



**BUDGET COMMITTEE**  
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**MINUTES OF THE BUDGET COMMITTEE HEARING**

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Thursday, January 09, 2020 – 6:30 p.m. – Town Hall Conference Room

*Members Present:* Mark Connelly, Frank Hansler, Bob Krasko, Steve McKenzie, Don Miller, Zack Pike, Rick Hussey – Selectmen's Rep

*By Phone:* Sharon Hussey-McLaughlin

*Members Absent:* Randy Bunnell – School Board Rep

*Late Arrival:* Jamie Connelly, Paul Sanderson

*Also Present:* Matthew Scruton – Town Administrator; Members – Board of Selectmen; Department Heads

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Chair Krasko opened the Budget Committee meeting at 6:30 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded and live streamed.

1. Composting

Emily Brackett, 239 Dearborn Road, addressed the Budget Committee about adding compost bins at the Transfer Station to the Town budget. Three 64-gallon bins would be picked up once a week. TA Scruton added that he has researched composting at the Transfer Station at the request of the Selectmen; a quote has been received. It was not included in the Town budget.

2. Town Budget Review

The Budget Committee received a copy of the revised and updated Town budget as well as warrant articles. There was a discussion about the information the Budget Committee received from the Town Administrator regarding the cost of the Property Maintenance Supervisor as a position and the cost of mowing Town property and the cemetery. P. Sanderson stated it was not the information the Committee had requested and questioned where in the budget the additional tasks were located. TA Scruton responded that part-time help and volunteers did many of those tasks. TA Scruton assists as needed. TA Scruton stated the budget reflects all the needs required to fill the Property Maintenance Supervisor position. Also questioned was snow removal and the additional cost. F. Hansler stated he was disappointed they did not receive the information requested.

In the proposed budget, funding was not allotted to the position of Property Maintenance Supervisor. F. Hansler stated the position was voted on and approved by Town residents. He questioned how the Selectmen could delete the position if it was approved by the residents. C. Hussey responded the Selectmen determined it was a great position for the summer months; it did not come close to paying for itself during the winter. It was a Board of Selectmen decision to make the position seasonal part-time. F. Hansler suggested adding \$1 to the Property Maintenance Supervisor line as an option to keep the position open.

## DRAFT: SUBJECT TO CHANGE

P. Sanderson noted that Rockingham Planning Commission has increased by just shy of \$6,000 to reflect the contract for consulting services for MS-4 compliance, adding it was function performed by the former Town Administrator. This was a new service that had not existed in the past. C. Hussey stated there would be a \$5,000 fine if the Town was non-compliant; TA Scruton added it was a per day fine. C. Hussey noted errors were found and corrected on the original MS-4 permit; the Town did not get fined.

Chief Laurent stated the Police Department Maintenance line could be reduced by \$1,000. F. Hansler “toured” the police station to see the mechanics of the building. He felt Chief Laurent had done a wonderful job with the station; the general condition of the building is good. He did not feel the HVAC system would need to be replaced (the system is 20 years old), but routine repairs may be needed. Chair Krasko, who “toured” the station with F. Hansler, suggested members “tour” the building. M. Connelly questioned cruiser repairs and training equipment. Chief Laurent responded that training equipment was a taser and taser cartridges that are on order but not received; that bill has not been processed and estimated at \$2,500. She will research cruiser repairs further. M. Connelly stated he may want to revisit those two lines. There was a discussion about encumbered funds for the taser and cartridges; the Finance Director will research further.

The Finance Director stated if a purchase was made in 2019 and the bill not received until 2020, payment would be made come from 2019 funds. The Finance Director did not anticipate much funding going to the Unreserved Fund Balance.

P. Sanderson noted that Road Agent was a function of the Property Maintenance Supervisor; \$10,800 was added to the Road Agent line (Highway and Streets).

MOTION: F. Hansler moved to add \$1 to the Property Maintenance Supervisor line (Highway and Streets). Second – J. Connelly; all in favor. MOTION CARRIED

P. Sanderson noted that after the public hearing on Tuesday, January 14, 2020, the Budget Committee would be able to meet to make its recommendations for the School. He did not believe that would be possible for the Town; the Budget Committee had not received the default budget. Another day would be needed; the last day to do that would be January 23, 2020. The warrant must be delivered to the Selectmen by January 23, 2020. In addition, Chair Krasko will not be available for the public hearing.

Responding to a question from Chair Krasko, R. Hussey stated that he felt there was enough money in the proposed snowplowing budget which was based on last year’s rate. Jim Jones attended the State class on salt treatment; he has used significantly less than last year.

P. Sanderson stated that if Bayside Road were done correctly, it probably could not be done this summer because right-of-way clearance is required. There is no base on Bayside Road. P. Sanderson felt it was a far more complicated project than an overlay. The road agent has not been selected; contracts need to be out by March to avoid being at the end of the line. He continued that it would be very difficult to accomplish this level of spending and use it appropriately. The project is not shovel ready and he questioned if the expertise was available to do the job this summer given contracting. P. Sanderson stated the need was there but the time was not right because they weren’t ready. TA Scruton stated this type of project could be done this year with or without a road agent using an engineering firm. C. Hussey stated that a job description has been done for the road agent; there was never a job description for that position.

D. Miller appreciated Emily Brackett talking to the Committee about composting but didn’t feel it was appropriate for a Budget Committee; he felt it should have gone to the Board of Selectmen. The

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Selectmen should have presented it to the Budget Committee as a budget item. He felt the Budget Committee was not in the business of establishing new items to be included in the Town budget. R. Hussey stated an option would be for E. Brackett to submit a warrant article; it was late for the Selectmen to consider including it in the Town budget.

P. Sanderson explained the petitioned warrant article process: 25 signatures from registered voters must be turned in to the Town Clerk by the close of business on Tuesday, January 14, 2020. There was a discussion about amending petitioned warrant articles.

TA Scruton explained that Portsmouth is handling the welfare for Greenland in an attempt to prevent people from shopping around. Portsmouth keeps the Town Administrator informed of welfare recipients. P. Sanderson added in the past the Town Administrator handled welfare. The Portsmouth welfare office is full-time and experts in administration of the program. The other advantage is that they are available more hours. Recipients are more likely to have their application taken and receive a fair hearing and decision in a timely manner.

The Groundskeeping line in the Recreation budget includes weeding, fertilizing, etc. TA Scruton noted that the previous Property Maintenance Supervisor did not have a pesticide license; any type of weed control spraying should have been contracted. The Finance Director added that Bio-Spray does the fields, Town Hall and Police Department and is taken from that line; it does not include mowing. The Property Maintenance Supervisor applied some fertilizer; Bio-Spray did the majority.

Denise Grimse, Library Director, adjusted the 2020 Library Operating Expenses line approved by the Selectmen to \$304,996 rather than \$309,720. It was noted that health benefits or any funds brought in by the Library are not included. S. McKenzie questioned operating expenses for the year during construction. Marcia McLaughlin, Library Trustees Chairman, responded that employees would be working in the building if the Library were closed to patrons or from home. They were not anticipating any large portion of time the Library would be closed to the public. There is the possibility of an additional employee being hired when construction is completed.

If the proposed budget is approved as presented, the tax impact would be \$0.74 per thousand; warrant articles are not included. Warrant article discussion was continued. It was clarified that the warrant article for \$200,000 to the Road Improvement Capital Reserve Fund was in addition to the \$500,000 for road improvements in the budget.

P. Sanderson questioned the preparation of the MS-737, which will be done by the Finance Director. P. Sanderson stated it would be helpful for the public hearing on Tuesday, January 14, 2020. The Budget Committee may be able to finish and sign the School forms after the public hearing; the Town will probably require an additional meeting. The warrant must be posted no later than Monday, January 27, 2020.

### 3. Adjournment

MOTION: F. Hansler moved to adjourn at 7:54 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

NEXT MEETING
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Tuesday, January 14, 2020 - 6:30 p.m., Multi-Purpose Room, Greenland School

Submitted By: Charlotte Hussey, Administrative Assistant