



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, March 14, 2022 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Vaughan Morgan, Steve Smith, Richard Winsor

Staff Present: Matthew Scruton, Town Administrator

Also Present: Chief Tara Laurent, Officers John Sardinha and Michael Drake, Greenland Police Department; Susan Parker, Greenland/Newington PDA Representative; Marcia McLaughlin – Weeks Library Trustee; Lloyd Ziel – Conservation Commission Chairman; Representatives from the Montessori School

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.

Reorganization of the Board

MOTION: J. Connelly moved to nominate S. Smith as Chairman. Second – R. Winsor; four in favor, one abstained (S. Smith). MOTION CARRIED

MOTION: R. Winsor moved to nominate V. Morgan as Vice Chairman. Second – J. Connelly; four in favor, one abstained (V. Morgan). MOTION CARRIED

MOTION: R. Winsor moved to nominate J. Connelly as the Board of Selectmen representative to the Budget Committee. Second – R. Bunnell; four in favor, one abstained (J. Connelly). MOTION CARRIED

MOTION: R. Bunnell moved to nominate R. Winsor as the Board of Selectmen representative to the Planning Board. Second – V. Morgan; four in favor, one abstained (R. Winsor). MOTION CARRIED

R. Bunnell recognized and thanked all the people who worked at the polls on Tuesday, March 08th. He had an official tell him that Greenland had one of the best run election processes in the State. Selectmen were also able to witness the swearing-in of Greenland's new police officer. R. Bunnell continued that while at the polls, they discussed liaisons for different departments within the Town. He suggested adding ad hoc committees or liaisons that understand the needs and desires of the various departments. S. Smith continued further discussion until later in the meeting.

I. APPOINTMENTS

1. Introduction to New Police Officer: Chief Laurent

Chief Laurent introduced their new police officer, Michael Drake. He comes to Greenland from Raymond and has 13 years of experience. He was sworn in by Marge Morgan, Town Clerk, on Tuesday

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morning, March 08th during the Town and School voting. Several Board members were present during the swearing-in. Several current officers in the department have worked with Officer Drake before.

2. NHDOT Driveway Permit Application: 69 Tide Mill Road

S. Smith stated that 69 Tide Mill Road was before the Planning Board on February 17th. Several representatives from the proposed Montessori School were present. The Planning Board has requested that the Board of Selectmen endorse the Montessori School driveway permit application to NHDOT to review the intersection of Rt. 33 and Tide Mill Road. TA Scruton noted that the Board of Selectmen would not be approving or recommending any plans. The Board would be moving the process forward.

Chief Laurent has met through Zoom with several people associated with the Montessori School project. She has also spoken to several DOT members, including Division 6 and Concord. When a Board feels comfortable with moving it forward, they will look at all possibilities and make a recommendation based on what is safest. If the Planning Board or Board of Selectmen prefers a different solution, DOT will work with them on the best compromise. Safety will always be first with DOT. Chief Laurent recommended the driveway permit be forwarded to DOT. She will stay in contact with DOT and they will be in contact with the developer and Board the entire time.

R. Winsor commented that intersection is a tough spot. Chief Laurent agreed, noting all of Rt. 33 is a tough spot and there are committees dealing with just Rt. 33. There are changes coming for west of the Bayside Road intersection. She hoped there was a way to make that intersection as safe as possible. Responding to a question from R. Winsor, Chief Laurent stated that a very thorough traffic study was done. Old data was received from the State that will need to be updated.

V. Morgan stated more of this type of thing will be seen along the corridor in the future. In order to think about offsetting property taxes, light commercial will need to be looked at along Rt. 33. Chief Laurent stated it was worth noting that due to the type of school it is, traffic will be condensed to a period in the morning and a period in the afternoon. R. Winsor recommended moving the driveway permit forward to NHDOT.

MOTION: R. Winsor moved to support forwarding the NHDOT permit to start the review process for the intersection of Tide Mill Road and Rt. 33. Second – R. Bunnell; all in favor. MOTION CARRIED

3. PDA Update: Susan Parker, Greenland/Newington PDA Representative

Susan Parker, Greenland/Newington PDA Representative, updated the Board on the committee meetings (Transportation and Noise Compatibility) that have taken place. S. Parker reviewed the three phases of legality between the PDA and Pro-Con Kane. The Board was also updated on the air cargo option agreements.

The FAA requires a Noise Compatibility Report be done a minimum of once a year or up to four times a year. The purpose of the reporting period was for the coordinator of the program to review and discuss the 'noise occurrences' that were reported events. In 2021, there were 11 or 12 reported events. S. Parker explained the noise map. Forecasts regarding noise cannot be made until the classification of the planes is known. The noise map may show when they are pressed into service. S. Parker will be meeting with the Newington Board on Tuesday, March 15, 2022, about noise. S. Parker felt there would be new noise mapping for the planes that are known with the end user. In response to a question from

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J. Connelly, S. Parker stated comparative base lines were needed and she wanted the FAA to do it as quickly as possible. There was a brief discussion about the traffic study.

