



**BOARD OF SELECTMEN**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, November 07, 2022 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Vaughan Morgan, Steve Smith, Richard Winsor  
Staff Present: Paul Sanderson, 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. PUBLIC COMMENTS**

Christine Peters, Chairman - Weeks Library Trustees, cordially invited the Board of Selectmen to the Library's celebration on Thursday, November 17, 2022, at the Weeks Library, at 4:30 pm. They are celebrating The Friends of the Library being awarded the 2022 Sue Palmatier Award for Friends Groups of the Year by the NH Library Trustee's Board of Directors. The Weeks Library map of Greenland, which was restored by the Greenland Historical Society with help of Friends' funding, will be unveiled during the ceremony. A quilt donated by a Greenland resident who passed away last year will also be raffled. Proceeds will benefit the Friends of the Library, the Greenland Historical Society, and Greenland School.

**II. APPROVAL OF MINUTES**

1. Monday, October 24, 2022

MOTION: R. Winsor moved to approve the minutes of Monday, October 24, 2022. Second – V. Morgan; all in favor. MOTION CARRIED

2. Monday, October 31, 2022

MOTION: R. Winsor moved to approve the minutes of Monday, October 31, 2022. Second – V. Morgan; four in favor, one abstained (J. Connelly). MOTION CARRIED

**III. OLD BUSINESS**

1. Coakley Update

TA Sanderson reminded the Board that the EPA and NHDES will be holding an in-person meeting on Monday, November 14, 2022, at Bethany Church, from 6:30 pm to 8:00 pm. This will be an opportunity to hear from the EPA and NHDES. It will be an open format meeting.

## 2. School Crosswalk

TA Sanderson stated that both crosswalks on Post Road are under review. NHDOT determined that the concrete foundations for the crosswalk being installed by the school are for rectangular retro flashing beacons. They are incorrect, under spec and too close to the side of the road and could be wiped out by a plow. DOT has reviewed the crosswalk and found the same problems. A Zoom meeting is scheduled for Tuesday, November 08<sup>th</sup>, with TA Sanderson, Chief Laurent, and representatives from the school to address the concerns.

TA Sanderson explained that under the Manual of Uniform Traffic Control Devices crosswalks are not put in an area without a signalized intersection. People are coming down the hill at full speed, not realizing there is a school zone and going through the crosswalk at full speed. That is more dangerous than not having a crosswalk. Coming in the opposite direction, drivers have a left-hand vertical curve coming up a hill and not good site distance. Drivers accelerate coming in both directions.

A combination of things may work better, including pavement markings. There are currently no pavement markings; there is a small flashing sign indicating school is in session. During the Zoom call, they will be discussing options within the MUTCD to take to District 6. They may be able to do something with pavement markings, which is their responsibility because it is a State road. Pedestrian traffic in that area must also be considered: should crossing be encouraged at all. It may make more sense for a sidewalk on the school side for pedestrians from Bramber Green as well as students walking safely to Maloney Field. S. Smith added students walking to Maloney Field after school was a bigger concern.

TA Sanderson noted that a decision has not been made. It may be advantageous for all involved to work with DOT on pavement markings and not do the second crosswalk but rather continue the sidewalk on the school side to facilitate safer pedestrian movement down to the Town Hall area.

R. Winsor asked if there was any way to have DOT consider traffic calming measures, including chokepoints. TA Sanderson noted this was an opportunity to speak with DOT. There is a crosswalk in a place that DOT approved without any pavement markings that is a serious deficiency. R. Winsor stated it would be beneficial to the Town if that section could be funneled down.

J. Connelly questioned who would be responsible for the cost of the sidewalk. TA Sanderson responded that the State would have to approve it because it is adjacent to the State right-of-way. The State will not build or maintain sidewalks; they will permit them.

## 3. Budget Update

TA Sanderson updated the Board on the Town budget. The budget is being built differently and it has been very difficult to verify numbers with the current accounting system. The budget is almost finished; TA Sanderson has a few remaining budget lines to verify.

In addition to audit findings with the accounting system, there were audit findings with the Town's IT system. TA Sanderson noted that the Microsoft software currently used in the Town Hall was a home account shared by five users. The Town Hall, Library, Fire Department and Police Department each have their own IT specialists, policies, equipment, and software. There are reasons why the Town cannot have one complete network that works together. TA Sanderson continued there is no standardization of emails or basic office programs between departments. A consultant needs to come in and design a

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system that would work across departments, leaving proprietary use within departments. The number of computers is unknown as is the 'age' of the computers. TA Sanderson stated there are challenges with equipment, software, and security. The Board will need to discuss how to address those issues and include a number for the budget.

TA Sanderson further explained that QuickBooks, the current accounting software, was not designed to do fund accounting. The account structure cannot provide the information needed for DRA reports and those must be done manually.

J. Connelly asked if a warrant article was possible for technology similar to the school. TA Sanderson responded that could be done. R. Bunnell noted the risk was that if the warrant article did not pass, funds could not be spent. S. Smith added that the warrant article would have to be written in a specific way. TA Sanderson stated the Board could include it in the operating budget.

R. Winsor questioned if a second server would be needed, adding this discussion sounded expensive. TA Sanderson responded there is a server, but it was going to need additional work to integrate it with others. Hardware is inexpensive; the accounting software could be in the \$40,000 range.

R. Bunnell was not a fan of the Town Office connecting to the Police Department due to different functions. He was on board with standardization. He agreed there should be a warrant article to start improving on the Town technology; it should also be included in the operating budget to start upgrading. R. Bunnell added that Microsoft in the cloud (Office 365) is very good now and inexpensive. He suggested it be done now and documents stored in the cloud; R. Winsor agreed. TA Sanderson recommended encumbering funds for hardware and software upgrades. Potentially there will be a warrant article for technology.

J. Connelly noted the challenge would be finding an IT specialist and there needs to be serious vetting. TA Sanderson stated the Police Department was using an IT specialist they were happy with and that may be a good place to start. R. Winsor questioned if it was possible to segregate the proprietary information with one system. R. Bunnell responded that one network was possible, but training would be needed so employees understood the technical controls. J. Connelly suggested contacting the IT specialist at the school.

Wages were discussed. TA Sanderson will provide the Board with a spreadsheet that will allow them to enter wages at different percentages and see the budget impact. TA Sanderson asked the Board if they preferred percentages based on department head recommendations or the same increase for all employees. The consensus was one percentage across the board. TA Sanderson stated that with one percentage, everyone is treated the same way. The problem is that people on the lower end do not receive the same number of dollars as the people on the upper end. R. Bunnell stated that based on fairness, he was fine with the same percentage across the board. However, he would like to see a comparison with other communities. R. Bunnell continued that in some places the Town was paying above average; in some places the Town was not. R. Winsor stated that he was trained to deal with any outstanding roles that are not at the level they should be, are dealt with separately. Responding to J. Connelly, R. Winsor clarified that the Board was discussing reasonable wages to get employees up to the market rate. V. Morgan stated he would be good with that; his concern with 3% across the board as done in the past, was that the person at a higher salary makes more than the person at a lower salary. He suggested the increase be averaged so every employee got the same amount. J. Connelly felt that may be merit based. TA Sanderson's goal was to have the budget to the Board by the end of the week.

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TA Sanderson informed the Board that the overall projected revenue may be down. The revenues were artificially inflated last year due to capital reserve transfers that were done for road maintenance and repairs. Due to the new tax rate, less property tax will be collected on more valuable property. TA Sanderson warned the Board that it will be a challenging year. R. Winsor stated, 'if there were ever a time to be fiscally responsible, it is now'.

### 4. Other Old Business

There was no 'Other Old Business'.

## IV. NEW BUSINESS AND ADMINISTRATIVE

### 1. Bond Reduction: Founders Square

Jones and Beach Engineers have requested a reduction in the site stabilization bond for Founders Square (formerly 410 Portsmouth Avenue). Altus Engineering has reviewed the request and approved a reduction from \$88,485 to \$8,664.

MOTION: R. Winsor moved to approve the requested reduction in the site stabilization bond for Founders Square from \$88,485 to \$8,664 as recommended by Altus Engineering. Second – V. Morgan; all in favor. MOTION CARRIED

### 2. Highway Block Grant

TA Sanderson explained that Greenland has received the quarterly Block Grant for NHDOT in the amount of \$28,291.01 for the FY23 October payment. The Board must accept and expend the grant.

MOTION: R. Winsor moved to accept and expend the Highway Block Grant in the amount of \$28,291.01. Second – J. Connelly; all in favor. MOTION CARRIED

### 3. Tax Rate Setting

TA Sanderson announced that as of Monday, October 31, 2022, the tax rate has been set and approved by DRA. The Board signed a document from the Town Clerk approving the tax rate; tax bills will be mailed this week. The approved tax rate will be less than the 2022 rate of \$18.72; the 2023 rate will be \$18.09, a reduction of \$0.63.

MOTION: R. Winsor moved to approve the warrant for 2022, Period 2. The tax rate, as approved by DRA, will be \$18.09. Second – V. Morgan; all in favor. MOTION CARRIED

### 4. Other New Business

Transfer Station Stickers: TA Sanderson informed the Selectmen that the Transfer Station employees have noticed many residents did not have a sticker and there was significant non-compliance. Selectmen were asked how they wanted to handle enforcement. It could be educational and provide information to the residents on the cost of disposing of solid waste, why it is important to have a sticker, and why the revenue is important. The educational part is protective of the Town's employees in avoiding altercations with residents who may become verbally abusive. TA Sanderson will be reporting

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to the Selectmen how much the Transfer Station is in arrears and in the red. The Selectmen may want to consider a paper bag system, significant fee increases or significant restrictions on what can be dumped and when the facility can be accessed. TA Sanderson's recommendation would be to let residents know that if they do not have a sticker, please go home. V. Morgan agreed it needed to be enforced before it got out of control.

R. Winsor questioned how it would be handled if a resident had one sticker but two vehicles. TA Sanderson responded the Transfer Station employees would let a resident in if it was one time and they knew them. However, there are residents who take advantage and have no intention of buying a sticker or recycling. TA Sanderson suggested a police officer could be at the Transfer Station as part of enforcement, saving the employees from dealing with the situation. Residents would be notified in advance that they must be in compliance or would be asked to leave.

R. Bunnell asked how the cost of the sticker compared to the Town's cost. The response: it was a fraction. R. Bunnell asked why the Town collected \$10. Response: it was used to offset the cost and so that people from other towns could not dump trash in Greenland. J. Connelly suggested a sticker for the second car cost \$5. Marge Morgan, Town Clerk, stated residents are asked when they register their vehicles if they need a sticker; some people just do not want a sticker.

TA Sanderson wanted to make sure the Town's employees were not in the middle of an altercation. R. Bunnell asked why have stickers at all or should the fees be increased to offset the actual costs. M. Morgan suggested charging every resident \$10. R. Winsor pointed out that stickers would still be needed to deter non-residents from using the Transfer Station.

TA Sanderson will work with Bob Grodin on education for residents. S. Smith suggested a flier as well as the Town website and Facebook page. J. Connelly would like a cost comparison with other towns.

NH Retirement System Audit: TA Sanderson advised the Board that the Town has been under an audit with the NH Retirement System since April 2022. Six audit observations were made at that time; three remain open. TA Sanderson explained the audit observations to the Board. TA Sanderson is working with the Finance Department to see how many employees are affected by the observations. If not treated seriously, the Town can be fined. J. Connelly asked if the Town had been advised of the audit observations in the past; TA Sanderson responded, 'not that I know of'. The Town's financial auditors do not audit retirement; that is done by the NHRS. R. Winsor asked if external help would be needed; TA Sanderson will let the Board know.

Audit: R. Bunnell requested that an RFP be sent out for audit services. He also asked TA Sanderson if he was related to the current auditors; TA Sanderson responded that he was not. TA Sanderson will review the current contract and report back to the Board.

Pancake Breakfast: The Vets will be having a Pancake Breakfast on Friday, November 11<sup>th</sup>, 7:00 am to 10:00 am.

### V. CONSENT AGENDA

1. Payroll Manifest: \$67,360.04
2. General Fund Manifest: Total - \$25,802.85 (Town)

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

### VI. ADJOURNMENT

MOTION: R. Bunnell moved to adjourn at 7:26 p.m. Second – R. Winsor; all in favor. MOTION CARRIED

### NEXT MEETING

Monday, November 21, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant