Town. He was disappointed in the short-sightedness of the Budget Committee. TA Scruton added that the Town went above and beyond by having Altus Engineering do an additional study in case the recommendations in the book were out-of-date; that study is ongoing. Road work is often based on the funds available: the fewer dollars available, the fewer road projects that can be done.

TA Scruton stated that there is another opportunity at the public hearing and deliberative session to put the money back in Road Maintenance line. The Budget Committee will be meeting on Tuesday, January 04th.

J. Connelly questioned the Budget Committee recommended budget being lower than the default budget. TA Scruton stated that the budget recommended by the Budget Committee was not the same as the Town. He explained that the Town sets a default budget, which is approved by the Selectmen, before the public hearing. It is then given to the Budget Committee. Responding to R. Bunnell's question about warrant articles, TA Scruton stated that the Budget Committee discussed the warrant articles and asked if the Selectmen would consider changing the funding status on a number of them from general taxation to the unreserved fund balance. J. Connelly added that they asked about the Smith Farm conservation easement and questioned taxation vs. bonding. TA Scruton noted that the total payments of a bond would cost more. The Board felt taxpayers should know the actual tax impact now. The amount of that warrant article could change at Deliberative Session.

Warrant Articles: TA Scruton explained that the Trustees of the Trust Funds requested two warrant articles be included on the warrant for 'housekeeping' purposes; several trusts are low at this time. The Weeks Library Trustees and Trustees of the Trust Funds would like to remove the warrant article for the Library Future Growth Fund; that fund is still active. TA Scruton has removed this warrant article but left the warrant article to discontinue the Public Works Building CRF, which was established with a funding level of \$0.00. The Trustees of the Trust Funds established the CRF with \$1,000 even though it was approved at \$0.00. The consensus of the Board was to discontinue the CRF.

R. Winsor stated the unreserved fund balance was right in the zone and did not want to go any lower; it was not an excessive amount. The Board was comfortable with the unreserved fund balance.

TA Scruton asked the Board if they would like to make any changes to their proposed budget. Until public hearing on Tuesday, January 11, 2022, the Selectmen are fine with the budget they originally proposed. After the public hearing, the Board will decide if they will recommend the Budget Committee budget.

Marcia McLaughlin, 47 Nantucket Place and Weeks Library Trustee Chairman: The Weeks Library had been asked by the Budget Committee to submit the required funding for hiring a replacement for the

assistant director who is retiring; the State recommended six months (\$16,305.78). The Budget Committee chose not to address that issue. M. McLaughlin stated that the Library budget was as lean as they could go. They are obligated to offer that to an employee. She asked the Board how they could add that line in their budget. TA Scruton commented that at the last Budget Committee meeting, the Library submitted a revised request in the amount of \$393,768. The Budget Committee discussed it at length, decided to hold on a decision and take it to public hearing. Z. Pike stated the decision was based on a misunderstanding of the request. M. McLaughlin responded they had to put an amount in for the benefits. She also told the Board they would not be submitting a warrant article for the part-time position to a full-time position. TA Scruton stated that the Budget Committee would decide which number moves forward to public hearing. TA Scruton explained the process from the Selectmen's recommended budget to public hearing, adding that because Greenland is municipal budget town, the Budget Committee had the final say in budget matters going to public hearing and Deliberative Session. It can be discussed at public hearing; based on discussion, the Budget Committee can vote to increase or decrease line items. At Deliberative Session, the warrant article for the budget can be amended, noting the amount and purpose.

MOTION: R. Bunnell moved to forward the warrant articles as presented to public hearing. Second – R. Winsor; all in favor. MOTION CARRIED

3. Other Old Business

Emergency Management: R. Bunnell commented that there was an exercise with Dennis Cote, Emergency Management Director, recently. He commended D. Cote for the organizing the exercise and the number of people involved. He questioned if there were any action items that needed to be addressed or concerns. S. Smith responded that other than R. Bunnell's concerns about busses and the School, there was a slight lack of communication. S. Smith will contact D. Cote about R. Bunnell's concerns. R. Bunnell will contact the Superintendent of Schools with his concerns about bussing students in the event of an emergency. Chief Cresta commented that the State should have a report available on how the Town rated. Chief Cresta had the same concerns about bussing students in an emergency. TA Scruton added there was some confusion about who was a member of the group. The laptops were not working correctly; TA Scruton hoped that D. Cote could get them replaced through Seabrook. R. Winsor recommended the laptops be turned on every six months to make sure they worked properly.

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Conex Box at the Transfer Station

R. Hussey recommended a Conex Box or similar storage box at the Transfer Station. TA Scruton felt it was a good idea to have some type of storage for the tires. Uncovered tires collect water and are breeding grounds for mosquitos. A storage box would help reduce the mosquito breeding areas at the Transfer Station and make it easier to load the tires to be taken to the facility in Epping. TA Scruton suggested a used truck body would be cheaper than a Conex Box. Responding to a question from Chief Cresta, TA Scruton stated the Transfer Station did not have to take tires; however, they may end up on conservation land or other Town property. Tires are currently a revenue generator and are taken to a facility in Epping. R. Winsor suggested looking for a 20 ft. storage container or Conex Box rather than a truck body.

DRAFT: SUBJECT TO CHANGE

MOTION: R. Winsor moved to approve a Conex Box at the Transfer Station, not to exceed \$4,000. Second – J. Connelly; all in favor. MOTION CARRIED

2. January 17, 2022, Meeting Date

A Board of Selectmen meeting is scheduled for Monday, January 17, 2022, which is Martin Luther King, Jr. Day, and a holiday for the Town. Does the Board wish to move the meeting to Tuesday, January 18th? If the meeting is moved to Tuesday, the Board will need to approve payroll being submitted on Tuesday morning. The payroll manifest will be approved at the meeting Tuesday night.

MOTION: R. Winsor moved to change the date of the January 17, 2022, Board of Selectmen meeting to Tuesday, January 18, 2022. Payroll may be submitted Tuesday morning, January 18, 2022. Second – R. Hussey; all in favor. MOTION CARRIED

3. Other New Business

Transfer Station Employee: Bob Grodin, Transfer Station, has recommended an individual to be hired as a Transfer Station part-time, non-benefited employee. The pay rate will be \$15 per hour until training has been completed and licensed by the State as a certified Transfer Station attendant, which is required by DES. TA Scruton has spoken with the individual and concurs with B. Grodin that it would be a good fit and fill the Saturday vacancy.

MOTION: R. Winsor moved to approve and offer Glen Bergeron the position of part-time Transfer Station employee at \$15 per hour. Second – R. Bunnell; all in favor. MOTION CARRIED

Ambulance Purchase: Chief Cresta received three quotes for an ambulance (Sugarloaf, Greenwood, and Specialty Vehicles). Sugarloaf was the lowest bid at \$357,478; Greenwood was the highest at \$430,000. Specialty Vehicles was \$416,784. There is a difference of \$72,952 between the highest and lowest prices. R. Winsor clarified that all were equally equipped. Chief Cresta and Captain Hanley, EMS Coordinator, will thoroughly review each bid before awarding. The projected delivery date is between 12 and 16 months. The current ambulance was purchased from Specialty Vehicles.

The Board had previously discussed using ARPA Funds to purchase the ambulance. Chief Cresta is hoping a 5-year power train warranty is included. The custom lift, auto-pulse and monitor are included on all bids.

Chief Cresta was looking for Board approval to thoroughly review each bid before making a selection; he will be back to the Board if there are any significant changes. TA Scruton noted only half of the ARPA Funds have been received at this time. S. Smith pointed out the bids specifically state 'payment on delivery'. The Town would have to receive the ambulance and sign off. Chief Cresta would like to take advantage of a large discount (\$8,000 to \$10,000) if payment is made for the chassis early. Chief Cresta would like to use his discretion. J. Connelly was leaning to Sugarloaf based on price but did not want something important to be missing from their quote. Responding to R. Winsor, Chief Cresta stated the cost of a chassis could be up to \$100,000. Chief Cresta would not pre-pay for a chassis if there is no discount available.

TA Scruton suggested Chief Cresta do a more thorough evaluation of the bids for the next meeting on Tuesday, January 18th. TA Scruton will draft an ARPA Funds compliant motion for the next meeting. R.

DRAFT: SUBJECT TO CHANGE

Winsor would like the motion drafted to allow Chief Cresta to pre-pay the chassis if a discount was available.

Fire Truck Accident: Chief Cresta informed the Board that a telephone pole was 'scuffed' by a fire truck. He has reported the accident to TA Scruton. There were no injuries with the exception of minor damage to the truck.

V. ACCOUNTS PAYABLE – THURSDAY, JANUARY 06, 2022

1. Payroll Manifest 22-01

MOTION: R. Winsor moved to approve the Payroll Manifest, pay date January 06, 2022. Gross amount, excluding payroll liabilities: \$70,016.31. Second – R. Bunnell; four in favor, one abstained (R. Hussey). MOTION CARRIED

2. General Fund Manifest 22-01

MOTION: J. Connelly moved to approve the General Fund Manifest of Unpaid Bills Detail as of January 06, 2022, in the amount of \$649,047.49. This manifest includes a payment to the Greenland School District in the amount of \$530,000. Second – R. Winsor; four in favor, one abstained (R. Hussey). MOTION CARRIED

VI. NON-PUBLIC

1. Personnel – RSA 91-A:3, II(a)

MOTION: R. Winsor moved to enter into non-public session under RSA 91-A:3, II(a), at 7:22 pm. Second - J. Connelly. Roll call vote: R. Winsor – yes, J. Connelly – yes, R. Bunnell – yes, R. Hussey – yes, S. Smith – yes. All in favor. MOTION CARRIED

MOTION: R. Winsor moved to leave non-public session and return to public session at 7:46 pm. Second – R. Hussey; all in favor. MOTION CARRIED

MOTION: R. Winsor moved to seal the minutes of the non-public session. Second – J. Connelly; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:48 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

NEXT MEETING

Tuesday, January 18, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant