



BOARD OF SELECTMEN
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MINUTES

Monday, May 08, 2023 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Laura Malloy, Vaughan Morgan, Steve Smith

Members Absent: Paul Stanley

Staff Present: Paul Sanderson – Town Administrator

Also Present: Sharon Hussey-McLaughlin, DJ Haskins, Terese Wall – Recreation Committee; Susan Parker – Greenland/Newington PDA Representative; Chief Tara Tucker – Police Department

S. Smith opened the Board of Selectmen meeting at 6:30 p.m. He announced a quorum was present and the meeting was being recorded and live streamed.

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| I. APPOINTMENTS |
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1. Sharon Hussey-McLaughlin, DJ Haskins – Recreation Committee Co-Chairs

DJ Haskins addressed the Board; also present were Sharon Hussey-McLaughlin and Terese Wall. They were before the Board for their annual update. Rec offers many programs, especially for younger children. Programs for younger children are for grades Pre-K through Grade 6. They are planning to offer more adult programs. Various summer camps and community events are also offered. The Rec Committee sponsors the Summer Concert Series as well.

The Rec Committee coordinates the use of the three fields in Town. Their concern was who is responsible for the upkeep of those fields: the physical day-to-day and making the fields presentable for sports. Greenland Central School uses the fields, and the Rec Committee works closely with them. DJ Haskins briefly reviewed the recent history of the upkeep of the fields and the sheds. He also briefly discussed the Rec budget. The Rec Committee wanted the Board to be aware of how much money they were spending on the upkeep and maintenance of the fields. Nick Drew, School Resource Officer, and Rob Holt, parent, do a great job with the day-to-day maintenance of Krasko and Maloney Fields. Portsmouth Little League uses and maintains Caswell Field; it is not taken care of when the season ends. DJ Haskins stated that they are forced to prepare the fields every year and have hired a company to do that. Even though volunteers have helped, more investments need to happen. DJ Haskins wanted to start the conversation about who was responsible for the ongoing maintenance of the fields and buildings; they do not want to run out of money. DJ Haskins questioned how the Capital Improvement Fund should be done.

DJ Haskins discussed the topic of sponsorship with the Board, which had been discussed at an earlier meeting. They would like to sell sponsorship signage at Krasko Field. There is a demand in the community to support the sponsorships and it would help subsidize the Rec programs.

DRAFT: SUBJECT TO CHANGE

S. Hussey-McLaughlin stated that there needed to be a better way for the Town to take care of the its assets and they will facilitate Rec programming, which is their job. She continued that Pearl's Landscaping is doing a fine job and they are fine with them. However, there are things that are not getting done. The Rec Committee is getting complaints, particularly in the summer.

TA Sanderson explained that there are two sources of revenue for the Rec Department: the Town budget (approximately \$26,000) is higher than in the past so they could accomplish some of their objectives. The other is their Special Revenue Fund, which is a revolving fund and consists of the user fees charged to parents each season. This fund is used to purchase consumable items during the various sports seasons.

Responding to R. Bunnell, S. Hussey-McLaughlin stated that they were told 'no' by the Board of Selectmen when asked about sponsorships at a meeting last year. DJ Haskins noted sponsors have been used in the past (names were on the back of shirts). TA Sanderson stated there are several different issues. Improvements were made on several of the fields with grants received from the federal government. There are restrictions on the signage that can be used in the federally assisted parks. The bigger issue is that the Town is a public entity, and it would be a public space, which involves free speech issues. S. Hussey-McLaughlin clarified that the signage would not be permanent; it would be banners. T. Wall added it would be local businesses only. TA Sanderson stated that with free speech they cannot limit it to businesses only. L. Malloy stated that anyone could put something offensive on a sign and the Town would not have any recourse. TA Sanderson stated that a committee approving every sign would be a restraint on free speech. The Town is a public entity in a public space and is a public forum. Responding to V. Morgan, TA Sanderson stated there is no law against signage, noting that it was an all or nothing and could be disallowed at any time. L. Malloy suggested that it be allowed and at the first offense, shut it down.

S. Hussey-McLaughlin stated she would like the revenue from signage to be put in the revolving fund similar to the T-Shirts. All advertising would go into a separate account to be used for maintenance to the fields. They would still like more help from the Town. TA Sanderson stated that their budget appropriation lapsed at the end of the year. The revolving fund is permanent and is restricted. Town Meeting approval is needed to create accounts. Responding to S. Smith, TA Sanderson stated that monies from the revolving fund can be transferred to a Capital Reserve Fund. At this time, revenue from sponsorships would have to be put in the revolving fund. A better plan would have to be available for the next Town Meeting.

R. Bunnell questioned if a sign could be put up at the field now because it is a public space; TA Sanderson responded it could be done. R. Bunnell noted that the budget should be used for maintenance and care of the fields. Services were not available through the Town. He suggested they request additional funding next budget season.

MOTION: R. Bunnell moved to allow the Rec Committee to do sponsorship advertising. Proceeds to go into the revolving fund. Second – V. Morgan; all in favor. MOTION CARRIED

TA Sanderson noted that there is a concrete wall with fencing that will need to be replaced at Krasko Field on the first base side. A bid was received in the amount of \$8,000 to \$10,000 from Pearl's Landscaping to make that repair.

DJ Haskins stated that residents needed to be educated about the Rec Committee and that members volunteer their time. It should be residents who help with decisions and not just the six or seven members

DRAFT: SUBJECT TO CHANGE

of the Rec Committee. L. Malloy agreed that the message needed to be out to residents; she was unaware until this meeting.

II. PUBLIC COMMENTS

There were no public comments.

III. APPROVAL OF MINUTES

MOTION: V. Morgan moved to approve the minutes of Monday, April 24, 2023. Second – L. Malloy; three in favor, one abstained (R. Bunnell). MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

The Executive Committee met on April 26, 2023, to pay bills. During the bill paying discussion, it was noted that they were having a problem with the installation of a water line to the white farmhouse that is a residence on Breakfast Hill Road. TA Sanderson informed the Executive Committee that the property owner had been ill and recently passed away. The Executive Committee was unaware that Breakfast Hill Road would be repaved this summer. They want to put the water line in before the repaving is done.

The deep bedrock study has been completed and is in the approval process through the EPA and DES.

2. Audit Update

A self-evaluation form (Basic Internal Controls Checklist for New Hampshire Municipalities) published in a book from the New Hampshire Municipal Association (NHMA) was included in the Board packet. TA Sanderson had included his answers to many of the questions, highlighting the amount of policy work the Board needs to do. TA Sanderson noted that R. Bunnell has pointed out that the Board has a lot of work to do. As the audit moves forward, draft policies can be created for Board approval.

Referring to a recent incident in another town, R. Bunnell asked TA Sanderson if he felt there were sufficient fraud controls in place. TA Sanderson responded 'no', noting that there was not adequate segregation of duties. With the new Treasurer monthly reconciliations are being done. Using Recreation as an example, TA Sanderson stated Rec has control over revenue, but the Town does not have a way to crosscheck payments before funds are deposited. The system is not designed well enough, so their revenue is not under control. There is also potential for revenue loss at the Transfer Station due to the amount of cash.

R. Bunnell asked if two signatures were required for any significant amount paid out. TA Sanderson explained that by moving over to TD Bank, the Town is using a bank that is fully collateralized and compliant with DRA regulations. Nothing is paid unless it can be crosschecked against a manifest approved by the Board. The Finance Department, Treasurer, Tax Collector/Town Clerk and Town Administrator work together to make sure there are minimal, if any, risks.

Responding to V. Morgan about bringing the list to each meeting, TA Sanderson stated he would provide drafts on some points and ask for guidance on others. The Board is asked to bring the list to each meeting.

3. Personnel Policy Update

The issue at the last meeting was compensation and how to start working on it. V. Morgan asked if an email had been sent to department heads for their input. TA Sanderson met with the Police and Fire Chiefs earlier in the year; they have developed a basic list. The issues affecting the Police Department are not the same as those affecting the Fire Department or Town Hall. The issues for each department are different and somewhat specialized.

TA Sanderson noted that daily maintenance issues take up a lot of time. Responding to L. Malloy's question, TA Sanderson stated that the most helpful thing the Board could do would be to schedule a work session for department head presentations, which would help in creating a compensation system. He continued that a merit-based system would not work because each individual does a particular job; evaluations would be difficult. There needs to be a system that is based on time and service.

L. Malloy questioned the need for an HR person for overview. R. Bunnell stated there could be a comparison to other towns. L. Malloy: How is it structured so the Board could do their job well and get this done and not linger. TA Sanderson stated it may be very relevant to speak to other towns. He noted that many towns have collective bargaining agreements, which is different than Greenland. TA Sanderson added that department heads would be helpful. Chief Tucker noted that gathering information from neighboring towns was very labor intensive and many have a collective bargaining agreement.

TA Sanderson added that they need to know what is important to people. The Town tries to have good working conditions: the Special Detail Fund provides cruisers; the capital reserve funds are used for important equipment replacement; there are policies allowing for continuing education. There is not a great dental plan; health insurance is critical, and the plans could be different based on needs.

V. Morgan suggested department head meetings with the Town Administrator be held once a month. Department issues could be discussed at that meeting. TA Sanderson noted that the Library is changing, and they are struggling with administration. They have requested assistance with some administrative issues including insurance and the New Hampshire Retirement System. The Library may become a department as well.

4. Department Head Liaison Reports

L. Malloy would like to have quarterly liaison reports and suggested June 05th, September 11th, and December 04th. The Board did not have a problem with those dates. Any issues can be discussed before those dates.

MOTION: L. Malloy moved to have department head liaison reports made on a quarterly basis. Reporting dates will be June 05th, September 11th and December 04th. Second – V. Morgan; all in favor. MOTION CARRIED

5. Update: Roads

Pavement repairs have been done by Bourassa based on the 2022 contract; funds were encumbered. Altus Engineering reviewed the invoice from Bourassa and recommended approval by the Board in the amount of \$48,378.68.

DRAFT: SUBJECT TO CHANGE

MOTION: V. Morgan moved to authorize payment to Bourassa Construction for the completed repair work of 498 SY as recommended by Altus Engineering in the amount of \$48,378.68. Second – L. Malloy; all in favor. MOTION CARRIED

TA Sanderson discussed the challenges moving forward: within that contract Lane Avenue and Moulton Avenue remain. Lane Avenue failed over the winter and was held together with cold patch. In order to reclaim that road, the milling machine will have to be brought in to grind it down; the same will need to be done on Moulton Avenue. Eversource will be repairing transmission lines using heavy equipment and Moulton Avenue will be the access point. Paving will not be done on that road until Eversource is finished. There will be an additional charge of \$2,500 to remobilize and bring the milling machine back. TA Sanderson noted that Lane Avenue cannot go through another winter without being reclaimed. Moulton Avenue should be done, but not until after Eversource has finished.

TA Sanderson has asked Altus Engineering to provide information on new roadway work that should be done. The remainder of the contract is for Portsmouth Avenue; those repairs cannot be done until the City of Portsmouth has done the water line on Tide Mill Road. Tide Mill Road can be done at the same time as Portsmouth Avenue.

There is approximately \$140,000 to \$150,000 in new program money in the budget. There is also \$885,000 in a Capital Reserve Fund for roads. Another challenge moving forward: many of the Town's roads will be impacted by the rail line. CSX does have a plan to install and possibly increase the speed of the rail; crossing work will need to be done. The cost of crossing work is between the Town and CSX: CSX would pay for any type of protection (bells, lights, etc.) and the Town would pay for roadway work. There are 11 crossings in Town that will be impacted; seven belong to the Town and four are State. It was noted that the road condition of Moulton Avenue will be documented prior to Eversource starting any work.

6. Other Old Business

There was no 'Other Old Business' to discuss.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Facilities Committee

Committee members: Paul Sanderson, Ralph Cresta, Bob Krasko, Frank Hansler, Laura Malloy, Jenna Raizes, Don Miller, Steve Smith, and Vaughan Morgan. An organizational meeting was held on Wednesday, May 03, 2023, to discuss the issues that needed to be addressed and how to communicate them to residents. Needs within the department and Town Hall were documented. TA Sanderson noted that the Town Hall is 'bursting at the seams'. TA Sanderson reviewed some of the issues in the Town Hall, adding that the building does not have the capability to handle a second floor without a full retrofit. Fire Department needs were also discussed as well as other buildings on the property. There was not a consensus of what should be done. The next meeting is Thursday, May 25th, 6:30 pm, Town Hall Conference Room. Meetings are open to the public.

2. 2022 Total Equalized Valuations

The Department of Revenue Administration has notified the Town of the 2022 Total Equalized Valuations. The Town's weighted mean ratio was used to calculate the valuations. DRA adjusted the modified

assessed valuation as reported on the 2022 MS-1 to bring the valuation to a fair market value of \$1,471,325,111.

TA Sanderson explained that in the 2022 assessments, the value of the Town was \$887 million, which was not the same as market value. Taxes are required to be assessed on market value. The Town will be re-evaluated this year. As noted above, the assessed value of the Town will be approximately \$1,471,325,111. When December tax bills are received, the value of homes could be 50% higher. TA Sanderson stated that it was important to know that it does not mean residents will be paying more in taxes; that would be part of the Board of Selectmen's discipline as the year progresses and they prepare for budgets. The audit needs to be done as quickly as possible, so the Board knows the Unreserved Fund Balance. TA Sanderson stated that the Town needed to come in as close to the default budget as possible when submitting for the 2024 budget. Residents would see that the Town is trying to be fiscally responsible.

3. New Business

Pease Development Authority: TA Sanderson updated the Board that the Town received a notice in the case of the Town of Greenland vs the Town of Newington. The case had been filed in Superior Court appealing the decision of the Town of Newington's Planning Board granting approval of the Sig Sauer building to be built on Pease. The order was issued by the Superior Court today and the case was dismissed. While Greenland had standing and the appeal was done in a timely manner, the final decision belonged to the Pease Development Authority (PDA) and not the individual Planning Board. The decision by the PDA was not appealed.

TA Sanderson explained that the PDA's land use approval process is a creature of statute. Even though Greenland has land on Pease, the Town is not mentioned; it is about Portsmouth and Newington. Those land use boards can make recommendations to the PDA. The land use decisions are made by the Pease Development Authority.

Susan Parker, Greenland/Newington PDA Representative, brought maps of development on Pease for the Board. S. Smith also had a Notice of Decision from the City of Portsmouth to the Aviation Avenue Group LLC (copy on file). He noted that it was not a win/win for the Greenland Planning Board, but they were heard.

TA Sanderson added that as a result of the Newington case, the recommendation for the parcel is a recommendation to the PDA. The PDA can either adopt that recommendation, modify it, or ignore it. The great point is that the arguments that were made have been heard. The public is becoming aware that the traffic on Rt. 33 is a problem for the entire region. Traffic on Rt. 33 should be a factor in their decisions.

S. Smith updated the Selectmen on the recent Greenland Planning Board meeting. He stated that some members wanted to appeal the decision from the Portsmouth Planning Board; others wanted to let it go. S. Smith told the Planning Board they could fight it as long as they wanted to; they had a legal budget. The vote was 3 to 2 to recommend the Selectmen appeal the decision. V. Morgan noted that the Planning Board could vote to move forward; however, it was the Selectmen's decision whether to move forward or not. The Selectmen were satisfied with the letter from the City of Portsmouth. S. Parker stated that anything regarding transportation and is created as new data and will be sent to the State. That can be used as leverage at someone else's expense. Stephan Toth, Planning Board member, stated it was a good first step and the Town should continue with this. V. Morgan stated he did not want the Town to be known as anti-Pease development. Greenland is not anti-Pease development and, as noted by L. Malloy, never were. S. Smith noted that that information will be given to the Rockingham Planning Commission.

DRAFT: SUBJECT TO CHANGE

Trailer: TA Sanderson stated that the Board may want to make a decision on the trailer that is not in service or being used. It is currently being stored behind the Public Works Building. It can be put out to bid or up for sale. V. Morgan noted that a commercial license is needed, and it is dilapidating behind that building. He was told by REP that the longer it sits there, the worse it will get. V. Morgan suggested seeing what kind of offer can be made. If another Property Maintenance Supervisor is hired, that trailer is too big; a smaller trailer could be purchased.

TA Sanderson noted it was a 2016 trailer; the cost to replace today would be over \$22,000. The Town invested \$13,000 in the trailer in 2016. REP gave a basic value between \$9,000 and \$13,000. R. Bunnell preferred the auction over a sealed bid. S. Smith suggested a sealed bid because it was only one item. P. Sanderson stated that the State's annual auction was going to be held very soon. The trailer would need to be taken to Concord for viewing by the public. The Town would have to invest money in the trailer to get it to Concord. Further discussion was continued to the next meeting.

VI. CONSENT AGENDA

1. Exemption--The assessor has made the following recommendation:
 - Blind Exemption: R7, 47 (Approved - \$15,000)
2. Resignation: Transfer Station – Wendy Grodan has submitted her resignation effective immediately.
3. Payroll Manifest: \$66,732.43
4. General Fund Manifest: Total: \$341,265.25 (Town: \$232,605.17; Library: \$108,660.08)

MOTION: R. Bunnell moved to approve the consent agenda as presented. Second – V. Morgan; all in favor. MOTION CARRIED

S. Smith noted there was a resignation on the consent agenda and thanked Wendy Grodan for her years working at the Transfer Station.

VII. NON-PUBLIC

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

MOTION: V. Morgan moved to enter into non-public session under RSA 91-A:3, II(e), at 7:50 pm. Second – R. Bunnell. Roll call vote: R. Bunnell – yes, L. Malloy – yes, V. Morgan – yes, S. Smith – yes; all in favor. MOTION CARRIED

The Board voted unanimously to leave non-public session and return to public session.

VIII. ADJOURNMENT

The Board voted unanimously to adjourn the meeting.

NEXT MEETING

Monday, May 22, 2023 – 6:30 p.m., Town Hall Conference Room

Submitted By: Charlotte Hussey, Administrative Assistant