R. Winsor noted there are many towns in the surrounding area that are going to be affected by noise, traffic, etc., including Rye, Greenland, Stratham, Dover, Durham, Newmarket, Portsmouth, and Newington as the most impacted. When Lonza was expanding and traffic studies were done, some of the area towns joined forces, resulting in a seat at the table with S. Parker. As a small town, we do not have the luxury to hire a consultant to help identify where there could be an impact and advocate for the residents. R. Winsor suggested speaking to leaders in other towns and meeting collectively to discuss how to help each other. J. Connelly stated that, inevitably, everyone's belief is 'not in my backyard', and it is too late. He agreed that as a community surrounding Pease, towns need to get together to do as much as possible to mitigate. R. Winsor stated that the localities needed to be a unified voice so the FAA realized an active community was watching. S. Parker added that the PDA needed to listen. Greenland, Newington, and Portsmouth had representatives at the Noise Compatibility meeting. S. Parker noted that not everyone on the PDA Board represents a municipality.

V. Morgan asked S. Parker what the next step would be. S. Parker responded that the PDA would meet on Thursday, March 17th. She will ask how they quantify the variables; there needs to be expectations of the option agreements. S. Parker wants it on the public record. R. Winsor stated that there would be no reason the developer would not be able to disclose the type of planes coming into Pease without revealing their client.

S. Parker announced Steven Dupree will be the new Chairman of the PDA Board.

II. PUBLIC COMMENTS

There were no public comments.

III. APPROVAL OF MINUTES

1. Monday, February 28, 2022

MOTION: R. Winsor moved to approve the minutes of Monday, February 28, 2022. Second – R. Bunnell; three in favor, two abstained (J. Connelly, V. Morgan). MOTION CARRIED

IV. NEW BUSINESS AND ADMINISTRATIVE

1. Conservation Commission Appointments

There are two applications for appointment to the Conservation Commission. Laura Byergo, who is no longer the Chair, recommended the appointments prior to the reorganization of the Commission. It was announced that Lloyd Ziel was the new Chairman.

The Conservation Commission is allowed up to seven members. These appointments will bring the membership to seven. Laura Byergo is requesting reappointment; Kathleen Babin-Johnson and Chip Hussey are requesting appointment. All appointments will be for three-year terms.

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MOTION: R. Winsor moved to approve the following appointments to the Conservation Commission: Laura Byergo, Kathleen Babin-Johnson, and Chip Hussey. All terms will expire in March of 2025. Second – V. Morgan; all in favor.

R. Bunnell questioned why there are seven members on the Conservation Commission and asked Lloyd Ziel, Conservation Commission Chairman, if he preferred seven members. R. Bunnell thought it may be too many members. L. Ziel responded that more hands would make the work lighter, which now falls to just a few members.

2. Weeks Library Trustees Appointments

The Weeks Library Trustees have recommended Kari Bivona and David Phreaner for reappointment as alternates.

MOTION: J. Connelly moved to approve the reappointment of Kari Bivona and David Phreaner as Weeks Library Trustee alternates. Their terms will expire in March 2023. Second – R. Bunnell; all in favor. MOTION CARRIED

Marcia McLaughlin, Weeks Library Trustee, announced that Chris Peters is now the Chair of the Weeks Library Trustees. M. McLaughlin is the official liaison for the Weeks Library.

V. OLD BUSINESS

1. Coakley Update

TA Scruton informed the Board that the Coakley Executive Group meeting has been rescheduled twice; an update was not available. The meeting has been rescheduled to Wednesday, March 23rd, 9:00 a.m.

2. Consent Agenda

Consent agendas were briefly discussed at the last meeting. An example of a consent agenda was included in the Board packet. TA Scruton noted that a number of towns use consent agendas. This type of agenda consists of non-controversial items. Any member can make a motion to remove an item from the consent agenda if it needs to be discussed. Otherwise, the Board takes a single vote to accept/approve the items on the consent agenda. Consent agendas can save time at a Board meeting. TA Scruton stated that the goal was to make the meetings more efficient, adding the Board could try consent agendas for a few meetings. If they did not like using consent agendas, they did not have to be used. S. Smith suggested using consent agendas for a trial period. TA Scruton recommended the cut-off for any adjustments to the consent agenda be noon on the day of the meeting, giving the office time to make any changes and/or amendments.

MOTION: R. Winsor moved to approve the use of consent agendas at Board of Selectmen meetings. Note that the cut-off time for suggested changes or removals from the consent agenda would be noon on the day of the meeting. Second – V. Morgan; all in favor. MOTION CARRIED

3. Other Old Business

Performance Reviews: R. Bunnell noted that performance reviews had not been done and there are a few staff members who report to the Selectmen. V. Morgan stated he has done performance reviews in

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the past and were an important part of running any organization. Performance reviews provide the Board with a record. V. Morgan and R. Winsor agreed that performance reviews should be done on an annual basis. R. Winsor added that if the Board wanted to be effective, more than that needs to be done; annual reviews are necessary. If, during an annual review, the Board learned something they did not know, they failed as leaders. Liaisons provide ongoing feedback with the department head opposed to sitting down once a year. R. Winsor stated he did like the liaison part of it but was unsure of the structure, adding he did not have the time to do that and was not available during the week. V. Morgan stated that liaisons were not structured but rather touching base with the department head. It formed a communication between the Board of Selectmen and the department.

S. Smith noted that performance reviews needed to be more structured. J. Connelly suggested that rather than liaisons, department heads or Board chairs meet with the Board every couple of months to provide updates or concerns. R. Winsor responded there was value in that; the challenge with a liaison was that there would be one representative and not a broad perspective. Ultimately, all Selectmen make the decisions. S. Smith added that often the Board does not hear from other boards or commissions until there is an issue or it is budget season. It would behoove the Board to meet regularly with those boards and commissions.

R. Bunnell volunteered to review the performance review that was used in the past and add more structure. R. Winsor also offered to help, if needed. C. Hussey suggested that due to the growth in Town, the Board should look at an HR contractor to provide oversight; rules change quickly. J. Connelly noted that a payroll company typically has an HR department that can provide guidance with an HR policy and suggested it be looked into. TA Scruton stated that a QuickBooks expert had been hired to help improve the finance area. QuickBooks also offers a payroll service. The QuickBooks expert stated that things needed to be more streamlined before a payroll company could be hired. TA Scruton noted that things are improving.

R. Bunnell stated that coming from the School Board, they have three finance staff that are full-time and an HR representative, which is a shared resource between multiple communities. The Town did not have that at their disposal.

TA Scruton informed the Board that he has received a couple of applications for the Finance Director position. He hopes to review those applications at the next meeting. The position is being advertised through NHMA. J. Connelly commented that he hoped the next Finance Director had good knowledge of projections to encumber funds so the Board would be aware of how much was available to buy down the tax rate. TA Scruton noted that municipal experience was specifically targeted. Advertising was done through the New Hampshire Municipal Association.

R. Winsor asked TA Scruton to review boards/commissions that would need to meet with the Selectmen. How many times would the Selectmen meet with them each year? R. Winsor's goal was to meet with various boards/commissions three or four times a year. Department heads would be a different level.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Use of Town Green

The Greenland Community Congregational Church has requested the use of the Town Green (Bandstand area) for an Easter Egg Hunt on Saturday, April 09, 2022, from 8 am to Noon. They have also requested use of the Town Green for a Sunrise Service on Sunday, April 17, 2022. This has been done in the past.

MOTION: R. Winsor moved to approve the use of the Town Green by the Greenland Community Congregational Church for an Easter Egg Hunt on Saturday, April 09, 2022, from 8 am to Noon, and a Sunrise Service on Sunday, April 17, 2022. Second – J. Connelly; all in favor. MOTION CARRIED

3. Other New Business

Liaisons: R. Bunnell's focus was on the Town departments rather than boards and commissions. TA Scruton stated that the big areas of the Town were fire, police, emergency management/health officer, Town Hall, Transfer Station, and public works/roads. V. Morgan added the Library had a liaison in the past. M. McLaughlin stated that she attends the Board of Selectmen meetings on a regular basis when she was in Town. She offered to be the Library liaison. TA Scruton noted the Library was included in the boards and commissions. Further discussion was continued to the next meeting.

VII. ACCOUNTS PAYABLE – THURSDAY, MARCH 17, 2022

1. Payroll Manifest 22-06

MOTION: J. Connelly moved to approve the Payroll Manifest, pay date March 17, 2022. Gross amount, excluding payroll liabilities: \$68,344.33. Second – R. Winsor; all in favor. MOTION CARRIED

2. General Fund Manifest 22-06

MOTION: R. Winsor moved to approve the General Fund Manifest of Unpaid Bills Detail as of March 17, 2022, in the amount of \$306,743.61. This manifest includes a payment to the Greenland School District in the amount of \$180,000. Second – V. Morgan; all in favor. MOTION CARRIED

VIII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:55 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

NEXT MEETING

Monday, March 28, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant