



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

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Monday, April 27, 2020 – 6:30 p.m. – Virtual via Zoom

Members Present: Jamie Connelly, Rick Hussey, Jim Rolston, Steve Smith, Rich Winsor

Also Present: Matthew Scruton - Town Administrator

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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.

Attendance of Selectmen was taken by roll call: S. Smith – aye, J. Rolston – aye, R. Hussey – aye, J. Connelly – aye, R. Winsor – aye.

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**I. APPOINTMENTS**

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

Dennis Cote, Emergency Management Director, updated the Selectmen on the status of COVID-19. He noted that New Hampshire appears to be stabilizing; numbers in Massachusetts are still high. The plans in place for the Town, including social distancing and the Town Hall being closed two days per week, seem to be working. D. Cote felt social distancing at the Transfer Station was going very well.

D. Cote continued that there was a webinar on public assistance; FEMA is becoming available. The reimbursement process for 'Category B' items can be started. The reimbursement rate is 75/25; additional reimbursement may be available under the CARES Act. D. Cote reviewed what would be eligible for reimbursement.

D. Cote stated the Town has done an amazing job with the steps that have been put into place by the Town in a short period of time. He recommended keeping everything in place—it is working. Donations to Police and Fire Departments are continuing.

**2. SAFER Grant Update: Chief Cresta, Fire Department**

Chief Cresta stated that the SAFER Grant covered up to 75% of new hire salary the first and second years, and 35% for the third year. Personnel would have to be retained after that period. The grant paperwork is in progress; Chief Cresta is working with the Finance Director on the financial portion of the grant.

The recommended number of new hires is four; Chief Cresta felt two would be sufficient. Chair Smith agreed with Chief Cresta, adding that four would be a stretch. Chief Cresta stated many towns would be applying for the grant but many factors would be taken into consideration.

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Chief Cresta will provide the Board with an update at the meeting on Monday, May 11, 2020.

### 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, April 13, 2020

A correction was made to Page 2, Item 1 – Old Business, Weeks Library Update: Lavallee Brensinger Architects added to those in attendance at the pre-construction meeting.

R. Winsor corrected that the motion on Page 2, Item 2 – Acceptance of Donations to Fire Department and Police Departments, should read: “R. Winsor moved to accept any and all past and present donations...”, deleting “and future”. *Note: After review of the meeting on Monday, April 13, 2020, the motion stands as made. The motion, which included the word “future” was read by TA Scruton; R. Winsor stated “so moved”.* Should the Board desire, it can make a new motion to require review and acceptance of future donations. Currently, the Board has approved “all past, present and future donations for 2020”.

MOTION: R. Winsor moved to approve the minutes of Monday, April 13, 2020, as amended. Second – R. Hussey; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor - yes. MOTION CARRIED

### IV. OLD BUSINESS

#### 1. Weeks Library Update

Peter Rowell, Interim Building Inspector, has been monitoring the construction at the Library. He felt that the project has been progressing well and he will continue to monitor. P. Rowell visited the site earlier in the day and emailed a report prior to the meeting (copy on file). TA Scruton summarized the report for the Board.

Marcia McLaughlin, 47 Nantucket Place and Library Trustee Chairman, joined the meeting. She stated that work on the septic system is continuing; the gas line was installed today. Utilities will be worked on this week.

#### 2. Coakley Update

The Board received a copy of the minutes from the Coakley Executive Committee on April 07, 2020. The next meeting is scheduled for May 06, 2020.

#### 3. Building Inspector Search

The Building Inspector/Code Enforcement Officer Search Committee interviewed two candidates for the position via Zoom on Friday, April 24, 2020. The Search Committee narrowed it to one candidate and encouraged the Board of Selectmen to interview that individual. The candidate is available to speak with the Board at the conclusion of the meeting in a non-public session under “Other New Business”.

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Chair Smith, a member of the Search Committee, stated the interviews went very well. Search Committee members agreed on the same candidate. He recommended that the Board of Selectmen interview the candidate at the conclusion of the meeting. Chair Smith noted that one candidate dropped out at the last minute and they were unable to interview three candidates. He added that the “cream rose to the top”. Starting the process over again may have a negative impact.

Responding to a question from J. Connelly, TA Scruton stated that the position was budgeted as full-time. TA Scruton felt that line would be under budget this year. Using MRI for the part-time interim Building Inspector has provided a cost saving.

MOTION: S. Smith moved to enter into non-public session at the conclusion of the meeting to interview the Selection Committee’s candidate for Building Inspector. Second: J. Rolston; roll call vote: S. Smith – yes, J. Rolston – yes, R. Hussey – yes, J. Connelly – yes, R. Winsor – yes. MOTION CARRIED

#### 4. Roads: Update

At the Board’s request, TA Scruton contacted Underwood Engineers for an RFP for Cemetery Lane. Ben Dreyer, Underwood Engineers, will prepare a scope for Board review. TA Scruton also contacted Eric Weinrieb, Altus Engineering, as requested by R. Winsor. A detailed quote to review the Underwood Engineers road study and provide their professional opinion on the status of Town roads, priority roads and cost considerations has been received from Altus Engineering and provided to the Board (copy on file).

J. Connelly: Requested the cost of the initial study that was done five years ago. Chair Smith felt it may have been \$60,000. J. Connelly questioned the cost of the reassessment. TA Scruton explained that the \$15,000 was the base cost and did not include the hourly cost of who worked on the project. TA Scruton suggested it may cost \$20,000 or more for a reassessment of the study. J. Connelly asked for the number of hours that were paid for in the original study to determine the feasibility of a second road study.

J. Rolston: Questioned why the Board would want to spend the money again. He noted that Altus Engineering stated what a good job Underwood Engineers had done. R. Winsor responded that he agreed with J. Rolston; he did not feel the need to spend another \$20,000. Chair Smith stated it could cost more than \$20,000 to have the study redone and agreed with J. Rolston. J. Connelly, although he agreed with other members, wanted to know how many hours were spent on the last study. There would be no cost to the Town to understand what was required if the study needed to be done again.

R. Winsor: Questioned getting competitive bids for road projects. He understood Underwood Engineers would manage the project. Should a third party be hired to oversee the project? TA Scruton explained Underwood Engineers would propose the scope and send out the RFP for multiple bids for Board review. Based on the Board’s decision, Underwood Engineers would manage the project to ensure the standards and scope are met by the contractor. Underwood Engineers fee would be outlined in the proposal and vary depending on the project. They have handled Town road projects for the last several years. They oversee the project from start to finish.

TA Scruton hopes to have more information on Cemetery Lane available at the next meeting.

#### 5. Other Old Business

Meetings for Boards and Commissions: Laura Byergo, Conservation Commission Chairman, asked how other Boards and Commissions should resume their meetings in May. Chair Smith stated it would be

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determined by when the Town Hall opened to the public. There is an opportunity to hold meetings via Zoom; however, until there is a firm date from the Governor when it was “return to business as usual”, Chair Smith recommended waiting or do it remotely. TA Scruton stated chairmen could contact the office about scheduling a virtual meeting. R. Winsor stated it was the Board’s responsibility to establish a plan for appropriate social distancing. He suggested using the Multi-Purpose Room at the School in order to provide social distancing during meetings.

Welfare: J. Connelly asked TA Scruton who determined assistance eligibility for a Greenland resident. TA Scruton explained that the Town has a form that can be picked up at the Town Hall and completed by the resident who will then submit it to the City of Portsmouth. The Welfare Director will review the form and make a welfare assistance decision based on the State criteria. J. Connelly also asked about the contingency fund suggested by the Welfare Director. TA Scruton responded that she was referencing a “contingency fund” in case of over-expenditure in the welfare budget. He suggested that the Highway/Road line could be used as the contingency fund, if necessary. The Board has the authority to transfer funds between account lines because it is a bottom-line budget. There are currently no funds shared with Portsmouth Welfare. Welfare funds for Greenland residents are paid through Greenland’s budget; the Town cuts the check and it is mailed directly to the recipient. Liz Cummings, Finance Director, joined the meeting and stated that Greenland does not have a contingency fund. The Board may want to consider it as a warrant article in the future. There are requirements for a contingency fund and it must be approved by the voters. There is no way to anticipate how much will be spent on welfare each year.

Contracted Services: J. Connelly asked for an update on contracted services. He would like to know what is planning to be spent on all contracted services and what has been spent, extrapolating it out. R. Winsor wanted to know how much it was costing the Town now vs. what it cost in the past. What contracts were needed now as a result of the former Property Maintenance Supervisor being released?

L. Cummings explained that the current accounting system is based on what is being done where, not whether there is a contract or not. To find every contract the Town has will require an extensive amount of research. It would also require her to determine if the former Property Maintenance Supervisor had the expertise to do a job. There was a lengthy discussion on contracted services vs. the jobs done by the former Property Maintenance Supervisor. R. Winsor wanted contracted services on the agenda for the next meeting and wanted to see the numbers. J. Rolston felt it was a waste of TA Scruton’s time due to the COVID-19 pandemic and getting the Town up and running.

MOTION: R. Winsor moved to discuss, resolve and develop a plan for a Town facilities maintenance employee to replace the previous Property Maintenance Supervisor, if necessary, based on cost projections for this year vs. previous years. In addition, the Town Administrator is to provide a detailed summary of the contracts incurred since the Property Maintenance Supervisor’s release or anticipated this year, with his expectations on which ones would have been resolved by the former Property Maintenance Supervisor and which ones would not. Second – J. Connelly; roll call vote: S. Smith – yes, J. Rolston – no, R. Hussey – no, J. Connelly – yes, R. Winsor – yes. MOTION CARRIED

Discussion: J. Rolston disagreed with the motion. TA Scruton was being asked to decide whether a job could have been done by the former Property Maintenance Supervisor; it was a mute issue at this point. If someone new was hired, how do you know what their skill set was? J. Rolston continued that it was not going to be resolved at the next meeting; there is a lot of work that has to go into that request. R. Winsor stated he wanted to discuss it and have the numbers. J. Connelly stated this could be an opportunity to curb expenses. He felt it was owed to the Townspeople to look at everything to justify the decisions being made by the Board. It was noted that the Town had a contract with Pearl

Landscaping. R. Winsor wanted the contract added to the list and asked whether the contract could be breached. Chair Smith explained that the Finance Director was part-time and that it will take extensive research to provide the information requested. He continued that information has been provided by the Town Administrator to the Budget Committee last year. Whether or not the former Property Maintenance Supervisor did or did not do certain jobs is irrelevant. Chair Smith's personal opinion was if someone was going to be hired, full-time or part-time, they may not be qualified to handle the multitude of jobs. He did not feel it would be settled in one night and one meeting. J. Rolston suggested it may be more prudent to go through this year with contracted services; it would provide a year's worth of data to show how much it actually cost for contracted services vs. hiring a full-time employee. There was a discussion about licenses required for someone in that position. J. Connelly asked that TA Scruton research if the former Property Maintenance Supervisor had the necessary licenses.

Roads: The minutes from July 2016 were given to Chair Smith. There were three bids for the road study; Underwood Engineers was not the cheapest. The bids ranged from \$32,000 to \$35,500. The Underwood Engineers bid was for doing a pavement survey not actual construction.

Cemetery Trustees: R. Winsor wanted to resolve the issue of the Cemetery Trustees access to the Maintenance Building. J. Rolston noted that TA Scruton stated access to the building was available whenever the Cemetery Trustees requested; someone from the Town needed to supervise their access. Chair Smith stated that the Cemetery Trustees submitted a budget request for a shed for their equipment and supplies currently located in the Maintenance Building. He continued that access was not the issue but who was granted access. A letter could be written to the Cemetery Trustees indicating how access could be granted. Chair Smith did not have a problem with the Cemetery Trustees accessing the building if they are supervised by the Town Administrator or a Board member. R. Hussey stated if they needed access for the weekend, there should be no problem accessing the building during the week. Many municipal buildings are not accessible 24/7. Chair Smith noted that the previous Property Maintenance Supervisor was also the Cemetery Sexton and had access to the building 24/7. In addition, there was still the problem of the roof leaking and sheets of drywall coming down from the ceiling; that safety issue needs to be addressed. The Cemetery Trustees needed to plan ahead. Chair Smith offered his cell phone number as a contact person. Police and Fire also have access to the building. Chief Laurent joined the meeting; she did not have a problem with supervised access to the building on weekends. A letter will be sent to the Cemetery Trustees explaining the process to access the building.

Pending Litigation: R. Winsor asked for an update on pending Town litigation. TA Scruton stated the Board could go into a non-public session for further discussion on pending litigation. R. Winsor requested an update for the next meeting from the attorney handling the case: where it stands and what the Board should be expecting. TA Scruton stated the information would not be included in the Board's informational packet; it could be discussed in a non-public session.

J. Rolston stated he would like to get to the more important items--interviewing the Building Inspector candidate.

## **V. NEW BUSINESS AND ADMINISTRATIVE**

### **1. Other New Business**

There was no other new business to discuss.

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### VI. ACCOUNTS PAYABLE – THURSDAY, APRIL 29, 2020

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

1. Payroll Manifest 09: \$57,307.74
2. General Fund Manifest 09: \$326,597.64 (School - \$225,000)
3. Police Special Revenue Manifest 04: \$3,059.90
4. Ambulance Special Revenue Manifest 01: \$23,061.92

### VII. NON-PUBLIC

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

MOTION: Chair Smith moved to enter into non-public session under RSA91-A:3, II(b) for the hiring of a public employee at 8:10 p.m. Roll call vote: S. Smith – aye, J. Rolston – aye, R. Hussey – aye, J. Connelly – aye, R. Winsor – aye. MOTION CARRIED

The Board took a short recess.

MOTION: moved to enter into public session at 9:16 p.m. Roll call vote: S. Smith – aye, J. Rolston – aye, R. Hussey – aye, J. Connelly – aye, R. Winsor – aye. MOTION CARRIED

MOTION: R. Winsor moved to seal the minutes of the non-public session. Second: J. Rolston; roll call vote: S. Smith – aye, J. Rolston – aye, R. Hussey – aye, J. Connelly – aye, R. Winsor – aye. MOTION CARRIED

### VIII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 9:18 p.m. Second – J. Rolston; roll call vote: S. Smith – aye, J. Rolston – aye, R. Hussey – aye, J. Connelly – aye, R. Winsor – aye. MOTION CARRIED

### NEXT MEETING

Monday, May 11, 2020 – Time to be Announced

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: