



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, April 13, 2020 – 6:30 p.m. – Virtual Meeting via Zoom

Members Present - Virtually: Jamie Connelly, Rick Hussey, Jim Rolston, Steve Smith, Rich Winsor
Also Present - Virtually: Matthew Scruton - Town Administrator; Ralph Cresta – Fire Chief; Tara Laurent – Police Chief; Dennis Cote – Emergency Management Director

Chair Smith 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 held virtually through Zoom and recorded by audio. A checklist to ensure meetings are compliant with the Right-to-Know Law during the State of Emergency was read into the record by Chair Smith.

A moment of silence was recognized for Police Chief Michael Maloney who was killed in the line of duty on April 12, 2012.

I. APPOINTMENT

1. COVID-19 Update: Dennis Cote, Emergency Management Director

Dennis Cote, Emergency Management Director, noted that social distancing appears to be working. He updated the Board on the new procedures at the Transfer Station that have been implemented; those changes will continue until further notice. Face masks have been made by a resident and dropped off at the Fire Department. The number of cases in Town is not confirmed and may not be accurate. The Town Offices, Fire Department and Fire Department apparatus have been treated; Police Department apparatus will be done during better weather. D. Cote thanked everyone for adhering to the CDC guidelines; information for first responders is constantly changing. New funding may be available the week of April 20, 2020. The Seabrook drills have been postponed. The Governor may make a decision about the remainder of the school year within the next week; it does not look promising.

II. PUBLIC HEARING

1. Acceptance of Donation to Cemetery Trustees

Carolyn Marshall of Hudson made a donation in the amount of \$2,000 to the Cemetery Trustees to be used for the maintenance and upkeep of either section of the cemetery. Several of her family members are buried in Greenland and she has a plot in Prospect Cemetery. She made a similar donation to the Fire Department in March 2020.

MOTION: J. Rolston moved to accept the donation from Carolyn Marshall to the Cemetery Trustees in the amount of \$2,000 to be used for maintenance and upkeep of either section of the cemetery. Second – R. Hussey; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor – yes. All in favor. MOTION CARRIED

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2. Acceptance of Donations to Fire Department and Police Departments

The Town would like to thank the many commercial businesses and members of the community that have made generous donations to the Fire and Police Departments during the COVID-19 pandemic. The Board of Selectmen were asked to acknowledge Lowe's (washer and dryer units and accessories, face masks, cleaning supplies, hand sanitizer); Hart Plumbing and Heating (connected the washers and dryers at no charge for labor and material); Flag Hill Winery (hand sanitizer); Chief Michael Maloney Memorial Fund (masks); Portsmouth Pediatric Dentistry (gloves and donuts); Novel Iron Works (masks); Troy Thibodeau (masks); Liz Cummings (cloth masks); Jamie Connelly (sanitizing wipes); and a number of other donations.

MOTION: R. Winsor moved to accept any and all past, present and future donations made to departments with the Town of Greenland during 2020. The Board of Selectmen and Town departments appreciate any and all donations made during the COVID-19 pandemic. Second – J. Rolston; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

J. Rolston requested that thank you notes be written for donations. TA Scruton noted that Police and Fire Departments have been writing thank you notes. There was also an article in the Portsmouth Herald (seacoastonline.com) recently regarding the donation of the washers and dryers. Chair Smith added the Portsmouth Health Officer has helped a Greenland resident receive some services. TA Scruton commented that the Police and Fire Departments participated in an Easter Bunny Parade on Saturday, April 11, 2020, which helped uplift the spirits of many of the younger residents. TA Scruton thanked all those involved as well as Chief Laurent and Chief Cresta.

III. PUBLIC COMMENTS

TA Scruton asked that comments be emailed to comments@greenland-nh.com or called to the Town Hall (603.380.7372).

Comment received from Tim Collins, 100 Winnicut Road: The State of New Hampshire sent the Town \$209,998 in meals and room tax in 2019. In 2019 the State of New Hampshire gave Greenland a Highway Block Grant of \$92,875. T. Collins recommended a hiring freeze and critical spending only. Future is not so bright at the moment. Chair Smith thanked T. Collins for his comments; they will be taken under advisement.

IV. APPROVAL OF MINUTES

1. Monday, March 16, 2020

MOTION: J. Rolston moved to approve the minutes of Monday, March 16, 2020. Second – R. Hussey; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

V. OLD BUSINESS

1. Weeks Library Update

There was a pre-construction meeting of the Library Building Committee, Lavallee Brensinger Architects, Bauen Corporation, Peter Rowell (interim Building Inspector), Chief Cresta, Chief Laurent and Beverly

Kowalik (Life Safety Inspector) on Friday, March 27, 2020. Groundbreaking was scheduled for Monday, April 06, 2020.

R. Winsor asked for a review of the project from the interim Building Inspector as soon as possible including any gaps, needs or concerns. He clarified that he would like the Building Inspector's professional opinion that the project is being managed properly and nothing is being overlooked, has been overlooked or will be overlooked in the future. A project of this magnitude without a Clerk of the Works is significant.

2. Coakley Update

Minutes from the Coakley Group meeting on January 17, 2020 were included in the informational packet; minutes were not available from the recent Coakley Group meeting. The Board also received an Activity Report dated April 07, 2020. Responding to a question from J. Connelly, TA Scruton stated Coakley Group minutes will be sent to the Board when they are available. However, quite a bit of work is also done in non-public meetings.

3. Building Inspector Search

At the meeting on Monday, March 16, 2020, the consensus of the Board was to move forward with the search for a full-time Building Inspector. Resumes were sent to the Search Committee (Steve Smith – Board of Selectmen, John McDevitt – Planning Board, and Ron Gross – ZBA) to be ranked. The committee selected the same top three candidates, but not in the same order. J. McDevitt emailed his request that the Search Committee continue to be involved in the interview process. TA Scruton has notified the applicants that the process is on-going and interviews have yet to be scheduled.

R. Winsor: His motion was intended so all members of the committee were directly involved in the entire process, including interviews and a final recommendation of the top candidate after interviews. R. Winsor clarified that he would like the committee to recommend their top candidate ranked one through three and their reasons for the rankings. He recommended that the Selectmen make the final selection.

Chair Smith stated that the Selection Committee would continue to be part of the process. He recommended that TA Scruton be involved in the interview process due to his direct contact on a daily basis with the Building Inspector. It would provide some continuity between the Boards to have TA Scruton involved. The consensus of the Board was to add TA Scruton to the Selection Committee.

TA Scruton clarified that the Selection Committee would continue with the interview process of the top three candidates and then make a recommendation to the Board of Selectmen. R. Winsor responded that the next step would be that the Selection Committee interview the top three candidates. The committee would then meet to rank their final recommendations, ranking them one through three, and their reasons. The Selectmen would take their recommendations under advisement, doing a final panel interview with the top candidates; the hiring decision would be made by the Selectmen. The Board was in agreement with R. Winsor's recommendation.

MOTION: R. Winsor moved to proceed with the selection process for a Building Inspector. The Selection Committee, comprised of Ron Gross, John McDevitt, and Steve Smith as well as the Town Administrator, will interview each selected candidate, debrief as a committee, and provide three recommendations to the Board of Selectmen in order of preference to include the "why and why not" a candidate was selected. The Selectmen will make the decision on which candidate will do the final interview; the final decision will be made by the Board of Selectmen. Second – J. Connelly; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

Interviews will be scheduled by TA Scruton and candidates will be notified.

4. Roads

T. Collins, under the “Public Comments” portion of the meeting, noted the Town needed to watch the budget this year. TA Scruton noted that due to COVID-19, it is anticipated that revenues may be lower; some residents may be unable to pay their property taxes. Expenses are higher than usual, particularly in the area of public safety due to COVID-19 related expenses. Reimbursement of 75% of the COVID-19 related expenses is possible.

TA Scruton suggested that roads may be one area where the Board could be conservative. Two priority roads that have been identified are Bayside Road and Cemetery Lane. He felt it would be overly ambitious to try to repair both roads this year due to the current situation. TA Scruton recommended focusing on the smaller dollar project, Cemetery Lane, and leave Bayside Road for another year; general patching on other roads could be done as needed. That would leave money in the budget that may be needed at some point during the year.

TA Scruton stated there have not been any updates to the road study done by Underwood Engineers since it was originally done a number of years ago. Costs would be higher than originally estimated. There has not been a recent study done to determine if the priorities remain the same. Complaints are focused mainly on Cemetery Lane and Bayside Road. Another study could be done to determine if there should be any changes to the report. Chair Smith added that there was outlay on the Waters Edge project last year. There have not been any major road repairs; all repairs have been small maintenance issues. He suggested the Board may want to look at having the report updated in the future; the original cost was approximately \$60,000.

R. Winsor suggested that the Planning Board Engineer, Eric Weinrieb (Altus Engineering), could review the study, look at the roads in Town and give the Board his professional opinion rather than doing another \$60,000 study. A brief overview might be helpful.

R. Hussey stated that the study indicated that the driveway to the Weeks Brickhouse should be done and questioned why the Town maintained that driveway. He continued that Cemetery Lane is starting to break down due to the heavy trucks entering the Transfer Station to collect waste. R. Hussey also discussed the culverts on Bayside Road that needed to be replaced.

Chair Smith recommended repairing Cemetery Lane and looking at other projects moving forward. R. Winsor stated the bid process should be used. TA Scruton explained that Underwood Engineers normally sent out the bids, reviewed the proposals and selected the contractor. R. Winsor stated there should be at least three bids and they should be reviewed by the Board. J. Rolston stated three bids would be ideal but may not be possible. He felt it would be prudent to repair Cemetery Lane, although Bayside Road was in “pretty rough shape” and he would like to see it repaired. J. Connelly would like to see a minimum of three quotes. He agreed Cemetery Lane should be repaired and the Board should hold on larger projects.

MOTION: R. Winsor moved to proceed with the bid process for the appropriate work on Cemetery Lane with a minimum submission of three bids. If three bids are not available, a list of “no bid” contractors should be provided to the Town. Second – J. Connelly

Discussion: J. Rolston clarified that the suggested motion was to pave Cemetery Lane into the Transfer Station to the first two compactors, including the lower section. R. Winsor responded that his motion

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was to move forward and collect bids; he was okay with it including the compactor area. He was committing the Board to a bid, not money.

Chair Smith stated that the suggested motion was to collect bids to pave Cemetery Lane to include the road going into the Transfer Station and down to the first two compactors, including the lower section. R. Winsor wanted the Board to review all bids before committing to paving. TA Scruton was unsure if Underwood Engineers would accept those terms without being certain they could award the job. If the Town did the RFP's, we would be responsible for managing the project without a road agent in place. R. Winsor responded that he would be surprised if Underwood did not want the Board to review the bids.

There was a discussion about speed bumps. J. Rolston stated that there were speed bumps at one time; they were removed due to damage from plowing. He did not feel a speed bump was necessary. TA Scruton stated that the barrier and stop near the first two compactors has helped control speeding. He recommended making it a permanent stop at that location; it would act as a speed deterrent before reaching the first two compactors. R. Hussey suggested putting the cement barrier back in place where the stop sign would be, having it wide enough so that when dumpsters were picked up they could get through without a problem.

T. Collins offered to write a project detail list for the Board to put the project out to bid. TA Scruton noted it would be a different process done by the Town sending out the RFP's. Underwood Engineers has their own set of criteria.

AMENDED MOTION: R. Winsor moved to collect three bids to pave Cemetery Lane to include the road going into the Transfer Station and down to the first two compactors, including the lower section. If three bids are not available, a list of "no bid" contractors should be provided to the Town. Second – J. Connelly; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

5. Other Old Business

Responding to a question from J. Connelly, TA Scruton explained that the Board of Selectmen is considered public. R. Winsor clarified that there will be times when the Selectmen have non-public meetings; those minutes can be sealed. TA Scruton explained that the Selectmen could unseal their minutes.

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Tuition Reimbursement: Wayne Young, Police Department

Sgt. Wayne Young requested approval from the Board of Selectmen for tuition reimbursement. He will be taking an Advanced Critical Analysis course from April through June 2020. The Personnel Policy allows reimbursement of 50% of the tuition cost, dependent on completion and grade.

MOTION: J. Rolston moved to approve the tuition reimbursement request from Wayne Young. 50% of the tuition cost will be reimbursed, dependent upon completion and grade. Second – R. Hussey; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

2. Review of Welfare Guidelines

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The current Welfare Guidelines have not been updated since 2017. The City of Portsmouth handles welfare cases for the Town of Greenland and they do not use our guidelines. Portsmouth uses guidelines based on municipal law, which have changed since 2017. TA Scruton has contacted the Portsmouth Welfare Director for needed changes to the Town's guidelines to be approved at a later date by the Board. Board action is not needed at this time.

\$38,000 was budgeted for welfare in the 2020 budget; to date \$2,000 has been expended. J. Rolston stated there may be an increase in welfare requests with the number of people losing jobs due to COVID-19. TA Scruton felt Greenland was tracking pretty well with the budgeted amount; he felt that the line item may be over-expended due to COVID-19. There has not been a significant impact to the budgeted amount at this point.

Responding to a question from J. Connelly, TA Scruton explained that the budgeted amount was based on prior years. He will contact the Portsmouth Welfare Director for what they are forecasting for potential welfare assistance. TA Scruton added that unemployment payments may be covering most expenses, reducing the need for welfare assistance. That could change the longer the current situation lasts.

R. Winsor asked TA Scruton to explain the welfare process. TA Scruton receives an email from the Portsmouth Welfare Director notifying the Town that they reviewed a welfare application and have determined that the Town is required to make a payment for the recipient. The Board will need to approve the payment in the manifest. The check is issued from the Town of Greenland's budget and sent directly to the recipient. The City of Portsmouth is paid for their time processing the application.

R. Winsor requested an up-to-date account of the Town's activities and suggested a Profit and Loss sheet for a quick overview be made available every two weeks. TA Scruton had emailed the Board year-to-date expenses through April 2020. R. Winsor requested reports be emailed no later than 5:00 p.m. prior to the meeting.

J. Rolston stated that the Town does not have much leeway with the welfare budget. It is State law that people must be taken care of if they qualify for assistance. R. Winsor concurred with J. Rolston, but wanted to be aware of, and try to stay ahead of, any possible issues.

3. Part-time Help: Seasonal and Recreation

Sharon McLaughlin, Rec Director, joined the meeting. TA Scruton stated that Pearl's Landscaping has been contracted for the 2020 season with the exception of the cemeteries; the Cemetery Trustees are in charge of those. Part-time seasonal help will be needed for the recreation in-fields and other work. The Town approved budget was \$15,000 and based on hiring two part-time seasonal Town employees and one for Rec. TA Scruton felt the part-time seasonal Town employee should be sufficient and a second would not be needed. TA Scruton stated that the Rec Department needs part-time help to keep their programs running.

S. McLaughlin stated that this year would not be indicative of a general year. She has met with the former Property Maintenance Supervisor to review what needed to be done. S. McLaughlin continued that the Budget Committee, when reviewing the 2021 budget, needed to be made aware that 2020 was not a typical year. The Rec Department did not want an "employee" because they were not sure what that person would be doing due to COVID-19 constraints.

Chair Smith asked S. McLaughlin if she would be comfortable with the interview and hiring process. She responded she would be, however, she did not think an employee this year would be a good idea

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because of uncertainties. R. Winsor asked if general bids should be requested. S. McLaughlin stated they are looking for specific maintenance (raking and thatching of the fields, fertilizing, etc.); she would like to fertilize the fields in the spring and fall. She will get bids for prepping the fields. S. McLaughlin stated she would like the ability to hire an independent contractor to handle some of the Rec maintenance issues.

Chair Smith noted that the Rec Committee would be hiring the contractor; approximately \$7,500 is available. S. McLaughlin stated she would keep TA Scruton and the Selectmen informed.

MOTION: J. Rolston moved to allow Sharon Hussey-McLaughlin, Recreation Director, to advertise, interview and hire a temporary part-time seasonal employee or independent contractor to help support the Recreation Committee as needed. Second – R. Winsor; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED

4. Mosquito Control Contract

TA Scruton received a mosquito control contract proposal from Municipal Pest Management Services, Inc. in the amount of \$20,000 for the period of April 01, 2020 through October 31, 2020. The Town has been paying the same annual rate for a number of years. The contract, which is approved annually, will involve Larvaciding specific areas in Town. Targeted mosquito species will be associated with the West Nile Virus and EEE. This does not include spraying at the Rec fields, which is done by Mosquito Squad of Southern NH for approximately \$800 (Recreation budget).

TA Scruton sent an email to Mosquito Squad of Southern NH for a bid; they did not respond. Some members of the Board requested an RFP be sent to companies that do mosquito spraying.

J. Connelly asked if he should wait until the end to ask questions pertaining to items on the agenda. He voiced his concerns about hiring contractors. Chair Smith noted the discussion was off-topic of the mosquito control contract. He was unsure if the Board would be able to find an individual qualified to be the Maintenance Supervisor who had all the certifications to handle mosquito control. Hiring someone with all the necessary certifications would cost more than contracting out the service. J. Connelly clarified that he would like to hire someone who could handle the small jobs that need to be done. R. Winsor suggested that the Board close out the discussion regarding the mosquito control contract and return to J. Connelly's concerns.

MOTION: R. Winsor moved to request a minimum of three bids for mosquito control. Second – J. Connelly; roll call vote: S. Smith – no, J. Rolston – no, R. Hussey – no, J. Connelly – yes, R. Winsor - yes. MOTION FAILED

J. Rolston stated the Town should continue with Municipal Pest Management Services, Inc. this year. They know what the job entails. The Board could revisit this next year. A tremendous amount of money would not be saved one way or another. This company has been doing it for over five years. The contract starts in April, it needs to be started. R. Winsor commented that systemically the Board was in a comfort zone with bids. Going to out to bid should be standard policy.

MOTION: J. Rolston moved to approve the mosquito control contract with Municipal Pest Management Services, Inc., and authorize the Town Administrator to sign the contract, in the amount of \$20,000. Second – R. Hussey; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – no, R. Winsor - no. MOTION CARRIED

5. Other New Business

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- SAFER Grant: Chief Cresta reviewed the SAFER Grant with the Board. He explained that the grant gives the Fire Department the ability to hire personnel. The SAFER Grant covers 75% of the funding the first two years; 35% of the third year will be paid. After that, the full-time personnel must be retained by the Town. If awarded, it may need to be approved at Town Meeting. Chief Cresta would like to apply; more full-time personnel are needed. Chair Smith explained that the SAFER Grant was through FEMA. The purpose was to hire 24-hour staffing to provide adequate protection from fire and fire-related hazards and to fulfill traditional missions of fire departments. Chief Cresta noted that in addition to protective gear, buildings were also included in the grant this year. The application period opened on April 13, 2020 and continues through May 15, 2020. Chief Cresta will update grant information with the Board within two weeks.

MOTION: R. Winsor moved to authorize Chief Cresta to participate in writing and submitting the application for the SAFER Grant, with the stipulation that if granted, it must go to Town Meeting before funds are expended. Second – J. Connelly; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor – yes. All in favor. MOTION CARRIED

Chief Cresta informed the Board that the Fire Station has been manned 24/7 since the stay-at-home order was implemented and will continue until lifted. Temperatures of personnel are taken upon arrival for a shift and at the end of a shift. Chief Cresta does not want personnel coming from their house for a call and possibly spreading the virus. The Fire Department is on lockdown for duty crew only; emergency calls are the only exception. R. Winsor thanked Chief Cresta for the awesome job being done by the Fire Department. Chair Smith thanked the department for participating in the Easter Bunny Parade; it was good for the Town.

- Contracted Services: J. Connelly requested information on what the Town expected to pay for contracted services in 2020. J. Rolston suggested continuing this discussion until the next meeting on Monday, April 27, 2020 when the information would be available. Chair Smith agreed that would be appropriate. It would give the Finance Director and Town Administrator time to prepare the information as well as give the Board the opportunity for review. R. Winsor recommended looking at this year as a standardized year. He requested a summary and list of each contract that has been put in place as the result of the Property Maintenance Supervisor and the associated costs; 2019 actuals; and any known contract for 2020. Information for 2020 should be based on a normal year. After reviewing the information, the Board could decide whether to hire a full-time person or fill a position similar to what was done in 2019. What was the most fiscally responsible position for the Town?
- Approval of Manifests: TA Scruton explained that the authorization of manifests can occur during a meeting or outside of a meeting. If done outside of a meeting, a minimum of three Selectmen must sign the manifest. Per the RSA's, the Board is allowed to approve outside of a normal Board meeting. During the COVID-19 pandemic, manifests are signed outside the meeting to minimize the exposure. Once the manifest is signed, that is considered an approval; a motion at a Board meeting would not be required. When "normal" Board meetings resume, there would not be a need to sign the manifests prior to a meeting.
- J. Connelly to TA Scruton: Did he have any recommendations to curb spending from the Town? Has the audit been completed? Has the unreserved fund balance for 2019 been determined? TA Scruton's responses: He will provide the Board with the numbers for the unreserved fund balance; the 2019 audit is scheduled for May; he will put together recommendations to curb spending for the next meeting. A large expenditure is roads; limiting major repairs to Cemetery Lane will help. Liz

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Cummings, Finance Director, joined the meeting. L. Cummings stated the 2019 unreserved fund balance would not be available until the audit is complete; the audit is scheduled for the end of May. J. Connelly requested information on the plowing budget: L. Cummings responded that the Town may not have received the last invoice from the contractor. She pointed out that there is still October, November and December for possible storms to get an accurate figure on the 2020 budget.

- Items to be Addressed: R. Winsor noted the following items were continued from the meeting on Monday, March 30, 2020 and need to be addressed—maximum speaking time of three minutes during “Public Comments” and the Cemetery Trustees access into the Maintenance Building for tools.

VII. ACCOUNTS PAYABLE – THURSDAY, APRIL 16, 2020

Note: Due to COVID-19 and meetings held virtually by Zoom, manifests are signed prior to the meeting.

1. Payroll Manifest 08: \$51,911.34
2. General Fund Manifest 08: \$228,067.89 (School - \$180,000)

VIII. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:37 p.m. Second – R. Winsor; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. All in favor. MOTION CARRIED all in favor. MOTION CARRIED

NEXT MEETING

Monday, April 27, 2020 – Time TBA, Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: