



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, May 11, 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

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: J. Connelly - aye, R. Hussey - aye, J. Rolston - aye, S. Smith - aye, R. Winsor - aye.

I. APPOINTMENTS

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

Dennis Cote, Emergency Management Director, updated the Board on COVID-19. Greenland has no active cases at this time; there was a total of five cases in Town. Testing state-wide will increase. Businesses in Town are starting to re-open. Grants have been made available; amounts will be made available based population. D. Cote stated that Greenland should receive approximately \$97,000.

A first responder grant is also available as a COVID-19 stipend: full-time first responders are eligible to receive \$300 per week; part-time first responders are eligible to receive \$150 per week. First responders will receive their stipend from a specific municipality to prevent “double-dipping”. The stipend is not subject to retirement tax; normal payroll taxes will apply. The Town may be reimbursed through the CARES Act. D. Cote recommended the application process be the department head responsibility. Stipends will be retroactive to the start of the pandemic. It has been suggested that Greenland first responders receive their stipend on a non-payroll week.

The Town can apply for reimbursement of many items through the Public Assistant Grant. D. Cote reviewed those items with the Board. Not eligible for reimbursement is anything received from the State (example: PPE supplies).

D. Cote had a phone conversation with Sharon Hussey, Recreation Director, regarding opening the basketball and tennis courts on Caswell Drive, including approval to put up the nets. D. Cote did not have an issue with that request. However, his concern was possible social gatherings at the courts; social distancing and groups of 10 or less is still in effect. He recommended paying attention to those activities. He felt the Town was doing a fantastic job with social distancing and keeping the number of cases down to a minimum.

R. Winsor asked D. Cote what the Board could do to help, was there anything he needed urgently to take advantage of what was available to the Town or provide any guidance. D. Cote responded that many of the processes for vetting the grants have been changed. The first responders grant must be handled by the department heads and there is no acceptance required by the Board. He asked that department heads inform the Finance Director if they filed, or were planning to file, for the grant.

R. Winsor stated that D. Cote had been doing a great job. He had every confidence that Chief Laurent and Chief Cresta would reach out to the Finance Director. D. Cote will take the lead on the Public Assistance Grant and work with the Finance Director.

J. Connelly voiced concern over opening the tennis and basketball courts if surrounding towns had not opened their facilities: would those townspeople come to Greenland? D. Cote stated it was happening now with the influx of out-of-staters into New Hampshire. He offered to check neighboring communities on their status of opening facilities.

TA Scruton stated that the Conservation Commission will be doing their annual seedling give-away on Saturday, May 16, 2020 in the Town Office parking lot. D. Cote did not have any concerns as long as they did not have a meeting. It will not be an issue if face masks are worn and they practice social distancing.

2. Hazard Mitigation Plan Update: Dennis Cote, Emergency Management Director

D. Cote discussed the Hazard Mitigation Plan with the Board, which was signed by three Board members earlier in the day. The Hazard Mitigation Plan is a \$10,000 grant; \$7,500 will be paid directly to the plan contractor who will re-write the Hazard Mitigation Plan for Greenland. This is done every few years by a contractor chosen by the Town. The \$2,500 cost share is an in-kind payment; the time spent by the Town reviewing the plan is considered an in-kind payment. When the Mitigation Grant comes through and the re-write is in process, the Selectmen will need to review their portion to ensure the community is covered for all hazards. One section of the grant is the Highway Department; someone with knowledge of the drainage system and flood plains will need to review that section. The Hazard Mitigation Plan has been a very useful tool with events over the past several years. It is a necessity and allows the Town to operate very smoothly in the event of an emergency specific to Greenland.

D. Cote clarified that the grant was being resubmitted because it was not discussed with the previous Board during a recorded meeting. There are also new members on the Board of Selectmen; it would not be fair to have them accept a plan approved by a previous Board without the full understanding of the grant.

MOTION: Chair Smith moved to approve the Hazard Mitigation Plan as prepared by Dennis Cote, Emergency Management Director, and to accept the terms and conditions of the grant as well as match requirements. The total cost of the grant is \$10,000; 25% (\$2,500) will be paid by the Town in-kind. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

3. SAFER Grant: Chief Cresta

Chief Cresta updated the Board on the SAFER Grant, stating he would not make the deadline with the amount of paperwork involved and COVID-19. They would be unable to meet the deadline of Friday, May 15, 2020 but have a head start on applying next year.

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MOTION: Chair Smith moved to table the SAFER Grant this year and to discuss under “New Business” at a later date. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

Chief Cresta informed the Board that his budget would change this year due to COVID-19; he would be applying for the 75% reimbursement. Chair Smith stated that the \$97,000 discussed earlier was an active grant and would be coming through. He noted that Chief Laurent had budgetary items also. Chair Smith suggested waiting until August or September to have a closer look at the budget. Chief Cresta felt he may have a shortfall of \$30,000 to \$40,000 due to COVID-19. Chair Smith assured Chief Cresta there would be funds available in other accounts.

R. Winsor proposed this be a standing agenda item. Money needed to be saved in other places to cover any gaps; the Board needed to start actively looking at lines to cut. J. Connelly asked TA Scruton if towns and municipalities could apply for PPP (Paycheck Protection Program) under the CARES Act. TA Scruton was unsure that it applied to towns and municipalities; he will research and report back to the Board.

TA Scruton stated there was approximately \$300,000 in the road budget that the Town is trying to save for COVID related expenses. He was anticipating receipt of the 75% grant in addition to the \$97,000 from the State. TA Scruton recommended using the capital reserve fund allocated to the Town rather than the operating budget for the road projects, including Cemetery Lane. That would reserve money in the budget to cover any expenses. TA Scruton has reached out the department heads to find areas where they may be able to make cuts or hold on certain projects. He reviewed areas where money could be moved, if necessary. TA Scruton felt the big savings could come from the road budget.

R. Winsor suggested continuing the discussion to the next meeting and invite the Budget Committee to a joint meeting. J. Rolston questioned if it was a little early to do that and they should wait to see what happened in the next few months. R. Winsor felt it would be better to get them involved early. J. Connelly agreed with R. Winsor: prepare for the worst and hope for the best.

MOTION: R. Winsor moved to invite the Budget Committee members to the next Board of Selectmen meeting for the purpose of reviewing proposed opportunities to save this year. Second – J. Connelly; roll call vote: J. Connelly - aye, R. Hussey – no, J. Rolston - no, R. Winsor – aye, S. Smith – no. Two in favor, three against. MOTION FAILED

J. Rolston stated it was too early to start reacting to something they did not know that much about yet. He did not think it was a bad idea. The Budget Committee did not start meeting until September. J. Rolston wanted to wait to see what was happening at the first or end of August. The Town was already starting to save money. The audit was coming up as well as other things that needed to be done. Chair Smith agreed with J. Rolston stating it was a little premature. There was further discussion about the Budget Committee. J. Connelly questioned if all 2019 expenses were paid; the Finance Director, Liz Cummings, stated as far as she knew everything had been paid and nothing was being charged to 2019.

II. PUBLIC COMMENTS

All comments should be emailed to comments@greenland-nh.com. Comments made by email or phone will be monitored during the meeting and directed to the Board of Selectmen.

There were no public comments.

III. APPROVAL OF MINUTES

1. Monday, April 27, 2020

J. Rolston noted that there was an error on page 4, in the item “Contracted Services”: it should be “moot” and not “mute”. Also, a word was missing: “there was a lot of work”.

MOTION: J. Rolston moved to approve the minutes of Monday, April 27, 2020, as amended. Second – R. Hussey; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Weeks Library Update

The Board received the Soil Fields Compaction Test Results from John Turner Consulting as well as a construction outline from Bauen Corporation in their informational packets. The new Building Inspector, Jack Shephard, will be starting. He will meet the Interim Building Inspector at the site on Wednesday to review the project.

Marcia McLaughlin, Nantucket Place and Library Trustees Chairman: Bauen Corporation notified the Interim Building Inspector and Beverly Kowalik, Life Safety Inspector, that the rebar will be ready for inspection on Wednesday.

2. Coakley Update

TA Scruton stated that minutes from the Coakley Executive Committee meeting on May 06, 2020 should be available within the next few weeks. TA Scruton will forward them to the Board.

3. Building Inspector/Code Enforcement Officer Roles and Responsibilities

The Building Inspector will start on Wednesday, May 13, 2020. There will be some overlap with the Interim Building Inspector, Peter Rowell. The overlap will be minimal; P. Rowell will review on-going projects with the Building Inspector before he finishes next week.

R. Winsor questioned if input was received from the Planning Board, Zoning Board and the Board of Selectmen when the job description was done, or should the process be revisited. TA Scruton responded that they tried to incorporate all feedback; however, it could go back to the Planning Board and Zoning Board for review. Chair Smith stated that the Building Inspector does have a job description and what the position entailed. A more in-depth job description or clarification of the existing can be done. R. Winsor requested a final copy of the job description be sent to the Planning Board, Zoning Board and Board of Selectmen for their input. Comments can be done via email to TA Scruton.

Jack Shephard, Building Inspector, joined the meeting. He introduced himself to the Board, noting that he had spoken to the chairmen of the various boards. He understands that he will be attending Zoning Board meetings once a month and is familiar with the Planning Board and various other duties.

4. Roads Update

The road study was originally done by Underwood Engineering in 2016. The cost of that study was \$38,300 and took approximately 340 hours. If Underwood Engineering were to do a re-study, the cost would be approximately \$28,000. It could also be broken into cycles: 25% of the Town roads could be done every three to five years at a lower cost (\$7,500).

The main project moving forward will be Cemetery Lane. Work has been started on the bidding process as approved by the Board at the meeting on Monday, April 13, 2020. The authorization to proceed with the engineering has been signed by TA Scruton; a copy was included in the Board packet. The Board will have the opportunity to review all bids before moving forward. After the bidding process phase is complete, Underwood Engineer's management cost of supervising the project will be between \$15,000 and \$25,000. They would monitor the project to ensure it was being done to the engineer's specifications. The final paving is expected to be done in the fall; bid results are expected by mid-summer.

J. Connelly thanked TA Scruton for providing the information for the road study. Chair Smith suggested the Board consider a three to five year cycle for reassessing the roads in Town. R. Winsor stated there was a lower sense of urgency on this and it could be tabled until Underwood could make a presentation to the Board before decisions are made.

5. Contracted Services

As requested by the Board at the meeting on Monday, April 27, 2020, TA Scruton prepared an estimated cost analysis of tasks done by the full-time Property Maintenance Supervisor vs. contracted services (copy on file); it was reviewed by the Finance Director. TA Scruton stated it was difficult to compile the information when assumptions had to be made as to who was or was not qualified to do a specific job and some tasks were likely missed. It was a ballpark estimate and should not be used to make a critical decision as other factors needed to also be considered. TA Scruton requested department head input, which was included in the packet. After brief discussion, the Board opted to table contracted services until the meeting on Monday, July 20, 2020. It was noted that the Town was contractually bound to the current landscaping company for 2020.

MOTION: J. Connelly moved to table contracted services until Monday, July 20, 2020. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

6. Other Old Business

Purchasing Policy: A copy of the Purchasing Policy was included in the Selectmen's informational packet for the meeting on Monday, April 27, 2020. That policy authorizes the Board of Selectmen to override purchasing conditions.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Memorial Day Holiday – Monday, May 25, 2020

The next regular scheduled Board of Selectmen meeting is Monday, May 25, 2020, which is Memorial Day. TA Scruton asked if the Board wished to move that meeting to Wednesday, May 27, 2020 (the

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building is temporarily closed on Tuesdays). The Finance Director will process payroll as she normally does; the manifests will need to be signed prior to the meeting.

MOTION: R. Winsor moved to postpone the Board of Selectmen's meeting on Monday, May 25, 2020, until Wednesday, May 27, 2020. Second – R. Hussey; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

2. Other New Business

Address Change: 280A and 280B Bayside Road have requested an address change to 280 and 282 Bayside Road. The change was given to the property owner but not verified by E-911 and Chief Laurent; they have now verified and approved the address change.

MOTION: Chair Smith moved to approve the address change of 280A and 280B Bayside Road to 280 and 282 Bayside Road per E-911 and Chief Laurent. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

11 Sunnyside Drive: R. Winsor stated that he was contacted by the homeowner because the Interim Building Inspector had issued a cease and desist order for the dirt work and landscaping that was being done on her property. Peter Rowell, Interim Building Inspector, joined the meeting via Zoom. A lengthy discussion followed.

MOTION: R. Winsor moved that the Board of Selectmen release any stop orders that are in place with 11 Sunnyside Drive and have them continue with their project to facilitate a future permitting and garage to be built. Until such time as permits are granted no construction shall take place. Grades are to be maintained at a 3:1 slope and loamed and seeded. Second – J. Connelly; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

Authority of Town Officials: R. Winsor stated there was a breakdown and it needed to be clarified so this does not happen again. He stated that the Building Inspector does not have enforcement authority. It is not granted to them, and it is clear in the Building Regulations that they do not have it independently. Chair Smith referred to RSA 676:17-a allowing the Building Inspector or other appointed official to issue a cease and desist order; he suggested the Town's regulations needed to be changed. TA Scruton stated that the Board should clarify how they wanted the new Building Inspector to handle enforcement matters. The Board had a lengthy discussion regarding the authority of Town officials.

MOTION: J. Rolston moved that the Town Administrator be authorized to use his judgement to make any legal inquiries as necessary. Second – R. Hussey

Discussion: R. Winsor questioned granting the Town Administrator authority to spend any amount of money whatsoever. J. Rolston responded his motion was for legal inquiries. R. Winsor: The Town Administrator would be granted authority to spend any amount of money whatsoever on legal inquiries; Chair Smith added "within the budget". Discussion continued on this matter.

MOTION: J. Rolston moved that the Town Administrator be authorized to use his judgement to make any legal inquiries as necessary. Second – R. Hussey; roll call vote: J. Connelly - no, R. Hussey – aye, J. Rolston - aye, R. Winsor – no, S. Smith – aye. Three in favor, two against. MOTION CARRIED

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R. Winsor clarified for the record that the Board has just passed unrestricted authority to the Town Administrator to spend money on legal counsel. J. Rolston added “within the Town budget”. TA Scruton reminded the Board that they ultimately approve all expense manifests (accounts payable).

Audit: The audit is scheduled for the end of June. TA Scruton and the Finance Director will expedite the audit by preparing documents in advance. The Finance Director reviewed some of the information requested by the auditors and will be working on their requests. The Town is audited on an annual basis as required by law.

DRA Forms: There was a discussion about the Town being up-to-date on DRA forms being submitted. Deadline dates are variable, depending on the form. Chair Smith informed the Board the majority of the DRA forms have been submitted on time or have dates in the future. The Town will review any outstanding items and provide them to DRA.

Assessor: J. Connelly questioned who the assessor reported to, which is the Board of Selectmen. He was concerned about an upcoming deadline of May 15th and a possible cash flow problem.

Accountability: J. Connelly stated that people in the Town Office needed to be held accountable to make sure that deadlines are met. He suggested that a master plan be done assigning people to specific deadlines. R. Winsor agreed and suggested a weekly update to include a reason why a deadline could not be met.

Library Bond: J. Connelly asked if the Library bond could be renegotiated for a better rate. R. Winsor suggested renegotiating the existing bond and replace it with a new bond at a cheaper, better rate. J. Rolston stated that the bank holding the bond would not be interested in renegotiating a new bond at a lower rate. R. Winsor felt it would be prudent to research renegotiating the bond. TA Scruton will ask the Town Treasurer to research the request.

MOTION: Chair Smith moved to table further discussion of renegotiating the Library bond until the meeting on Wednesday, May 27, 2020. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

VI. ACCOUNTS PAYABLE – THURSDAY, MAY 14, 2020

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

1. Payroll Manifest 10: \$57,009.89
2. General Fund Manifest 10: \$372,288.86 (School - \$180,000)
3. Capital Fund – Library Manifest 01: \$136,571.49
4. Police Special Revenue Manifest 05: \$6,225.95
5. Ambulance Special Revenue Manifest 02: \$242.92

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VII. ADJOURNMENT

MOTION: R. Hussey moved to adjourn at 9:13 p.m. Second – J. Rolston; roll call vote: J. Connelly - aye, R. Hussey – aye, J. Rolston - aye, R. Winsor – aye, S. Smith – aye. All in favor. MOTION CARRIED

NEXT MEETING

Wednesday, May 27, 2020 – Time to be Announced, Virtual via Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: 