



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, August 01, 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: Pamela Diamantis, Dennis Malloy – Trustees of Trust Funds, Marcia McLaughlin – Weeks Public Library Trustee

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. Trustees of Trust Funds: Road Maintenance Capital Reserve Funds

Pamela Diamantis and Dennis Malloy, Trustees of the Trust Funds, were present to discuss the Road Maintenance Capital Reserve Funds with the Board. P. Diamantis apologized for the confusion by their error of transfers. The Trustees transferred funds in late 2021 into the wrong account; the error was compounded when they tried to correct it. They have spent time looking at the history of the funds as did TA Scruton and the Town Clerk's office.

The Trustees of the Trust Funds met with TA Scruton and S. Smith prior to the Selectmen's meeting. They reviewed both sets of numbers. Both sets of numbers were so close, they agreed to transfer \$86,986.19 from the Road Maintenance CRF (the Selectmen's fund) to the Municipal and Regional Transportation Improvement Fund (vehicle registration fees). The balance in the Road Maintenance CRF, based on the July 30th market value, will be approximately \$882,871.30; the Municipal and Regional Transportation Improvement Fund will be approximately \$198,547.82. P. Diamantis noted there are marketable securities in those funds that fluctuate.

P. Diamantis clarified that TA Scruton requested the Trustees rename the Road Maintenance Fund (vehicle registration fees) to the Municipal and Regional Transportation Improvement Fund. S. Smith added that request was made earlier in the year and the change has not caught up yet.

R. Bunnell questioned the marketable securities. P. Diamantis, responding to a question from R. Bunnell, stated the Town is authorized to do that due to the type of funds; they are invested for the long term and are with Charles Schwab. P. Diamantis clarified that the Selectmen's funds were money market funds at Schwab bank. Investments are chosen with the Schwab advisor. D. Malloy added it follows with their annually adopted Investment Policy. R. Bunnell questioned the type of funds because of the current market and fees charged by investment advisors.

R. Winsor stated that at the last Town Meeting he explained to residents there had been an error made in transferring funds between accounts. He questioned what the Trustees were doing, procedurally, to

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ensure this did not happen again. P. Diamantis stated the Trustees have very stringent procedures. When it was brought to their attention, they requested an external audit. It was suggested they try to work through the numbers first; the Town Administrator also worked through the numbers. The numbers from the Trustees and Town Administrator were very close. The Trustees handle over 24 accounts, and this was the only problem they have had. R. Winsor stated that because it had happened twice within a year, they needed a better procedure in place.

S. Smith noted that changing the name on the account will help. Having two funds with similar names, it is easy to make an error. R. Winsor questioned the checks and balances, the second set of eyes and the procedure to prevent it from happening in the future. P. Diamantis stated they may have caught it faster if transfers were printed when they were made and reviewed. R. Winsor stated he wanted to see a written procedure from the Trustees. Annual decisions were made based on availability of funds.

TA Scruton stated that the Trustees of the Trust Funds have moved accounts over the years and errors could have occurred at that point. It is important to monitor the accounts when transfers are made to make sure the appropriate balance is moved to the correct account.

J. Connelly questioned if the name change would have any effect on Charles Schwab. P. Diamantis stated the Trustees would have to officially re-establish the account with Charles Schwab under the new name. R. Bunnell questioned if the name change required a public vote because the names are in the warrant. TA Scruton responded it was best housekeeping but was a matter for the Trustees to be in compliance with the vote. R. Bunnell stated the Trust has to be the same name as the warrant article. TA Scruton noted that Charles Schwab may have some requirements for account names (number of characters). D. Malloy will discuss that issue at the Trustees of the Trust Funds meeting on Friday, August 19th. R. Winsor recommended they meet with the Selectmen after their meeting. TA Scruton pointed out that the 2022 Town Meeting voted on Article 13 as the Municipal and Regional Transportation Improvement Fund.

II. PUBLIC HEARING

1. Acceptance of Donation: National Night Out – Police Department

The Police Department received a generous donation for National Night Out from Dr. John Chiou, in the amount of \$1,000. Dr. Chiou and his family live in Greenland. The Police Department will be sending a thank you note.

S. Smith opened the meeting to public comments. Marcia McLaughlin, 47 Nantucket Place: Great idea! There being no further comments, S. Smith closed the public hearing and returned to the Board.

MOTION: J. Connelly moved to accept and expend the donation from Dr. Chiou in the amount of \$1,000 for National Night Out on Tuesday, August 02, 2022. Second – R. Winsor; all in favor. MOTION CARRIED

III. PUBLIC COMMENTS

TA Scruton informed the Board that a resident had inquired if he could put a tree in the cul-de-sac at Red Oak Drive (off Stone Meadow Way). R. Winsor recommended adding the following stipulation: it does not impact the stormwater runoff design. J. Connelly asked if there was an HOA that would pay for an arborist; R. Winsor stated there was not an HOA. The consensus of the Board was that planting the tree was fine as long as it did not impact the stormwater runoff. If the tree presents a problem or disrupts the stormwater flow in that area, the tree could be cut down.

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S. Smith thanked BK Property Works for the extension to the Conference Room table. TA Scruton noted that the extension can be removed in the future, if needed. An invoice has not been received; TA Scruton stated the labor was donated and will let the Board know if a bill is received for the material. TA Scruton added it was very generous and took multiple days to complete; Ben Kalip did a great job.

IV. APPROVAL OF MINUTES

1. Monday, July 18, 2022

MOTION: R. Winsor moved to approve the minutes of Monday, July 18, 2022. Second – V. Morgan; all in favor. MOTION CARRIED

V. OLD BUSINESS

1. Coakley Update

The Board received an activity report that referenced the deep bedrock study and sampling. The next Coakley Executive Committee meeting will be late August.

2. Other Old Business

Personnel Policy: Primex will be contacted about reviewing the Personnel Policy.

Body Camera Grant: Chief Laurent asked R. Bunnell to update the Board regarding the grant for body cameras. The grant has been approved and Chief Laurent has 45 days to accept. The grant will cover the body cameras and a five-year agreement for storage and retrieval of videos. R. Bunnell met with Chief Laurent last week; he asked her to create a policy as well as a community outreach to inform the public that the Town's police officers will be wearing body cameras. R. Winsor questioned the cost of storage and retrieval of videos after the five-year period. R. Bunnell stated that he was unaware of the cost after that period. J. Connelly suggested they start budgeting for the cost; R. Winsor was unsure if he wanted to do it. R. Bunnell stated Chief Laurent had 45 days to accept and it was probably 35 days now.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Weeks Library Easement

The Weeks Library Trustees have requested the Board of Selectmen sign the easement agreement that was negotiated between the Library Trustees and the Community Congregational Church. The Library Trustees do not have the statutory authority to accept the easement rights for the Town.

TA Scruton has spoken to Attorney Whitley, Drummond Woodsum. Attorney Whitley said it was a legal matter for the Board of Selectmen to accept and execute the easement that was agreed to between the Library and the Community Congregational Church at the time of the Library construction.

M. McLaughlin stated it was the culmination of a five-year process that began in August 2017. The Library Trustees started discussions with the Church before the warrant article was formulated to make sure the Church was in agreement regarding the driveway that has been shared for a number of years. S. Smith noted that the Parish House septic system is in the Library's right-of-way and has been since it was installed. M. McLaughlin noted the Parish House window wells are also in the Library's right-of-way and the Selectmen executed that agreement.

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R. Winsor noted it was 'odd' that the Library could negotiate a contract but the Selectmen were authorized to sign the contract. TA Scruton stated that according to Attorney Whitley it was due to the land being managed by the Library Trustees. Board approval was needed to ratify the agreement as the Board was given authority to buy/sell land at a previous Town Meeting.

MOTION: R. Bunnell moved to sign and execute the Easement Agreement between the Town of Greenland, Weeks Public Library, by and through its Trustees, and the Community Congregational Church of Greenland. Second – V. Morgan; all in favor. MOTION CARRIED

2. Surplus Equipment

S. Smith and TA Scruton have looked at the inventory that has been stored in the Maintenance Building for the last several years and not used. S. Smith suggested some of the equipment be auctioned. TA Scruton stated department heads (including Police, Fire and Rec) will be given first choice. TA Scruton preferred an auction over sealed bids; auctions offer competitive bidding. There are online auction sites; the buyer would pay a buyer's premium of approximately 9%. For example: Municibid charges buyers a fee.

TA Scruton, responding to V. Morgan, stated that most of the equipment has not been started for several years. The trailer was last used in 2019, the ATV was never used (donated by a resident who was taking it to the dump; it was too small for the Rec Committee's needs). V. Morgan stated the longer the equipment was there, the less value it had. TA Scruton continued that the mowers are commercial grade and the mowing is outsourced; the Walker and Scag mowers are depreciating every year. V. Morgan did not see where the equipment would be used in the future. S. Smith stated the dump trailer and the snowblower attachment for the skid steer would hold some value but are not doing any good sitting there. The snowblower was used for two to three years.

R. Winsor stated that as a broader discussion, the Board should decide if they wanted to hire a Town maintenance person again and used the road work that was being done as an example of where oversight may be needed. Even though Greenland was not a big town, it was big enough to hire someone who could keep an eye on things. V. Morgan responded that was a good topic for another discussion. V. Morgan pointed out that even if an individual was hired, the equipment was outdated and the Town should get 'the best bang for our buck'. He was sure the Board did not want to spend a lot of time, effort, and money on repairing equipment should that position be filled.

After a brief discussion, the Board agreed to sell/auction some of the inventory. TA Scruton stated there is a snowplow and sander for the truck; the hardware for the plow and sander are on the truck. The sander is almost brand new and is not rusted. TA Scruton recommended if the Board wanted to keep the plow they should keep the sander. V. Morgan suggested that an appraisal of the trailer be made. The Town will keep the trailer, plow, and sander. TA Scruton confirmed that the Board agreed to auction equipment through Municibid.

MOTION: R. Winsor moved to auction equipment not to include the trailer, plow, and sander. Second – V. Morgan; all in favor. MOTION CARRIED

TA Scruton will include any inventory that is not of any consequence to the Town.

3. Other New Business

Pavement marking bids were discussed; recommendations from Altus Engineering have not been received. Bids came in at \$17,498.25 (Markings, Inc.) and \$19,774 (K5 Corporation). The email from Altus Engineering indicated the bids were very close and would have to be evaluated further.

A pre-bid meeting for paving will be held at the Town Hall on Tuesday morning, August 02, 2022. Bids are due to Altus Engineering by 3:30 pm on Tuesday, August 09, 2022. Work may start on or after August 22, 2022. R. Winsor suggested starting the process earlier next year.

VII. CONSENT AGENDA

1. Permit for a Storage Box – New Generations (NH Catholic Charities) has submitted a permit to place a storage box on their property for six months. They plan to put the box adjacent to the sign on Rt. 33. Placing the box in that location could block the sight line for traffic exiting Tide Mill Road onto Rt. 33. In addition, the Zoning Ordinance does not allow storage trailers/boxes except for the purpose of construction or a bona fide emergency. New Generations will be converting the barn into office space and needs a place to store items.

TA Scruton has discussed the request from New Generations for a storage box with the Building Inspector. New Generations would like to locate the box adjacent to their sign on Rt. 33. The Building Inspector clarified that would not be allowed: it would be in the DOT right-of-way and would have to be moved for safety and visibility. The Building Inspector has spoken to New Generations and told them it would have to be 75 feet from the center line.

2. Payroll Manifest: \$72,387.18

3. General Fund Manifest: Total - \$1,286,911.25 (Town: \$ 151,911.25; School: \$1,135,000)

4. Police Special Revenue Fund Manifest: \$2,689

MOTION: R. Winsor moved to approve the Consent Agenda as presented with the caveat that the storage box for New Generations is placed outside of the 75-foot DOT right-of-way. Second – R. Bunnell; all in favor. MOTION CARRIED

S. Smith reminded the Board that Tuesday, August 02nd was National Night Out from 5:00 to 7:30.

VIII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:21 p.m. Second – R. Bunnell; all in favor. MOTION CARRIED

NEXT MEETING

Monday, August 15, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant