



**BUDGET COMMITTEE**  
**Town of Greenland • Greenland, NH 03840**  
11 Town Square • PO Box 100  
Phone: 603.431.7111 • Fax: 603.430.3761  
[www.greenland-nh.com](http://www.greenland-nh.com)

**MINUTES OF THE BUDGET COMMITTEE HEARING**

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Tuesday, October 27, 2020 – 6:30 p.m. – Town Hall Conference Room, Zoom

Members Present: Mike Bilodeau, Todd Cadle, Mark Connelly, Frank Hansler, Bob Krasko, Sharon Hussey-McLaughlin (via Zoom), Don Miller, Zack Pike, Paul Sanderson (via Zoom), Jamie Connelly – Selectmen's Rep, Steve McKenzie - Alternate (via Zoom)

Members Absent: Pat Walsh – School Board Rep

Also Present: Matt Scruton – Town Administrator, Steve Smith – Board of Selectman Chairman, Ralph Cresta – Fire Chief, Tara Laurent – Police Chief (via Zoom), Jack Shephard – Building Inspector (via Zoom), Denise Grimse – Weeks Library Director (via Zoom), Marcia McLaughlin – Library Trustees Chairperson (via Zoom), Liz Cummings – Finance Director (via Zoom)

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Chair Krasko opened the Budget Committee meeting at 6:30 p.m. A checklist to ensure meetings were compliant with the Right-to-Know Law during the State of Emergency was read into the record by J. Connelly. A roll call was taken; it was announced a quorum was present and the meeting was being held virtually through Zoom and recorded by video and audio.

Attendance was taken by roll call: M. Bilodeau - present, T. Cadle – present, M. Connelly – present, F. Hansler - present, S. Hussey-McLaughlin - present, D. Miller – present, Z. Pike – present, P. Sanderson - present, J. Connelly – present, S. McKenzie – present, B. Krasko - present.

1. Approval of Minutes

Approval of minutes was continued to the meeting on Tuesday, November 10, 2020.

2. Review of the Town Budget

Town Budget Revisions: TA Scruton highlighted two changes to the Town budget: there was an error in the payment of stipends to the Selectmen in 2020; the true budget figure would normally be \$15,000 (\$3,000 per Selectman). At their meeting on Monday, October 26, 2020, the Board of Selectmen voted to increase the stipend for the Chairman by \$500. The revised total for the line is \$15,500. The Selectmen have also appointed a new Health Officer. Due to the pandemic and additional responsibilities, they voted on a slight increase to that stipend from \$1,200 to \$1,800.

Finance Director Position: P. Sanderson questioned the Finance Director's hours increasing from 34 hours per week to 40 hours per week and the total fiscal impact, including retirement and benefits which are now compulsory. TA Scruton stated there was a slight increase in the Health and Disability line. P. Sanderson stated that members needed to understand the fiscal impact of that proposal. Lizbeth Cummings, Finance Director, joined the meeting via Zoom. She stated that the impact for NH Retirement would be the percentage paid by all employees. L. Cummings continued that she did not

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intend to take the health or dental benefits; she would take the Long-Term Disability. The largest impact would be NH Retirement. P. Sanderson stated that position could not be budgeted that way. In accordance with the Personnel Policy, the next person in that position would have the ability to take the health package and benefits. The position would need to be budgeted as a full-time position. D. Miller asked for justification of the additional hours for the Finance Director, including the added duties for the position that would require it to be a full-time position. TA Scruton stated that the Selectmen were looking at the position to determine how to best justify the increase in hours. The needs and responsibilities have increased due to Town growth. The position has been part-time for quite a while; the Board is looking at other possible solutions. As the Town has grown, there has been no additional growth within the Town Hall.

D. Miller suggested a warrant article for increasing the Finance Director position to full-time. J. Connelly recommended holding on the warrant article at this time. The Selectmen have requested job descriptions for employees from the Town Administrator so they can determine the shortfalls in the Town Hall. P. Sanderson added that the Budget Committee was not ready to make recommendations for the Town budget. Budgets are not done based on the experience of actual incumbents in positions. It is based on the current incumbent no longer working for the Town and the position had to be filled. He continued that the correct appropriations needed to be in place so the new hire could be paid according to the Personnel Policy.

General: M. Connelly stated there are still unknowns: revenue, warrant articles, and to what extent did they want to control the tax rate. M. Connelly questioned several aspects of the budget. TA Scruton explained that the budget is based on what may be spent; there is not a detail of the number of things to be purchased. It is based on the budget for the previous year.

M. Connelly questioned the increase in General Legal. TA Scruton explained there are ongoing legal matters that will continue into 2021. F. Hansler questioned the increase in the Mapping line. S. Smith explained how the GIS mapping issue was resolved and that updates were done on an annual basis.

Health Insurance increased 6.4% (medical); the number will be updated to reflect the Finance Director's position being increased to full-time. P. Sanderson questioned if the figure includes the full-time employees for the Fire Department. TA Scruton stated that the Fire Department positions would go as a warrant article and include benefits and gear.

F. Hansler questioned the increase in Janitor/Supplies. TA Scruton explained that the Town Hall/Fire Department has hired the same person used by the Police Department. That person comes in once a week and cleans and sanitizes; it was driven by COVID. A facilities manager was very briefly discussed. TA Scruton noted it would be a policy decision made by the Board of Selectmen.

Maintenance of Town property was discussed. Two buildings at Krasko Field are being renovated. Chair Krasko noted those buildings were in bad condition and required a lot of repairs.

P. Sanderson noted that there would be an impact in the insurance areas (Worker's Comp, Unemployment) based on full-time and part-time employees.

M. Connelly stated there was a steep increase in the mowing line for the Cemetery Budget. TA Scruton explained that the 2019 expenditures reflected on the Property Maintenance Supervisor position for six months. It then changed to Contracted Services. In the past, the cemeteries were maintained by the Town. In the 2020 budget, the Cemetery Trustees requested more than \$10,000, which was cut during

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the budget process. They are requesting the additional funds in the 2021 budget. The RSA gives decision-making authority over the care of the cemeteries to the Cemetery Trustees.

Also discussed was the possibility of replacing the Property Maintenance Supervisor. J. Connelly stated they have received a report from the Town Administrator and the Selectmen may be looking more closely at that in the new year. S. Smith added that there probably is a need. He continued that hiring someone would include benefits and salary compared to contracted services. The Selectmen needed to make the comparison. S. McKenzie suggested combining the Road Agent position (which is vacant) and the Property Maintenance Supervisor position. TA Scruton responded that previously the Road Agent position was part of the Property Maintenance Supervisor's responsibility. TA Scruton stated he has taken on some of the responsibilities such as identifying road needs and bringing them to the attention of the Board of Selectmen, who make the decisions. There is a contractor that provides road patching; there is also a part-time grounds person who does cold patching, replaces signs, etc. S. McKenzie noted there is a lot of piece meal work being done; J. Connelly responded that the Selectmen are looking at the big picture and nothing is off the table.

Police Department: F. Hansler asked for clarification on the items totaling \$19,460. Chief Laurent stated she could provide the breakdown of every line item. F. Hansler stated he was more interested in equipment, specifically the HVAC. Chief Laurent stated a third company has come in to look at the system but a bid has not yet been submitted. TA Scruton noted that Lowe's has been very generous to the Town during COVID. The Police Department purchased a cruiser and the Fire Department purchased gear with money received from the Pattony Foundation. The donations benefit the Town without impacting the taxpayers. Chief Laurent noted there has been a lot of community support.

There was a discussion about tires for the cruisers and motorcycles. F. Hansler and D. Miller requested annual mileage on the cruisers. Note: there are seven cruisers. Chief Laurent explained the cost of the roof and the existing CRF for that purpose. She will get three bids when the roof is replaced, including for a metal roof.

Chief Laurent will provide the Budget Committee with the annual mileage for vehicles and the building maintenance information.

Fire Department: The salary line does not include the two proposed positions. If the two full-time positions are approved, the part-time salary line will decrease by \$90,000. It was noted by members the warrant article for two full-time positions will cost more. Chief Cresta stated the part-time line should decrease by \$90,000. The cost of two full-time positions includes salary, benefits, and gear. Chief Cresta stated it would decrease more than \$90,000 because part-time staff and gear would not be needed. Z. Pike requested that numbers be available to reflect hiring in March. J. Connelly requested that the equipment line reflect the reduction in gear that was included in the full-time positions. F. Hansler requested the volume of calls broken down by vehicles and months to help justify the need. D. Miller stated that the information was in the Town report. There were 456 calls in 2019.

Roads: P. Sanderson questioned the engineering expense for Bayside Road of \$30,000 and why it was included in the regular budget rather than taken from the CRF. TA Scruton explained the CRF would be used as needed for Bayside Road as well as available funds. The Board was hoping to not use all the CRF. The allocation from the CRF vs the operating budget could be changed. They were hoping for a cost share with the State. Up to \$60,000 could be forgiven by the State with a loan program through DES. P. Sanderson stated that if it were taken from the CRF, there would be no impact on taxation. He questioned the cost share program with the State. TA Scruton stated it was an SRF Grant through DES dealing with water quality. DES is willing to fund projects that improve water quality. The Town of

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Greenland's stormwater infrastructure is a priority with the State. The Town had applied for funds in anticipation of this project; Greenland was ranked #1 for drainage improvements. That would entitle the Town to approximately 10% debt forgiveness with a loan through NHDES Clean Water SRF Program. P. Sanderson stated the cost of the project needed to be determined to stay within the Town's means. He did not feel it should be part of the operating budget when the CRF was available. TA Scruton noted that the Selectmen are evaluating the project and how to proceed. These comments could change the Selectmen's recommendation on funding.

Snow Removal: Chair Krasko questioned the number of predicted storms. TA Scruton explained there is no estimate; the amount is based on past experience. He continued that the amount spent in 2019 exceeded the proposed amount. Total cost for 2019: \$763,208; the budget request of \$700,000 is a compromise. If it is a hard winter, the Selectmen may request additional funding. If it looks like a light winter, they may reduce that amount at Deliberative Session. TA Scruton noted that there may be storms in October 2020 through December 2020 that will have to be paid. Chair Krasko asked for a per storm cost; TA Scruton will share the contract with the Budget Committee. Road conditions dictate when the contractor is out. The contractor may also go out based on weather conditions without being called by the Police Department.

General: The Testing line was questioned. TA Scruton will research it further.

Mosquito Control: Different areas of Town where mosquitoes may be breeding are targeted. The Rec Department also does mosquito control on their fields, which is separate from the Town.

Welfare: Welfare is contracted with the City of Portsmouth. Any calls received through the Town are referred to the City of Portsmouth. Chair Krasko noted the Greenland Veterans Association makes a donation to the Town for welfare; TA Scruton will check with the City of Portsmouth Welfare Director for a status update.

Recreation: M. Connelly questioned the Contracted Services line: what is being contracted and for what. TA Scruton noted the largest expense on that line was Rain Scape (irrigation). Chair Krasko stated three fields were involved: Krasko, Maloney and Caswell.

Library: Review of the Library budget was continued to the next meeting on Tuesday, November 10, 2020.

### 3. Adjournment

MOTION: Z. Pike moved to adjourn at 8:20 p.m. Second – J. Connelly; roll call vote: M. Bilodeau - yes, T. Cadle – yes, M. Connelly – yes, F. Hansler - yes, S. Hussey-McLaughlin - yes, D. Miller – yes, Z. Pike – yes, P. Sanderson - yes, J. Connelly – yes, S. McKenzie – yes, B. Krasko - yes. All in favor. MOTION CARRIED

### NEXT MEETING

Tuesday, November 10, 2020 - 6:30 p.m., Town Hall Conference Room and Zoom

Submitted By: Charlotte Hussey, Administrative Assistant