



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, November 25, 2019 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Rick Hussey, Steve Smith

Absent: Jim Rolston

Also Present: Matthew Scruton - Town Administrator

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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.

**I. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 28, 2019**

1. Payroll Manifests 24 and 24A

Due to the Thanksgiving holiday on Thursday, November 28, 2019, the Finance Director must submit payroll by 5:00 p.m. PST.

MOTION: R. Hussey moved to approve Payroll Manifest 24 in the amount of \$63,193.04. Second – S. Smith; all in favor. MOTION CARRIED

MOTION: R. Hussey moved to approve Payroll Manifest 24A in the amount of \$6,842.06. Second – S. Smith; all in favor. MOTION CARRIED

This manifest included payment for compensatory time and unused vacation leave.

**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.

There were no public comments.

**III. APPROVAL OF MINUTES**

1. Friday, November 08, 2019

MOTION: S. Smith moved to approve the minutes of Friday, November 08, 2019. Second – C. Deorocki; all in favor. MOTION CARRIED

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### 2. Tuesday, November 12, 2019

MOTION: S. Smith moved to approve the minutes of Tuesday, November 12, 2019. Second – C. Deorocki; all in favor. MOTION CARRIED

### 3. Friday, November 15, 2019

MOTION: S. Smith moved to approve the minutes of Friday, November 15, 2019. Second – C. Deorocki; all in favor. MOTION CARRIED

## IV. OLD BUSINESS

### 1. Coakley Update

There was no update.

### 2. Weeks Library Update

The manifest included a request to transfer \$25,111.40 from the Weeks Library Expansion Capital Reserve Fund to the Town's operating budget. Funds were expended from the Town's operating budget for legal and consulting expenses directly related to the Library expansion. Town Meeting authorized the Board of Selectmen to be the agents for the CRF for the vote to expand the Library. This request is within the purview of the Board.

MOTION: C. Deorocki moved to request that the Trustees of the Trust Funds transfer \$25,111.40 from the Weeks Library Expansion Capital Reserve Fund to the Town's operating budget to cover legal and consulting expenses directly related to the Library expansion. Second – R. Hussey; all in favor. MOTION CARRIED

### 3. Budget Update

Portions of the Town budget were reviewed by the Budget Committee at their meeting on Tuesday, November 19, 2019. The review will continue Monday, December 02, 2019. M. Scruton encouraged members to attend and participate.

### 4. Road Agent Search

Notices were posted on the Town's Facebook page, the Town website and the message board that the Town is looking for a road agent. An application was received earlier in the day. M. Scruton recommended no action be taken at this time and that the Board continue its search to increase the pool of applicants for a road agent. The position will be posted until filled.

### 5. Public Works Building

Repairs have been ongoing in the Public Works Building for the last several weeks; improvements are being made on a regular basis: new junction board, outlets, new lights, new interior doors and other repairs. Chair Hussey and R. Hussey have volunteered their time. Repairs are being made to keep the building functional for the contractor. M. Scruton is waiting for a quote on the garage door from two vendors.

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There has been discussion about an adequate temperature for the building. M. Scruton has lowered the temperature to 50° when the building is unoccupied. Someone increases the temperature to 69° and does not turn it down, even when the building is unoccupied. When the contractor is in the building, the temperature should be at a comfortable working level. Does the Board want to use more energy when the building is unoccupied and keep the temperature up, or try to find a balance by keeping it warm enough for the equipment to start? Chair Hussey did not want the building kept at 70°; he would like the temperature at 55°. He suggested 55° when no one is in the building and 65° when working, adding if it happened again, he would recommend to the Board a meter be put on and the contractor could pay for the fuel. C. Deorocki asked how many times it had gone from 50° to 69° and 69° to 50°; Chair Hussey responded: “about five times in a week”. C. Deorocki: So, every day? M. Scruton stated he had not checked on a daily basis and was not sure how the thermostat was programmed. Chair Hussey stated signs should be put up reminding them to turn the heat down before leaving. C. Deorocki suggested a plastic cage be put over it. Chair Hussey stated if they lost the key, the cage could be broken and thermostat damaged. C. Deorocki: So, what’s the solution; Chair Hussey: start with a couple signs—one on the door and one above the thermostat: 55° when building is unoccupied; 65° when occupied, maximum. If the contractor had concerns, he could contact M. Scruton. The option would be to contact Eastern to put on a meter and he could pay for the heat.

Chair Hussey stated he would like to differentiate the two buildings: The Public Works Building and the Facilities Maintenance Garage. C. Deorocki noted that “Public Works Building” implies the Town has a Public Works Department, which it does not. Chair Hussey wanted to differentiate the two buildings so a capital reserve fund can be started to redo the outside of the Public Works Building (contractor’s building).

C. Deorocki asked if anyone had made a phone call about the note (on the thermostat). M. Scruton stated he did not write the note, he found it and was unsure who wrote the note.

### 6. Other Old Business

Cameras: The Fire Station camera was damaged when the siding was installed and will need to be replaced. Chair Hussey would like to replace that camera, add one aiming at the back door of the Town Hall and two at either end of the fire station aimed at the Public Works building and the recreation fields to provide better monitoring.

There would be a total of four cameras and wire into the existing recorder. C. Deorocki questioned if it could handle that work load; Chair Hussey has checked into it and was told it would work. The budget will be \$500 and include four cameras and wiring. C. Deorocki asked if the cameras would be viewable from the fire station; Chair Hussey: no, not yet. C. Deorocki: from where? Chair Hussey: you would have to go up to the recorder; technically, they’re in the fire station. Chair Hussey would eventually like to be able to view real-time pictures of the parking lot from the offices. To view a recording, you have to go up into that area. M. Scruton noted it was originally upstairs but has been moved down to the dispatch area in the fire station. C. Deorocki: the cameras that you want to put up will be viewed from the fire station; Chair Hussey: right now. C. Deorocki: monitors in there? Chair Hussey: until we come up with a different idea. M. Scruton stated the camera can be viewed real-time; in order to access the archived information, a passcode is needed. C. Deorocki: can you go online and look at archived with a password? M. Scruton can go into the dispatch area and view them; he was unsure about the web based. It may have been originally designed for the Police Department to be able to access. C. Deorocki: that was what he was getting at; technology moves so fast, are we just putting hubcaps on old car? Chair Hussey: no, this is pretty modern technology. There was continued discussion about the

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limitations. C. Deorocki asked if it was \$500 installed; Chair Hussey responded it was \$500 for four cameras installed. M. Scruton it would be into the existing system. C. Deorocki: do we have a contractor for this? Chair Hussey: one of the guys at the fire station. C. Deorocki: he was not opposed to the idea; safety in any government building was paramount. Live streaming worked out pretty good.

The general consensus of the Board was to move forward with the four cameras. C. Deorocki asked where the \$500 would come from. M. Scruton suggested building maintenance this year or next year; Chair Hussey would like it done right away. He would like there to be monitoring in case there was a problem.

Revised Warrant: The Town Clerk/Tax Collector prepared a revised Warrant for 2019 Period 2 due to an error on two properties. It does not affect the amount of taxes to be collected or the MS-1. Additionally, due to the decrease in interest from 12% to 8%, by State statute, the original warrant had the incorrect amount of interest listed. The tax bills were correct.

MOTION: S. Smith moved to approve the revised Warrant for 2019 Period 2 as submitted by the Town Clerk/Tax Collector. Second – R. Hussey; all in favor. MOTION CARRIED

### V. NEW BUSINESS AND ADMINISTRATIVE

#### 1. Annual Policy Review and Approval

The following policies are required to be reviewed and approved on an annual basis.

Fund Balance Policy: The purpose of the Fund Balance Policy is to establish a key element of the financial stability of the Town by setting guidelines for the fund balance. The fund balance provides cash flow liquidity for the Town's general operations.

MOTION: R. Hussey moved to approve the annual Fund Balance Policy. Second – S. Smith; all in favor. MOTION CARRIED

Investment Policy: The annual Investment Policy is not the investments for the Trustees of the Trust Funds; it is for the Treasurer and based on statutory guidelines.

MOTION: C. Deorocki moved to approve the annual Investment Policy. Second – S. Smith; all in favor. MOTION CARRIED

Indemnification Policy: The Indemnification Policy was originally approved at Town Meeting on March 06, 1976. The Selectmen must vote to indemnify other Town officials while they are acting on behalf of the Town.

MOTION: C. Deorocki moved to approve the annual Indemnification Policy. Second – R. Hussey; all in favor. MOTION CARRIED

#### 2. Warrant Articles

The Board discussed the possible warrant articles. They were reminded that \$100,000 was used from the Undesignated Fund Balance to offset the tax rate and \$50,000 from that fund was used for the overlay.

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The Board previously discussed a possible warrant for a municipal parking lot on Church Lane. A rough quote from Underwood Engineering ranged from \$267,000 to \$365,000. An option would be to create and fund a Capital Reserve Fund; another option would be a warrant article to come entirely from taxation.

MOTION: C. Deorocki moved to not go forward with a warrant article for the municipal parking lot on Church Lane at this time. Second – S. Smith

Discussion: Chair Hussey preferred a Capital Reserve Fund as a three year project. There have been complaints from the Planning Board there was no parking for the Library; this would definitely provide parking for that as well as for events at the School or general parking. He suggested \$100,000 the first year; C. Deorocki: I think we spent all the money already. He did not think there was money for a parking lot up there. And, to be honest, he liked that piece of property just the way it is; it's like a postcard. The parking lot detracts from it. And, he hasn't heard one good reason that the entire Town should have to pay for that, for the Church to have, the Library to have, the School to have; those are all different departments. The Library chose to build it up there; there's no parking. If they want to kick in; he's said it before. Chair Hussey: it all comes out of the same pocket.

MOTION: C. Deorocki moved to not go forward with a warrant article for the municipal parking lot on Church Lane at this time. Second – S. Smith; two in favor, two against (C. Hussey, R. Hussey). MOTION FAILED

This item will be discussed at the next meeting when there may be a full Board. M. Scruton asked Board members to think about other warrant articles for the next meeting.

### 3. Transfer Station Fees, Handrail Quote

Handrail Quote: A quote for handrails for both new compactor locations was received from Atlantic Recycling Equipment in the amount of \$4,380. M. Scruton encouraged the Board to approve the quote; the turnaround time for installation would be quick and there is a safety concern. Currently boards and pallets are being used to prevent accidents. M. Scruton felt it was important. Funds would be taken from the compactor warrant article as part of the upgrade. The new compactors are operational and working well.

MOTION: R. Hussey moved to approve handrails for the new compactor locations included from Atlantic Recycling Equipment in the amount of \$4,380. Second – S. Smith; all in favor. MOTION CARRIED

Transfer Station Fees: The Transfer Station is largely subsidized by general taxation and not user fees. The only way to fully recoup those costs would be to implement a pay-per-bag fee. The Board has indicated they would prefer to avoid that type of system; the Transfer Station will continue to be primarily funded through general taxation. Adjusting the user fees and policies will help offset some of the costs and reduce the amount the Town needs to raise through general taxation to operate the Transfer Station.

M. Scruton submitted a draft proposal to the Board for review and discussion that included increasing the cost of a Transfer Station permit and per item charges. His proposal is based on the Town's costs and what surrounding towns are doing and/or charging. M. Scruton also included Greenland's Transfer Station revenues and expenses for Board review, noting it was okay to take some from general taxation because it was a community resource. M. Scruton stated that a benefit of having fees was a way to

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reduce the amount of waste received at the Transfer Station and encourage recycling. There may be “pushback” from residents if fees increase.

Chair Hussey stated the permit fee needed to be increased. Looking at the revenue, there were a lot of people not buying them; enforcement action at the Transfer Station may be needed. Buying stickers at the Transfer Station may be an option; residents would have to take a receipt to the Town Office for the actual sticker.

Demo, brush and metal loads are a problem, especially on Saturdays. Chair Hussey suggested those items be accepted only on Saturdays between 10:00 a.m. and 3:00 p.m.; one attendant would be designated to that area. He also suggested that a volunteer looking to fulfill community service commitments could hand out flyers on Wednesdays with any changes at the Transfer Station. M. Scruton explained he has received calls from people to do volunteer work.

C. Deorocki stated M. Scruton had done good job. However, he disagreed with fees; he thought it encouraged littering. If you have to spend \$35 to get rid of a couch, it's easier to go back down an old dirt road and pitch it off the side; you see it a lot. His biggest problems with the fees this year: he'd rather they did not set the tax rate and keep the dump the same. It reminded him of the fuel surcharge ten years ago when diesel went up and all the trucking companies had the fuel surcharge on top of their bill. Everybody has costs; it's the cost of doing business. This was a surcharge. The tax rate was great but you're going to pay double that in fees at the dump. He did not agree with it; not this year.

M. Scruton responded there was no right or wrong way to do this. Chair Hussey stated if you were not going to charge a disposal fee, you charge \$100 for a permit. C. Deorocki suggested making it \$24 per year, \$2 per month—that was a good deal. It's still a good deal. We have to enforce what we have, first of all. We're being taken advantage of and that's a problem. We need to fix the problem. If we don't have enough staff, or what. C. Deorocki also disagreed with shortening any hours. The Town is getting bigger and bigger, with more people. Chair Hussey stated it was for specialty items. There was continued discussion with C. Deorocki stating there wasn't any room and it didn't flow very well up there. With the service we provide, we should provide the service bell to bell. Chair Hussey has discussed this with the attendants, and they felt the hours would work; they don't want them first thing in the morning.

C. Deorocki stated again that we need to enforce what's up there first. Chair Hussey would like residents notified of any changes or fee increases; dump stickers will be needed. Dump stickers and fees last increased in 2016. R. Hussey stated Harding Metals complained about gasoline left in lawn mowers at the Transfer Station.

M. Scruton discussed his other suggestions: a maximum of four 45 gallon bags of trash per day or the equivalent in an attempt to reduce the volume into the MSW compactors; only accept checks and not cash as an internal control; no demo, brush or metal after 4:45 p.m. (existing policy); fee increase for dump stickers to \$25 (up from \$10).

MOTION: C. Deorocki moved to schedule a public hearing to adjust the fees and/or policies at the Transfer Station. Second – S. Smith; all in favor. MOTION CARRIED

The Board opted to discuss the recommended changes at the public hearing. M. Scruton noted that the proposed increases and changes were not to fully recoup all the costs of the Transfer Station; there will always be some costs above and beyond the revenue.

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### 4. Town Treasurer Resignation

Mark Raque, Town Treasurer, is relocating to be closer to family and has resigned his position effective December 15, 2019. M. Scruton has contacted the Assistant Treasurer; she has indicated she would prefer to continue as the Assistant Town Treasurer and will help during the transition.

MOTION: C. Deorocki moved to accept the resignation of Mark Raque as the Town Treasurer and post the position and also thank him for his service. Second – S. Smith; all in favor. MOTION CARRIED

### 5. Elderly Deferrals

Several elderly deferrals have been received and need to be approved by the Board.

MOTION: R. Hussey moved to grant the 2019 Elderly Deferral for the property located at 126 Bayside Road in the amount of \$6,662. Second – S. Smith; all in favor. MOTION CARRIED

MOTION: R. Hussey moved to grant the 2019 Elderly Deferral for the property located at 342 Bayside Road in the amount of \$4,789. Second – S. Smith; all in favor. MOTION CARRIED

MOTION: R. Hussey moved to grant the 2019 Elderly Deferral for the property located at 176 Winnicut Road in the amount of \$2,405. Second – S. Smith; all in favor. MOTION CARRIED

MOTION: R. Hussey moved to grant the 2019 Elderly Deferral for the property located at 36 Waters Edge in the amount of \$9,434. Second – S. Smith; all in favor. MOTION CARRIED

### 6. Solar Exemption

The resident at 216 Newington Road qualifies for the solar exemption at 100%; a building permit is on file.

MOTION: S. Smith moved to approve the solar exemption for the resident at 216 Newington Road at 100%. Second – C. Deorocki; all in favor. MOTION CARRIED

### 7. Town Hall Thanksgiving Hours

The Town Offices will be closed on Thursday, November 28, 2019 and Friday, November 29, 2019 for the Thanksgiving Holiday. A number of Town Office employees will be out on Wednesday, November 27, 2019, or have indicated they will be leaving early. M. Scruton requested permission from the Board of Selectmen to close the Town Offices at noon on Wednesday, November 27, 2019.

MOTION: C. Deorocki moved to approve the Town Offices closing at noon on Wednesday, November 27, 2019 with the understanding that vacation time will be used and the holiday hours will be posted in all the appropriate places. Second – S. Smith; all in favor. MOTION CARRIED

### 8. Holiday Luncheon

The annual Holiday Luncheon will be held on Wednesday, December 11, 2019. M. Scruton asked that the Town Offices be closed from noon to 1:00 p.m. The Fire Department, Police Department, Town Hall staff and Board of Selectmen are invited to the luncheon.



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MOTION: S. Smith moved to authorize the closing of the Town Office for the Holiday Luncheon from noon to 1:00 p.m. on Wednesday, December 11, 2019. Second – R. Hussey; all in favor. MOTION CARRIED

### 9. Other New Business

Veterans Tax Credit: Increasing the amount of the Veterans Tax Credit was brought up at a Budget Committee meeting. There is a maximum amount allowed. This was continued to warrant article discussions.

Salt: Chair Hussey recommended M. Scruton order the salt for accountability. There was a lengthy discussion on the process for ordering salt. M. Scruton will be ordering the salt when notified by the contractor.

MOTION: Chair Hussey moved to have the Town Administrator order salt. Second – R. Hussey; three in favor; one against (C. Deorocki). MOTION CARRIED

## VI. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 28, 2019

### 1. General Fund Manifest 24

MOTION: S. Smith moved to approve General Fund Manifest 24 in the amount of \$122,539.09 (no payment to the Greenland School District). Second – C. Deorocki; all in favor. MOTION CARRIED

### 2. Police Special Revenue Manifest 02

MOTION: S. Smith moved to approve Police Special Revenue Manifest 02 in the amount of \$71,003. Second – R. Hussey; all in favor. MOTION CARRIED

### 3. Capital Fund – Library Manifest 08

MOTION: S. Smith moved to approve Capital Fund – Library Manifest 08 in the amount of \$6,919. Second – C. Deorocki; all in favor. MOTION CARRIED

## VII. RDS 91-A:3, II(d)

MOTION: C. Deorocki moved to enter in non-public session at 8:05 p.m. Roll call vote: C. Hussey, yes; C. Deorocki, yes, R. Hussey, yes; S. Smith, yes. All in favor. MOTION CARRIED

MOTION: S. Smith moved to return to public session at 8:12 p.m. Roll call vote: C. Hussey, yes; C. Deorocki, yes, R. Hussey, yes; S. Smith, yes. All in favor. MOTION CARRIED

MOTION: C. Deorocki moved to seal the minutes of the non-public session. Roll call vote: C. Hussey, yes; C. Deorocki, yes, R. Hussey, yes; S. Smith, yes. All in favor. MOTION CARRIED

## VIII. ADJOURNMENT

MOTION: C. Deorocki moved to adjourn at 8:14 p.m. Second – S. Smith; all in favor. MOTION CARRIED



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NEXT MEETING
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Monday, December 09, 2019 – 7:00 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: 