



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, July 18, 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

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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. APPOINTMENTS**

**1. Marge Morgan, Town Clerk/Tax Collector: Deed Waivers, Unregistered Dogs**

Marge Morgan, Town Clerk/Tax Collector, reviewed the list of unregistered dogs. That list will be given to the Police Department for collection purposes. There are slightly over 800 dogs in Greenland; 23 remain unregistered. Letters have been sent and phone calls made to dog owners reminding them to register their dog. M. Morgan explained that the Police Department will issue a civil forfeiture warrant for the owner to register their dog.

M. Morgan updated the Board that she had deed waivers for two properties in Town (R22, 15A and R22, 15). Those properties will be going into conservation; M. Morgan expects it to be resolved by October. Deed waivers signed by the Board will avoid the properties being deeded.

M. Morgan explained that the owner of the third property has been struggling financially. M. Morgan will often call the owner and she will come in and pay what she can afford.

M. Morgan further stated that of the 1,800 properties in Town, that only three were in danger of being deeded. She noted that over \$8.9 million was sent out in real estate taxes. As of today, only \$333,000 was left to collect.

J. Connelly commented that he had read the City of Portsmouth was postponing their revaluation. M. Morgan stated revaluations are done every five years and Greenland would be revaluated in 2023. J. Connelly questioned why they would postpone and if it was something Greenland would consider. S. Smith stated he would find out for the next meeting. TA Scruton noted that the Town portion of the tax rate was set by the budget and it was the distribution that changes with the assessments. If an individual's house was taxed more, the tax rate may not change depending on how evenly distributed the increases are in the evaluation of the properties. R. Winsor stated it would be interesting to see if there was an opportunity to stretch a five-year cycle into six years, saving one cycle every five cycles. Can a five-year cycle continuously be stretched to six years? From the Town's perspective, stretching it to six years may be cost effective. TA Scruton noted the equalization rate was 73.6 and the Town is

under-assessed by almost 30%. The assessed value does not equal the market value. The equalization ratio helps bring the assessed value closer to market value.

2. Eric Weinrieb, Altus Engineering: Roads Update

Eric Weinrieb, Altus Engineering, updated the Board on roads. There was only one bid received for crack sealing; the company is a State of New Hampshire approved contractor. Altus Engineering used material following DOT standards for the bid. The bid came in at \$49,148 for the roads discussed by the Board (copy on file). An alternate bid by the same company was also submitted at approximately half the price (\$25,465). E. Weinrieb explained the company submitted all supporting information on the materials. Their process and materials used are slightly different. Altus Engineering has looked at some of the roads they have done; the roads appear to be holding up.

E. Weinrieb recommended the alternate bid, with the possibility of expanding the scope to crack seal more roads. He noted there were a couple areas that did not look good. He wanted to make sure the crack sealing was monitored and would require oversight for quality control and quantity. If there was no oversight, they were going to go fast. Altus Engineering will have someone monitoring.

R. Bunnell questioned why there was only one bid. E. Weinrieb responded it was a product of the times; everyone was extremely busy. R. Winsor questioned the life expectancy of crack sealing. E. Weinrieb explained it would extend the road life three to five years. By using crack sealing, the water is stopped from going through the pavement surface. When water gets into the gravels, it can freeze and the pavement breaks up. J. Connelly asked if this was their proprietary mixture. E. Weinrieb responded it was not but was a mixture they were using as well as some the other larger companies not doing State work. The State does not allow it but other communities have, including Portsmouth, Hampton Falls, Keene, and Rochester. E. Weinrieb and the Selectmen were comfortable with the alternate bid.

E. Weinrieb stated that the striping RFP was out and bids are due on July 28<sup>th</sup>. It is structured so the roads to be repaved will not be striped. The Board reviewed the Invitation to Bid for Roadway Improvements. The bid included a list of roads to be either reclaimed, reconstructed, or sections repaired (copy on file). There are approximately 11,000 sq. yards of pavement repair and may have to be done as a separate bid.

MOTION: R. Winsor moved to accept the bid estimate of \$25,465 for the alternative product from Sealcoating Inc. for the crack sealing as quoted. Funding is to be taken from the Road Maintenance CRF. Second – V. Morgan; all in favor. MOTION CARRIED

It was noted that the bid included the clause ‘streets may be added or removed as the budget allows’. Additional streets will require a secondary motion by the Board to use funds from the Road Maintenance CRF. TA Scruton commented that a member of the Trustees of the Trust Funds stated they may have put some funds in the incorrect Road Maintenance CRF. Funds may need to be moved from the Road Maintenance CRF controlled by the Selectmen to the Municipal & Regional Transportation Improvement Fund (formerly known as General Road Maintenance CRF). The issue of the funds with similar names was discovered prior to the Deliberative Session earlier this year. The Trustees corrected and transferred approximately \$600,000 from that fund to the CRF controlled by the Selectmen; a Trustee thinks some funds may have to be transferred back into the Municipal & Regional Transportation Improvement Fund. If funds have to be transferred, it would be slightly over \$100,000 bringing the Road Maintenance CRF to \$864,000. TA Scruton felt that should be sufficient to cover the road projects; however, it may reduce the available contingency. He further explained the Selectmen

## DRAFT: SUBJECT TO CHANGE

are not agents to expend from the Municipal & Regional Transportation Improvement Fund, it must be done through a Town vote. Both funds are used for road maintenance.

R. Winsor noted that decisions were made based on those facts for budgets, etc. TA Scruton responded it was part of the challenge going into Deliberative Session. There were warrant articles that were rescinded at Deliberative Session based on the movement of funds. R. Bunnell suggested that a Selectman attend the next Trustees of Trust Funds meeting to address the issue. TA Scruton stated that the fund was established in 2006 and part of the challenge will be to follow the money trail. The fund was established by authorizing the Town Clerk to collect \$2.50 per motor vehicle registration. M. Morgan prepared a report for the Trustees showing how much money should have been put into that fund. The report indicates there should be approximately \$200,000; the current balance is \$107,000. Withdrawals from that account were not noted but should be included.

Responding to a question from R. Bunnell, TA Scruton stated the time period is out of scope for the auditors. The auditors only looked at 2021. TA Scruton continued both are highway funds. There is a possibility of discussing the use with the Trustees. R. Winsor questioned if there was another solution to the problem. S. Smith stated it should have been resolved by changing the name of the fund. TA Scruton added they were encouraged to change the name; however, looking at the most recent statement, the name has not been changed yet. V. Morgan suggested a Trustee be in attendance at the next Selectmen's meeting.

There was a brief update on the rail trail. S. Smith indicated it was still moving forward. Certain areas will be paved but the main trail will be a heavy stone dust surface.

R. Bunnell asked if there was clarity on Brackett Road as discussed at the last meeting. S. Smith stated that when reviewing the last map, the length of road plowed by the Town is approximately 150 yards. R. Winsor suggested deeds be researched. TA Scruton pointed out that the Town has been plowing that area for a number of years. TA Scruton stated it could become a legal issue. The Board would like clarification. TA Scruton reminded the Board of a similar situation with Waters Edge. There was a very brief discussion about the road classification and the possibility of changing the classification. TA Scruton will contact the Town Attorney.

### II. PUBLIC COMMENTS

There were no public comments.

### III. APPROVAL OF MINUTES

#### 1. Tuesday, July 05, 2022

R. Bunnell amended the minutes prior to the meeting. He clarified the discussion regarding body cameras: *R Bunnell did not see it for a small town like Greenland.* Amended to: *R. Bunnell did not see it mandated for a small town like Greenland. He suggested a community outreach for opinions and would like to understand how the officers felt about it. He also was curious about other town experiences and the potential liabilities to the Town.*

MOTION: R. Winsor moved to approve the minutes of Tuesday, July 05, 2022, as amended. Second – V. Morgan; four in favor, one abstained (J. Connelly). MOTION CARRIED

#### IV. OLD BUSINESS

##### 1. Coakley Update

TA Scruton updated the Board that the Final Report of the Commission on the Seacoast Cancer Cluster Investigation is available in the office. The next meeting of the Coakley Group Executive Committee will be on Wednesday, July 27<sup>th</sup>, 2022, at 9:00 am, Portsmouth City Hall. An email was received from EPA with an update on the Bedrock Report. The Board also received a copy of a recent newspaper article regarding Berry Brook, which has not been cleaned up in over three years as required.

##### 2. Other Old Business

There was no 'Other Old Business' to discuss.

#### V. NEW BUSINESS AND ADMINISTRATIVE

##### 1. Closure of Church Lane for Memorial Services

Reverend Mark Brockmeier, Greenland Congregational Church, has requested that Church Lane be closed on Thursday, August 11<sup>th</sup>, from 10:00 am until noon, for the memorial service for Paul and Betsy Webber, former Greenland residents.

MOTION: R. Winsor moved to approve the closure of Church Lane on Thursday, August 11, 2022, from 10:00 am until noon, for the memorial service for Paul and Betsy Webber. Second – V. Morgan; all in favor. MOTION CARRIED

S. Smith or J. Lord will close off Church Lane with cones and barricades.

##### 2. Budget Discussion

The Board received the latest budget update through July 11, 2022. TA Scruton stated departments were trending pretty good despite the low budget this year. TA Scruton briefly reviewed areas of the budget, reminding the Board that snow removal for November and December will come out of the current budget. He commended department heads for managing their budgets. V. Morgan questioned 'Special Assessments'. TA Scruton stated it may be wait times for Covanta but will look into.

TA Scruton noted the Town is using Waste Management. He spoke to a Troiano driver (Troiano is the Town's trucking company). Waste Management charges over \$400 per load; Troiano charges \$235. Even with wait times, Troiano was more cost effective. Troiano had no problems with the first delivery and were very grateful to the Board for not renewing the Covanta contract.

The first line of the budget is income and not broken into categories on the attached report. R. Winsor asked if there were any unusually high expense months expected in the second half. TA Scruton stated November and December were possible for snow removal. Stipends are also issued in December.

Cans have not been recycled recently. V. Morgan noted that metals are down.

3. Digital Selectmen's Informational Packets

At the last meeting, the Board discussed their concern with printed informational packets. The discussion centered around the printing of large documents. TA Scruton noted there are some towns that use iPads, tablets, or laptops during meetings rather than paper packets. R. Winsor stated his first inclination was 'no' but may not be a bad idea if they could be used across Boards. V. Morgan is a 'paper guy' and would like to think about it. S. Smith recommended tablets on a trial basis. R. Bunnell noted the time spent preparing the packets needed to be considered. R. Bunnell suggested Chromebooks. Further discussion was continued until more information was available.

MOTION: S. Smith moved to table further discussion. Second – V. Morgan; all in favor. MOTION CARRIED

4. Other New Business

Personnel Policy: S. Smith stated the Board needed to review the compensation section of the Personnel Policy, specifically holiday pay and some leave policies. Chief Laurent updated the Board: several years ago, the Personnel Policy was reviewed. Parts of the Compensation section were referred to in hours, others in days. The policy was amended to reflect hours rather than days. The wording in the Personnel Policy was not amended. Fire personnel are paid 12 hours for holiday pay (they work 12-hour shifts); police are paid 8 hours (they work 8-hour shifts). Chief Laurent and Chief Cresta have met several times to resolve the issue without results. V. Morgan clarified that the Board needs to make it a common denominator.

Chief Cresta stated the entire Personnel Policy needs to be reviewed. Chief Laurent recommended the Compensation section be addressed first. Responding to V. Morgan's question about doing a workshop, TA Scruton recommended a subcommittee including Chief Laurent and Chief Cresta, himself and one or two Board members. R. Winsor stated that HR is dangerous territory. Chief Laurent clarified there is one policy that was interpreted differently. Straight pay for holidays was the concern. There was a brief discussion about bringing in an HR person. TA Scruton felt it was a good idea, not only for best practices but also for legal questions. Many payroll companies have HR services than can be included for an additional cost.

V. Morgan stated that department heads need to be included in any meetings regarding the Personnel Policy. R. Bunnell mentioned that the School has a HR representative if TA Scruton wanted to contact that person. TA Scruton will contact PRIMEX and NHMA.

Wages: R. Bunnell prepared a wage comparison using annual reports from various towns. Chief Laurent also prepared a wage comparison of police in surrounding towns. Her list included base pay, position, and number of years. Responding to a question from R. Winsor, Chief Laurent stated that she used the average wage, discarding the high and low, using 5 years.

It was noted by V. Morgan that the report done by R. Bunnell was a good overall assessment but there were variables that needed to be considered.

Further discussion on the Personnel Policy was continued.

**VI. CONSENT AGENDA**

1. Landscaping Bond: 309 Portsmouth Avenue – Altus Engineering and Mark Fougere, Planning Board Consultant, have approved a landscaping bond for 309 Portsmouth Avenue (Mercedes-Benz dealership) in the amount of \$8,834.70.
2. Payroll Manifest: \$72,904.87
3. General Fund Manifest: Total - \$217,171.20 (Town: \$123,156.45; Library: \$94,014.75)

MOTION: R. Winsor moved to approve the Consent Agenda as presented. Second – V. Morgan; all in favor. MOTION CARRIED

**VII. NON-PUBLIC**

1. Personnel: RSA 91-A:3, II(a)

MOTION: V. Morgan moved to enter into non-public session under RSA 91-A:3, II (a), at 7:40 pm. Second – R. Winsor; roll call vote: J. Connelly – yes, R. Winsor – yes, R. Bunnell – yes, V. Morgan – yes, S. Smith – yes; all in favor. MOTION CARRIED

MOTION: V. Morgan moved to leave non-public session and return to public session at 7:58 pm. Second – S. Smith; roll call vote: J. Connelly – yes, R. Winsor – yes, R. Bunnell – yes, V. Morgan – yes, S. Smith – yes; all in favor. MOTION CARRIED

MOTION: R. Winsor moved to seal the minutes of the non-public session: it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board. Second – R. Bunnell; roll call vote: J. Connelly – yes, R. Winsor – yes, R. Bunnell – yes, V. Morgan – yes, S. Smith – yes; all in favor. MOTION CARRIED

**.IX. ADJOURNMENT**

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

**NEXT MEETING**

Monday, August 01, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant