



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

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Tuesday, January 03, 2023 – 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

Also Present: Chief Tara Laurent – Police Department; Chief Ralph Cresta – Fire Department; Susan Parker – Greenland/Newington PDA Representative; Marcia McLaughlin – Library Trustee

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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.

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| <b>I. APPOINTMENT</b> |
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1. Transfer Station Update: Bob Grodan

Bob Grodan addressed the Board with concerns about the Transfer Station. In November 2022, the Board approved warnings being given to residents who did not have a Transfer Station sticker. Over the last two months, B. Grodan has seen 25 to 35 residents at the Transfer Station without stickers. B. Grodan asked the Board how they wanted him to handle the situation. R. Winsor stated that he did not want B. Grodan in the position of turning people away. B. Grodan responded that he did not want the other Transfer Station staff to get involved if there were any complaints and has taken on the role himself.

Responding to a question from R. Bunnell, B. Grodan stated he has not checked driver's licenses for proof of residency. Chief Laurent stated license plate numbers could be checked to see if a Transfer Station sticker has been paid for, or a courtesy call could be done for a couple of weeks. J. Connelly suggested parking a cruiser at the Transfer Station without an officer. Chief Laurent did not have a problem with that suggestion or receiving a call and stopping the resident at the bottom of the hill.

TA Sanderson noted that a lot of Transfer Station stickers have been issued through the Town Clerk's office due to the initial education of residents and voluntary compliance. TA Sanderson further explained that next year's figures for the Transfer Station will have an impact. The recycling contract with ecoMaine, which the Town did not pay, ends in 2023. There is an increase in hauling and tipping fees. The projected increase is approximately \$90,000. The Transfer Station will be front and center with the Board's management efforts this coming year. Fees will need to be reviewed and residents will need to be educated to reuse what they can.

R. Bunnell stated that it was time to look at Town services (garbage and recycling pick up). He would like a cost comparison done. TA Sanderson noted there was no time to make a comparison for the upcoming budget. The Board needed to help the Transfer Station staff; there was not any good news for the taxpayers. The alternatives were somewhere between bad and terrible.

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R. Bunnell noted that the Transfer Station stickers do not cost a lot and was not concerned about Greenland residents who did not have a sticker. He was concerned about non-residents using the Transfer Station. R. Bunnell did not think B. Grodan should be in a position to police residents who were not compliant. A plate number or license should be noted so the issue could be addressed with them. TA Sanderson recommended educating the consumer as soon as possible on the cost of disposal and suggest that they reduce and reuse whenever possible.

B. Grodan addressed trash pick-up. He noted that there would still need to be demo, which last year was approximately \$67,000; metal would also be needed and costs approximately \$20,000 per year. TA Sanderson noted that metal has no value in the market.

B. Grodan also addressed recycling. There are residents who only put cardboard boxes into recycling; they are not recycling bottles, newspapers, or cans. Residents have been seen dragging bags to throw into the trash bin. It costs approximately \$1,500 for trash (sent out twice a week). Recycling goes out three-quarters full once a week (currently hauled for free except for tipping fees). Money is being lost on recycling. B. Grodan noted the Town has been fined in the past by ecoMaine. He also explained the disposal of renovation materials and the need for a Transfer Station.

R. Winsor questioned the cost of placing a scale at the Transfer Station. A flat rate per pound could be charged. TA Sanderson noted that the flow of the Transfer Station is backwards: solid waste should be last. The route through the facility would have to be changed. TA Sanderson stated that the Transfer Station would have to stop accepting cash, moving to a cashless environment. Staff would need to be given the tools to check people in and charge accordingly. R. Winsor noted that the existing compactors are old-fashioned. There are compactors available now that compact more densely but are expensive. Compacting more densely would cost less for haulage.

B. Grodan was thanked by V. Morgan for updating the Board. V. Morgan suggested making a concerted effort to let residents know there are rules for compliance at the Transfer Station. There must be follow-through on enforcement of stickers. V. Morgan also suggested having a cruiser at the Transfer Station. V. Morgan noted that a \$10 sticker is approximately \$0.10 per trip to the Transfer Station; a \$20 sticker would be approximately \$0.20 per trip. He recommended that residents without a sticker be given one warning then denied access until they comply. Residents warned but still dumping would be fined. Anyone leaving trash on public land would be prosecuted to the fullest extent of the law. V. Morgan stated that something needed to be done: residents not complying should not be able to get away scot-free.

Transfer Station fees also need to be reviewed. A per bag charge was discussed. TA Sanderson explained that the municipality will normally purchase the bags and have them for sale at their town hall and town facility. The cost is usually \$1 to \$3 per bag. Only designated bags are allowed to be used at the town facility.

Chief Cresta commented that if demo is no longer accepted at the Transfer Station, unpermitted burns may start happening. Chief Laurent added that there should be a Town ordinance defined and enacted if changes were going to be made. R. Bunnell suggested dividing the cost to run the Transfer Station by the cost of the sticker and charging that amount.

M. McLaughlin recommended that information be included on the community Facebook pages and not just the Town page.

## II. PUBLIC COMMENTS

There were no public comments.

## III. APPROVAL OF MINUTES

### 1. Monday, December 19, 2022

MOTION: V. Morgan moved to approve the minutes of Monday, December 19, 2022. Second – J. Connelly; all in favor. MOTION CARRIED

## IV. OLD BUSINESS

### 1. Coakley Update

No new information was available.

### 2. Other Old Business

At the last meeting R. Bunnell questioned the square yardage on an Bourassa bill. V. Morgan asked if that had been resolved. TA Sanderson stated that he provided information to R. Bunnell and, with all questions answered, the check was released.

Responding to R. Bunnell, TA Sanderson stated that an RFP will be sent out for auditors. It will be a continuing agenda item until the RFP is sent out.

## V. NEW BUSINESS AND ADMINISTRATIVE

### 1. Budget and Warrant Articles

The Board received a copy of the proposed Town budget as well as proposed warrant articles and default budget. Last year, the budget appropriations were \$5,660,596; the proposed default budget is \$5,707,726. If the Selectmen approve the proposed budget and warrant articles, the total is \$6,192,120; the difference between the proposed budget and proposed default budget is \$484,394. TA Sanderson explained that there was a law change in 2019 that no longer allows existing contracts that have not been properly sanbornized to be included in the default budget for SB2 towns. TA Sanderson further explained that if there is a multi-year contract, the cost for each year of the contract must be disclosed to residents. If approved by the residents, those costs can be included in the default budget.

TA Sanderson reviewed the proposed budget with the Board. The **Library** increased their budget from \$382,879 to \$421,700. \$1,000 was deleted from the 300<sup>th</sup> Anniversary line. **Recreation:** R. Winsor stated that the bleachers and court maintenance should be a petitioned warrant article; the Board agreed (TA Sanderson will advise the Rec Committee it should be a petitioned warrant article). **Debt Service** reduced from \$329,501 to \$302,001 due to interest going down. **Executive Office:** TA Sanderson stated that a new computer server is needed; the cost was quoted at \$11,807. Once the CIP is completed, reimbursement can be made from the Town Equipment Capital Reserve Fund. The previous appropriation for the Finance Director was \$68,074. Currently there is a full-time bookkeeper

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with a salary of \$52,916 and a part-time bookkeeper at \$22,990. The part-time position is needed to assist with recovering from the past accounting system, including the resolution of the pending NH Retirement System audit, and implementing corrections to QuickBooks. TA Sanderson would like to keep the current positions and not replace the Finance Director. TA Sanderson proposed eliminating the petty cash line. **Elections:** There is a new line for Equipment, Replacement Computers: the existing laptops are at the end of their life and obsolete. **Financial Administration:** There is an increase from \$10,000 to \$21,000 based on the estimate from the current auditors. Assessing increases from \$41,466 to \$92,000 due to the required revaluation. The increase from \$4,324 to \$8,000 in the Leased Computer Program line should be enough to fix QuickBooks and implement a new version of Microsoft Office (\$12.50 per month per user). The Computer Payroll line applies to QuickBooks which is used to process payroll; if the Town outsources payroll, funding needs to be increased. **Insurance:** Increased from \$106,890 to \$111,021. **Personnel Administration:** Based on the proposed 6% wage increase, goes from \$1,057,447 to \$1,210,271. **Pest and Animal Control:** \$20,000 was appropriated in 2022; no service was provided during that time. Due to the drought, there was not much standing water and, therefore, not many mosquitoes. Something will need to be done if there is West Nile Virus in the area. That line will be reduced to \$1. **Highways and Streets:** Summer road maintenance has been reduced from \$440,000 to \$140,000 (\$300,742 has been encumbered for 2022 work not completed). Salt increased from \$62,306 to \$110,000 due to the contract signed by the Board for 2,500 tons. **Fire Department:** Fire Prevention/Building Inspection is now part of the Fire Department. The category increased from \$68,318 to \$68,856. Remaining Fire Department budget: last year was \$677,088 and has increased to \$747,982 without the added position; with the added position the total is \$791,836. One new firefighter is included in the operating budget and the other is a proposed warrant article. **Police Department:** There was no change from what was submitted to the Budget Committee. The increase was from \$994,058 to \$999,993. **Solid Waste:** Increased from \$285,975 to \$323,200.

Based on the changes made at this meeting the proposed budget will go from \$6,192,120 to approximately \$6.1 million. The increase in sanitation and recycling was discussed. *Note: 2,122 Transfer Station stickers have been sold.* This will be the fourth year of the Library bond. The road bond will be paid in full in 2024 and was a 10-year bond.

### Warrant Articles

- **Police Station CRF:** \$9,000 based on Chief Laurent's request; a second HVAC system and roof replacement are being requested.
- **Police Equipment CRF:** \$2,400 based on Chief Laurent's request; will be used almost exclusively for vests
- **New Fire Station CRF:** \$75,000 based on last year's appropriation
- **Town Equipment CRF:** \$7,500
- **Road Improvement CRF:** \$200,000—this warrant article to be removed
- **Ambulance Billing Expenses:** an increase from \$4,500 to \$6,500
- **Municipal & Regional Transportation Improvement Fund CRF:** this warrant article to be removed
- **Retirement Liability CRF:** an increase from \$5,000 to \$25,000
- **New Firefighter Position:** \$93,536 (9 months, includes benefits; full year cost: \$124,581, includes benefits)
- **Fire Department Digital Radios:** \$128,000; current radios are not fully digital or compliant (from the Ambulance Billing Fund, no taxation)

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- **Patriotic Purposes:** \$1,323; \$523 of remaining 300<sup>th</sup> Anniversary funds to replace anniversary banners on Portsmouth Avenue and \$800 to the Historical Society for signage on old houses
- **Cemeteries:** \$3,000; remaining 300<sup>th</sup> Anniversary funds to the Cemetery Trustees to fund existing gravestones

S. Smith reminded the Board that there is a Budget Committee meeting on Saturday, January 07<sup>th</sup>. This will be a short meeting, reviewing what was presented to the Board at this meeting. The School will be first and is not expected to take more than 30 minutes.

### 2. Budget Public Hearing

The public hearing is scheduled for Tuesday, January 10<sup>th</sup>, 6:30 pm at Greenland School. The Deliberative Session is scheduled for Saturday, February 04<sup>th</sup>, 9:00 am at Greenland School. TA Sanderson reminded those present of the importance of the Budget Public Hearing: if purposes are not discussed at the public hearing, they cannot be the subject of amendments at the Deliberative Session. Petitioned warrant articles must be in by Tuesday, January 10<sup>th</sup>.

### 3. Deputy Treasurer

Jim Rolston, Treasurer, has requested that the Board appoint Marilyn Page as the Deputy Treasurer. The Treasurer and Deputy Treasurer are stipend positions.

MOTION: R. Winsor moved to appoint Marilyn Page as the Deputy Treasurer. Second – V. Morgan; all in favor. MOTION CARRIED

### 4. 2023 Goals

The Board reviewed the list of goals for 2023. Help will be needed from elected and appointed officials to accomplish these goals.

- Personnel Policy Update
- Reviewing and Updating Police Special Detail Fees
- Reviewing and Updating Transfer Station and Recycling Fees
- Solid Waste Contracts
- Computer/Software/Hardware Updates
- Accounting Software Update
- Financial Improvements
- Capital Improvement Plan in Conjunction with the Planning Board
- Board Appointments
- Reforming Minutes Taking for Various Boards
- Auditor RFP
- Job Descriptions (Town Hall)
- Improving Communication Between Departments and Who Are the Primary Points of Contact

R. Winsor would like to revisit the property maintenance position. R. Bunnell suggested prioritizing the list of goals and having subcommittees. J. Connelly suggested reaching out to residents. TA Sanderson noted some of the items could be done within the CIP.

5. Other New Business

There was no 'Other New Business' to discuss.

VI. CONSENT AGENDA

1. Payroll Manifest: \$70,364.73
2. General Fund Manifest: Total: \$959,779.44 (Town: \$99,779.44, School: \$860,000)

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

VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 8:10 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

NEXT MEETING

Tuesday, January 17, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant