



BOARD OF SELECTMEN
Town of Greenland • Greenland, NH 03840
11 Town Square • PO Box 100
Phone: 603.431.7111 • Fax: 603.430.3761
Website: greenland-nh.com

MINUTES OF THE BOARD OF SELECTMEN

Monday, June 10, 2019 – 6:30 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Rick Hussey, Jim Rolston, Steve Smith
Also Present: Matthew Scruton - Town Administrator

Chair Hussey opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken; it was announced a quorum was present and the meeting was being recorded.

I. NON-PUBLIC 6:30 p.m.

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

MOTION: J. Rolston moved to enter into non-public session at 6:32 p.m. Second – C. Deorocki; roll call vote: S. Smith, abstain; C. Deorocki, yes; R. Hussey, yes; J. Rolston, yes; Chair Hussey, yes. Four in favor, one abstain (S. Smith). MOTION CARRIED

MOTION: J. Rolston moved to return to public session at 6:50 p.m. Second – R. Hussey; roll call vote: S. Smith, abstain; C. Deorocki, yes; R. Hussey, yes; J. Rolston, yes; Chair Hussey, yes. Four in favor, one abstain (S. Smith). MOTION CARRIED

II. APPOINTMENT 7:00 p.m.

1. Recreation Committee

M. Scruton stated that in the past the Recreation Committee has not consistently met all of the Right-to-Know requirements for agendas and minutes; a lot of that has been taken care of recently. They have been proactively sending the Town Clerk minutes, and are getting caught up. S. Hussey-McLaughlin stated she didn't realize she had to send agendas.

Chair Hussey stated that the Board has been trying to find a solution to get the minutes from the Rec Committee. S. Hussey-McLaughlin responded "it would be nice to have administrative support from the Town since every other committee has administrative support". At the Rec Committee's last meeting, it was decided if there were problems submitting minutes, another member would write them. Chair Hussey suggested that the Rec Committee business meetings be held in the Town Hall Conference Room so they would be recorded. S. Hussey-McLaughlin will present that to Rec Committee members. Many members coach and the School is a convenient location.

Bill McLaughlin, Post Road, asked if there was an RSA or any reason that states they cannot meet other than the Town Hall. S. Hussey-McLaughlin responded they could meet anywhere. Chair Hussey stated that there is an RSA that meetings must be held in a public building which must be open to everyone. S.

DRAFT: SUBJECT TO CHANGE

Hussey-McLaughlin: the School is open to everyone. Chair Hussey suggested meeting at the Town Hall because of the recording; the administrative portion could be done on this end. S. Hussey-McLaughlin will check with members; she couldn't make that decision. B. McLaughlin questioned what could be done to ensure that documentation and other materials meet the requirements. Chair Hussey noted there are five business days for minutes to be available. He also suggested hiring an administrator to handle some of the responsibilities of the Rec Committee. It was agreed that may be a good solution.

III. PUBLIC COMMENTS

Individuals wishing to address the Board must sign in prior to the meeting. There is a time limit of 3 minutes per individual, unless extended by the Board.

Banners: Tim Collins, Winnicut Road, stated the banners look great. He suggested American flag banners next time; the Town is behind.

Trail Update: Laura Byergo, Conservation Commission Chairman, updated the Board that the bridge and boardwalk on the trail were finished over the weekend.

IV. APPROVAL OF MINUTES

1. Tuesday, May 28, 2019

MOTION: C. Deorocki moved to approve the minutes of Tuesday, May 28, 2019. Second – R. Hussey; all in favor. MOTION CARRIED

2. Monday, June 03, 2019

MOTION: C. Deorocki moved to approve the minutes of Monday, June 03, 2019. Second – S. Smith; all in favor. MOTION CARRIED

V. OLD BUSINESS

1. Coakley Update

M. Scruton updated the Board that the EPA had a Listening Session on Wednesday, June 05, 2019; approximately 50 people from surrounding communities attended. In addition to M. Scruton, C. Deorocki and NH State Representative Dennis Malloy were also at the session. M. Scruton felt the feedback to the EPA was honest and good. Many people still have concerns about the potential health hazards at the Coakley Landfill. The EPA will be holding another public session on Tuesday, June 25, 2019, 6 p.m. to 8 p.m. at the Bethany Church on Breakfast Hill Road.

2. Weeks Library Update

There was no update at this time.

3. Troiano Contract

M. Scruton noted that the Town's contract with Troiano has expired. He recommended the Board wait to approve the Troiano contract. He has spoken to Covanta, and they recommended two companies; M.

Scruton is waiting for quotes from those companies. Covanta suggested that a 45 minute wait time was average; Troiano charges an hourly fee after 30 minutes, which Covanta felt was not enough time for trucks to go through the plant. M. Scruton clarified that until the contract is approved by the Board, the Town will still be under the proposed Troiano contract (\$235 per haul plus \$100 per hour wait time after the first 30 minutes).

4. Town IT Specialist

The Town's IT Specialist will be retiring at the end of the month. M. Scruton has met with one of the companies that has been recommended. He has contacted other IT Specialists; Nelson Ashberger's rates are very favorable. N. Ashberger's rates are \$65 per hour on an as needed basis. M. Scruton felt that was more favorable than locking into an agreement with other IT companies. The Police Department will be using N. Ashberger for their IT needs, contingent on the results of a confidentiality test.

B. McLaughlin: As a prior member of the Emergency Management group for the Town of Greenland, he has interacted with the IT system in the Town Hall. By profession, B. McLaughlin is not an IT professional; he does have a sincere approach in a global corporation. In his opinion, the IT infrastructure and security in the Town Hall is weak; he was able to log into a computer very easily. S. Hussey-McLaughlin added you needed to consider how professional and good the IT Specialist is; the cheapest price isn't always the best.

M. Scruton agreed, adding he would take their comments with exception. If they were indicating that N. Ashberger is not a professional, he comes highly recommended. Chair Hussey noted there have been some improvements made.

MOTION: C. Deorocki moved to approve Nelson Ashberger as the IT Specialist for the Town Hall and Fire Department starting July 01, 2019; his rate will be \$65 per hour. Second – J. Rolston; all in favor. MOTION CARRIED

5. Other Old Business

J. Rolston discussed the correspondence received from NHDOT regarding the crosswalk (copy on file). There was some confusion about the location. He asked if Chief Laurent had written the letter regarding the crosswalk on Rt. 33 and Portsmouth Avenue; M. Scruton was waiting for follow-up from Chief Laurent. J. Rolston noted the letter from DOT indicated they were removing the crosswalk on Rt. 33 and the Board wanted to keep it. M. Scruton responded the State has indicated it will go away and there is no appeal option at this time.

Chair Hussey noted the letter indicated an uncontrolled crosswalk, which is in front of the School. The Board never received that letter. M. Scruton will contact DOT for clarification.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Temporary Storage Trailer

Jeff Apsey has requested a temporary storage trailer at 15-17 Fish and Game Road for construction purposes. The Greenland Zoning Ordinance allows a permit for a temporary storage trailer for construction. It must be approved by the Board.

DRAFT: SUBJECT TO CHANGE

MOTION: J. Rolston moved to approve the permit for a temporary storage trailer at 15-17 Fish and Game Road for a period of six months. Second – R. Hussey; all in favor. MOTION CARRIED

2. Availability of Emergency Funds

M. Scruton clarified it should be “urgent” funds rather than “emergency” funds. Urgent purposes would be if the Town had an expense that could not wait for the next payables manifest. There was recently an issue where the Post Office would only accept a debit card, cash or check; they would not accept a credit card. The Town was looking for a way to pay for something of an urgent nature without requiring the employee to “front” the money and then seek reimbursement.

The current petty cash is \$50; an option would be to increase this amount to \$500. Another option would be to obtain a debit card from the bank. Either option would alleviate the employee from having to use personal funds.

B. McLaughlin: If the employee uses their funds, does the employee receive points or other benefits that would become the property of the Town? M. Scruton responded that if the employee uses their money, they would seek reimbursement. B. McLaughlin asked if the employee used a “points” card for the purchase, could they keep those points for their own personal venue. M. Scruton stated the Town would reimburse what the employee spends without any procurement benefits they may have received.

R. Hussey suggested a petty cash fund or debit card limited to \$500. S. Hussey-McLaughlin: As a resident accountant when petty cash is depleted, a check to “cash” would be cut; it would be part of the manifest that would be signed every two weeks. It should be replenished often, not just when it gets low. It should definitely be done when checks are printed so any expenses would be approved to replenish the petty cash fund.

M. Scruton felt \$500 would be sufficient. These situations don’t occur often. The Board would still have approval through the manifest. Chair Hussey asked if the Board would prefer a debit card or to increase the petty cash. C. Deorocki: If we have a debit card, shouldn’t we take debit cards? Chair Hussey: Not everyone takes it. C. Deorocki: Not everybody takes it. Chair Hussey: Cash is still king. C. Deorocki: Where?

M. Scruton clarified that the Post Office has indicated they accept debit cards. J. Rolston asked M. Scruton if he would control the debit card; response: yes. J. Rolston: Are we able to get a debit card with a maximum of \$500? M. Scruton: I think you can put a cap on it.

MOTION: J. Rolston moved to approve the use of a debit card for urgent expenditures where time is of the essence, not to exceed \$750. All purchases must be approved by the Town Administrator; debit card use must be initially approved by the Town Administrator. Second – S. Smith; all in favor. MOTION CARRIED

3. July 4th Holiday and Office Hours

The July 4th holiday is on a Thursday this year; the Town Office will be closed. M. Scruton explained that the Building Inspector will be on vacation and the Town Clerk’s Office will be closed on Friday, July 5th; he requested permission to close the Town Hall with the understanding that vacation days must be used. J. Rolston stated that in the past the building has been closed.

DRAFT: SUBJECT TO CHANGE

MOTION: J. Rolston moved to approve closing the Town Offices on Friday, July 05, 2019, with the understanding that vacation days must be used. Second – R. Hussey; all in favor. MOTION CARRIED

4. Other New Business

300th Anniversary Committee: J. Rolston updated the Board on the 300th Anniversary. Because anniversary items will be available for purchase, he asked permission to open a bank account for the Greenland 300th Anniversary.

MOTION: J. Rolston moved to open a separate bank account to use for all business related to the 300th Anniversary Committee. Second – S. Smith; all in favor. MOTION CARRIED

Parking at Rec Field: S. Hussey-McLaughlin advised the Board they would like to redo parking at the Maloney Field and it's a line item in the budget for the Rec Department. A former member who's an engineer drew up plans to move the fence at the softball field home plate out 180' to create parking by the softball field as opposed to the multi-purpose field. Main parking will be by the softball field and overflow parking will be at the multi-purpose field. She has contacted Al Pratt because of the well. She has also requested quotes from fencing companies, and has received one. They will also try to improve grading in the overflow parking area and where Portsmouth Youth Football plays. She is trying to coordinate the logistics of grading with fence moving. She will email M. Scruton the plans and quote. The budgeted amount is \$12,000. Frank Hansler, Portsmouth Avenue, questioned if cars may get hit by balls if the fence is moved 180' from home plate and if there was a sign (there is not). S. Smith suggested "park at your own risk" signs. There was further discussion about parking around the well. B. McLaughlin stated they would donate to the Town pieces of granite on their property to protect the radius. M. Scruton stated he's contacted Portsmouth Water Department and suggested they create parking within the 400' buffer slope that would direct the runoff away from the well radius at their expense.

Vacancies: The Board received a list of upcoming vacancies on the various Boards and Commissions. J. Rolston suggested the Board start looking now to fill those vacancies. He would like them posted on line. An amended version of the PDA seat passed the Senate; that position should be included. M. Scruton clarified the positions aren't available now; he recommended posting them as they became available.

School Project Update: F. Hansler met with the Superintendent of Schools and Business Administrator about the school projects. The School Board felt that because the Business Administrator was leaving they wanted to continue with what she had set up to complete the process. There was no competitive bidding on the project. F. Hansler continued that this project could cost the taxpayers several hundred thousand dollars that doesn't need to be spent. J. Rolston thanked F. Hansler for his time.

VII. ACCOUNTS PAYABLE – THURSDAY, JUNE 13, 2019

1. Payroll Manifest 12

MOTION: R. Hussey moved to approve Payroll Manifest 12 in the amount of \$59,364.66. Second – C. Deorocki; all in favor. MOTION CARRIED

DRAFT: SUBJECT TO CHANGE

2. General Fund Manifest 12

MOTION: J. Rolston moved to approve General Fund Manifest 12 in the amount of \$1,532,183.05 (School - \$1,414,143). Second – C. Deorocki; all in favor. MOTION CARRIED

There was a five minute recess.

VIII. NON-PUBLIC

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

MOTION: S. Smith moved to enter into non-public session at 7:52 p.m. Second – J. Rolston; roll call vote: S. Smith, yes; C. Deorocki, yes; R. Hussey, yes; J. Rolston, yes; Chair Hussey, yes; all in favor. MOTION CARRIED

MOTION: S. Smith moved to return to public session at 8:32 p.m. Second – C. Deorocki; roll call vote: S. Smith, yes; C. Deorocki, yes; R. Hussey, yes; J. Rolston, yes; Chair Hussey, yes; all in favor. MOTION CARRIED

MOTION: J. Rolston moved to seal the minutes of the non-public session. Second – C. Deorocki; roll call vote: S. Smith, yes; C. Deorocki, yes; R. Hussey, yes; J. Rolston, yes; Chair Hussey, yes; all in favor. MOTION CARRIED

IX. ADJOURNMENT

MOTION: C. Deorocki moved to adjourn at 8:35 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, June 24, 2019 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Administrative Assistant

Approved: