



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Tuesday, October 15, 2019 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chip Hussey, Rick Hussey, Jim Rolston, Steve Smith

Members Absent: Chester Deorocki

Also Present: Matthew Scruton - Town Administrator; Tara Laurent – Police Chief; Jim Marchese – Building/Code Enforcement; Ralph Cresta – Fire Chief; Marge Morgan – Town Clerk; Gus Gouzoules – Supervisor of the Checklist; Sharon Hussey-McLaughlin – Recreation Committee Chairman

Chair Hussey opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken; it was announced a quorum was present and the meeting was being live streamed and recorded. Chair Hussey noted that the Budget Committee will be live streaming their meetings.

I. BUDGET REVIEWS

1. Police Department

Chief Laurent: Provided a three-year comparative, noting any increases. Telephone increased by \$300 for faxing software which is necessary due to restrictions on what can be emailed. Gasoline was averaged at \$2.86 per gallon; gallons were estimated over what was used last year. Building maintenance increased: \$1,900 for major service to the existing generator; \$2,200 for maintenance to the original HVAC units; the chain link fence between the Police Department and Bramber Valley is damaged and needs to be replaced (230 ft. of fence; the posts do not need to be replaced); \$1,000 per year for the elevator and lift inspection which is required by statute annually (it was not done in 2019); exterior painting (peeling due to weather); computer services has increased due to the change in IT services; there will be less grant money received from Highway Safety due to changes in how funds are disbursed; a 3% wage increase across the board was submitted.

Chief Laurent explained that the department is in the 50% range for salaries in the area. J. Rolston stated that over the last few years, wages have gone up \$30,000. Social Security, military, etc. is getting 1.6%; he thought it was only fair that Town employees receive 1.6%. They were not working at poverty level; they get a good wage and a fair wage. It's only fair to the taxpayers and people on a fixed income; they're not going to get a 3% raise every year. Over the next 10 or 20 years, her budget for wages will be unbelievable. He continued that he would not vote for any wage increase over 1.6% for anybody.

Chief Laurent responded that she agreed they were paid fairly and at the average for the area; she did not think it was bad. However, it was a "very slippery slope" because of how things stand today. Unemployment is very low. Police and Fire are at a tipping point: if more people are not attracted into the service, there will be a huge calamity. National police studies are asking how to address the shortage. In this area, departments steal from each other. Chief Laurent continued that if she loses one person due to wages, it will cost the Town hundreds of thousands of dollars to replace that person:

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overtime until someone is hired; if the individual that is hired is not certified, that adds three years. Her officers are not at the poverty level; however, they put their lives on the line and work on holidays. Chief Laurent did not think 3% was astronomical in order to keep someone with experience working on that job. Last year was a large increase because of the State wage study that was done by Chief Laurent. Prior to that, wages were increased 2.5%, 2.25%, 3%, etc. Chief Laurent stated she, personally, did not want to lose anyone; beyond that, it's about valuing and keeping what we have.

Chief Laurent will be submitting a warrant article for a school resource officer again this year. She thinks it's needed but dreads having to hire for that position. An SRO is a very specific position and makes it more difficult; a fit for Greenland is necessary. Understanding it all came down to money, Chief Laurent asked the Board to think about the cost if the department lost just one person.

J. Rolston stated he was willing to draw the line in the sand. He felt it was not fair to the people on a fixed income or retired; many of them don't even get the 1.6%. It has to stop somewhere.

2. Building/Code Enforcement

Jim Marchese, Building Inspector: stated everything was basically the same as last year and he didn't anticipate any huge additional expenses. There was a large increase in this year's budget due to the adoption of the 2015 building codes the Town was required to buy. He submitted what he considered a reasonable budget and wage increase of 3%. J. Marchese continued that he was easily justified to request 3%, understanding that for the past two years his budget increase was 1.5%. The average Building Inspector wage is between \$60,000 and \$65,000; he is at the low end of what other Building Inspectors in the area are getting. J. Marchese invited the Board of Selectmen to see what he does during the day and get some hands-on experience with what is required in the office and what he is doing. He was not sure members of the Board were aware of the level of effort it took to be a local Building Inspector and how many different avenues and types of knowledge are required to adequately fill the position in regard to the safety of Greenland residents. He took it to heart and felt it a very important thing; he was not sure the Board was aware of his responsibilities.

3. Fire Department

Chief Cresta: EMS supplies increased to \$8,500 due to the cost of medication that need to be on-hand for the A-EMT's. Full-time wages increased 3%; overtime wages are up 5% due to the number of calls at night. J. Rolston asked for clarification of the 5% increase for overtime wages. Chief Cresta explained full-time personnel received more overtime than he anticipated because they are coming back for calls if part-time personnel do not respond. Full-time personnel come back in on the second tone.

Fire hydrant fees from the City of Portsmouth increased. Chair Hussey suggested adding a dollar value to testing and repairing of dry hydrants and cisterns. Clothing allowance increased by \$500.

4. Town Clerk/Supervisor of the Checklist

Marge Morgan, Town Clerk: Stated her budget is hard numbers. Salary increase was 3%. \$750 was added for travel. M. Morgan has been appointed president of the NH City & Town Clerk's Association which will require her to travel. The association may pay for travel; M. Morgan included travel as a cushion, if needed. Also included was a locking mechanism for the inner door to the Town Clerk's area. A new printer was included because the State no longer services the printers.

Gus Gouzoules, Supervisor of the Checklist: There will be four elections next year resulting in an increased budget. G. Gouzoules explained how the supervisor's job has changed over the years and requested an increase in their stipends from \$600 each to \$1,000. In addition to the elections, there are two deliberative sessions.

M. Morgan reminded the Board that a Selectman needed to be present during the elections (there are four).

5. Recreation

Sharon Hussey-McLaughlin, Rec Committee Chairman, addressed a comment made by Chair Hussey at a meeting on August 19, 2019, that the Town was not responsible for maintaining the rec fields: that's not accurate; she stated the Town maintains the fields. The Town mows the fields, puts fertilizer down, etc. She was fine handling complaints within the Rec Department reach; however, if it was a maintenance issue, she was a little taken back by that. She was concerned with what was going to happen with the absence of the Property Maintenance Supervisor mowing the fields, etc. She was unsure where maintenance belonged in the budget process. Labor had been absorbed under Public Works and there were line items for fertilizer, etc. She wanted to make it clear that she didn't know what was going to happen and perhaps the Board had a plan. Chair Hussey responded they did have a plan: the Rec Committee stated they were going to handle maintenance. S. Hussey-McLaughlin disagreed. Chair Hussey stated the Board was told that by the Property Maintenance Supervisor; S. Hussey-McLaughlin stated that was hearsay and she never told him that. She had a conversation with him to make sure certain things were done. She wanted to make it clear that they were not taking over maintenance of the fields; those are assets of the Town and, therefore, should be taken care of by the Town. As an asset of the Town, the Recreation budget was the Town's portion and not the Rec's funds. S. Hussey-McLaughlin was unsure there was still a Public Works budget.

Contracted Services: S. Hussey-McLaughlin took an average of the 2017 and 2018 contracted services and increased that line to \$5,700. Equipment – Permanent: She was uncertain they were going to be ready to do the dugouts and fencing at Maloney Field in 2019. The Rec Department has been requesting basketball hoops for students K-2 at Caswell Field on the outdoor court. Groundskeeping increased based on actuals from 2017 and 2018; it does not include labor which was done by the Property Maintenance Supervisor. The Rec pays for power at Krasko Field with funds from the field rental. J. Rolston questioned the dugouts and fencing at Maloney Field. S. Hussey-McLaughlin told the Planning Board they would not have to be built until the field was done; the Rec Committee wanted to start the field in the spring of 2020 on the Rec's tab. They want it to sit with the topsoil, irrigation, etc. for a year. She would not be upset if that line item was removed.

J. Rolston asked to have the question about the labor resolved. S. Hussey-McLaughlin stated that in years past the Rec Department Town budget was for product and labor was included in Public Works. Chair Hussey stated that the Town has been paying to have the fields mowed. He wanted to know what the Rec Department was planning to do. S. Hussey-McLaughlin explained what they do: if there's a major problem with the mound, they take care of that. The Property Maintenance Supervisor took care of fertilization and weeds as well as drag the infield of the softball and baseball fields. If weeds were a problem, the Property Maintenance Supervisor would take care of them. S. Hussey-McLaughlin continued that she has been on the Rec Committee long enough to know they take care of the infield mix. She added these are an asset to the Town of Greenland and thought the Town would take a huge interest in making sure these assets stay up to par.

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The Rec Department will be paying for the fields; they do not want to burden the taxpayers. Chair Hussey asked S. Hussey-McLaughlin why they don't repair Krasko Field before building something new. Her response: because that's a baseball field; men and boy's baseball are not as popular as soccer and lacrosse. There is a need for a multi-purpose field.

Mowing will be done by a contractor. Weed control was hired out and that will continue. Chair Hussey suggested the Rec Department look into what they are paying for mosquito control vs. what the Town pays.

II. PUBLIC COMMENTS

Individuals wishing to speak must sign in prior to the meeting. Time limit: 3 minutes per individual. The total time allotted shall not exceed 20 minutes, unless extended by the Board.

III. APPROVAL OF MINUTES

1. Monday, September 30, 2019

MOTION: R. Hussey moved to approve the minutes of Monday, September 30, 2019. Second – J. Rolston; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Coakley Update

There was no update available.

2. Weeks Library Update

The Building Inspector received the Library expansion plans and building permit on Wednesday, October 09, 2019. He delivered a set of plans to Beverly Kowalik for a third party review of the life safety aspect on Thursday, October 10, 2019. The Fire Department requested the third party review. The Building Inspector will review the building aspects. He will keep the Board informed of the progress of both reviews. M. Scruton will check on the time frame for the review process. Chair Hussey noted elevations were missing on the plans that were recently submitted.

3. Portsmouth Avenue/Post Road/Church Lane Intersection

M. Scruton, J. Marchese, Chair Hussey and R. Hussey met with NHDOT regarding the intersection of Portsmouth Avenue/Post Road/Church Lane. NHDOT was supportive of the proposal; it would close off the Church Lane/Post Road intersection and improve visibility and safety at the Post Road/Portsmouth Avenue intersection. M. Scruton continued that it would allow parking on Church Lane without going to the Post Road intersection. The intersection at Portsmouth Avenue and Post Road would be improved.

M. Scruton asked the Board if they would like to continue to look into an estimate for a possible warrant article; funds were not available this year. J. Rolston clarified that Church Lane would be cut off completely. M. Scruton added that Church Lane could be accessed from Portsmouth Avenue; it would dead-end before Rt. 151. There will be a municipal parking lot on Church Lane; 20-21 parking spaces will

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be available. Chair Hussey anticipates it will take approximately five years to complete. J. Rolston felt it would be a good idea. Additional parking would be available for the Church and Library.

MOTION: J. Rolston moved to authorize the Town Administrator to work with Underwood Engineers on a cost estimate for a possible warrant article for improvements to the Portsmouth Avenue/Post Road/Church Lane intersection as well as a municipal parking area. Second – R. Hussey; all in favor.
MOTION CARRIED

4. Capital Improvement Plan

At the Planning Board work session on Thursday, October 03, 2019, CIP submissions were reviewed. They will prioritize CIP requests at their meeting on Thursday, October 17, 2019 based on a number of factors including safety and health as well as recommendations from the Board of Selectmen. The Selectmen will need to give the Planning Board an updated CIP. There has been discussion of different projects; however, the Board as a whole has not voted on the CIP.

- Priority 1: Increase the “Town General Road Maintenance Capital Reserve Fund” to \$500,000.
- Priority 2: Create a “Public Works Building Repair Capital Reserve Fund” for exterior and structural repairs estimated at \$90,000. This year’s contribution: \$30,000 (per year/3 years).
- Priority 3: Increase the “Town Storm Expense Capital Reserve Fund” to \$150,000 (\$50,000 per year).
- Priority 4: Change the “Police Station Maintenance Capital Reserve Fund” to “All Town Buildings Maintenance Capital Reserve Fund” adding \$15,000 to the fund. This could be used for all Town buildings, adding ADA & exterior upgrades to the change of purpose.
- Priority 5: Discontinue “Town Equipment Capital Reserve Fund” and move funds and accumulated interest to the “Transfer Station Equipment Capital Reserve Fund”.
- Warrant Article to replace the Town Office air conditioning and heating system estimated at \$30,000 (\$10,000 per year/3 years).
- 2024: New fire station bonded when two bonds are paid.
- Hold for Cost Estimate: Create a “Municipal Parking Lot Capital Reserve Fund” for engineering and construction of a parking lot that would serve the community, improve safety at intersections and improve drainage; estimated cost: \$350,000. This year’s contribution \$117,000 (per year/3 years).
- Hold: Create a “Pedestrian Engineering Expense Capital Reserve Fund” to cover the engineering expenses for repair and upgrade of the older sidewalks, creation of new sidewalk connecting the old system to the crosswalk at Rt. 33 and Rt. 151, and pedestrian bridge on Rt. 33 over the Winnicut River estimated at \$225,000. This year’s contribution \$45,000 (5 years).
- Expansion or reconfiguring of Town Office/present fire station in the event the school does not allow voting while school is in session.
- Create an “Outbuilding Replacement Capital Reserve Fund” for replacement of buildings such as the Gazebo, Band Stand, or Rec buildings. This year’s contribution \$10,000.

Discussion:

- “Town General Road Maintenance Capital Reserve Fund”: R. Hussey noted that there was a study done in 2016; Bayside Road is in tough shape.
- “Pedestrian Engineering Expense Capital Reserve Fund”: R. Hussey stated he would not to pursue at this time; Chair Hussey agreed.
- Create a “Public Works Building Repair Capital Reserve Fund”: Chair Hussey suggested making the opening larger on the salt shed so excavators do not damage it when loading salt.
- Increase the “Town Storm Expense Capital Reserve Fund”: Snow removal funds have been an issue in the past. Chair Hussey would like a budget of \$400,000 and a CRF of \$150,000; the snow removal

budget is in the “red” at this time. Responding to a question from S. Smith, Chair Hussey stated that the Town has a contract for snow removal until April 2020. S. Smith continued that there is an over-cost run. M. Scruton added there is a provision to terminate the agreement if the Board was not satisfied. Jim Jones, snowplow contractor, will meet with the Board on Monday, October 21, 2019.

- Warrant Article to replace the Town Office air conditioning and heating system: The existing is original with the building. R. Hussey would like to hear from the Town Clerk. M. Morgan responded the air conditioning is not good. The heat is on the ceiling and heat rises; portable heaters are under the desks. The air conditioning does not circulate. Chair Hussey explained what will be proposed and estimates \$30,000.
- Municipal Parking Lot: J. Rolston asked if M. Scruton had contacted the Church about the proposed plan. M. Scruton responded that there currently is not a plan; ideas are being “brainstormed” at this time. He felt the improvement would benefit the abutters of Church Lane as well as improve safety and allow additional parking; there were a number of benefits. J. Rolston stated, as a courtesy, the Church should know that the Town is considering improvements in that area. M. McLaughlin, 47 Nantucket Place: Bonnie Gardner would be able to put someone in touch with the correct individual.

5. Other Old Business

J. Rolston requested pest control be brought in to get rid of the fruit flies. M. Scruton and Chair Hussey have discussed putting the trash in a container outside the building.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Solar Exemptions

- The business owner at 437 Portsmouth Avenue – Unit 1B, Map U4, 25B, qualifies for the Solar Exemption Credit at 100%, effective April 01, 2020; a permit is on file.

SUGGESTED MOTION: J. Rolston moved to approve the Solar Exemption Credit at 100% for the business owner at 437 Portsmouth Avenue – Unit 1B, Map U4, 25B, effective April 01, 2020. Second – R. Hussey; all in favor. MOTION CARRIED

- The resident at 604 Post Road, Map R6, 8K, qualifies for the Solar Exemption Credit at 100%, effective April 01, 2020; a permit is on file.

SUGGESTED MOTION: S. Smith moved to approve the Solar Exemption Credit at 100% for the resident at 604 Post Road, Map R6, 8K, effective April 01, 2020. Second – R. Hussey; all in favor. MOTION CARRIED

2. Other New Business

Chair Hussey stated that he found a “cheat sheet” used by another town for RSA 79-E, Community Revitalization Tax Incentive. He felt the Town should be considering the Community Revitalization Tax Incentive for redevelopment. If adopted by the Town, an area would receive a tax break if major renovations were made to a structure; it can be utilized for historic homes (criteria would have to be set).

M. Scruton noted that the Town was approved for the Economic Revitalization Zone Renewal along Rt. 33.

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VI. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 17, 2019

1. Payroll Manifest 21

MOTION: R. Hussey moved to approve Payroll Manifest 21 in the amount of \$62,511.11. Second – S. Smith; all in favor. MOTION CARRIED

2. General Fund Manifest 21

MOTION: S. Smith moved to approve General Fund Manifest 21 in the amount of \$289,810.55 (School - \$255,000). Second – J. Rolston; all in favor. MOTION CARRIED

Chair Hussey noted there is a payment to the Library to clear up the \$.67 rounding error.

VII. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 9:35 p.m. Second – R. Hussey; all in favor. MOTION CARRIED

NEXT MEETINGS

Monday, October 21, 2019 – 7:00 p.m., Town Hall Conference Room

Monday, October 28, 2019 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Administrative Assistant

Approved: 