



**BOARD OF SELECTMEN**  
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**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, August 03, 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 video and 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, R. Winsor - aye, S. Smith - aye.

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**I. PUBLIC HEARING**

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**1. MS-4 Approval: SWPPP, O&M Documents – Julie LaBranche, Rockingham Planning Commission**

Julie LaBranche joined the meeting. TA Scruton explained that at the last meeting, the Board asked if the documents could be wordsmithed. TA Scruton spoke to J. LaBranche; she felt it would be best to talk directly to the Board. Edits that would comply with the MS-4 requirements may be possible; however, she stated the Town is already doing many of the requirements. EPA requirements cannot be wordsmithed to soften the tone in order to stay in compliance. If the Town fails to stay in compliance, an annual report will need to be done to address any shortcomings with an action plan on how to correct any deficiencies.

J. LaBranche explained the language in the various sections of the permit. The SWPPP is required for any facility where it could possibly generate pollution into the MS-4 system. There are a number of facilities within the vicinity of the Town Hall that directly feed into the stormwater drainage system. The permit language states, “shall develop and fully implement a SWPPP for each of the following permitting facilities”. J. LaBranche stated the permit language is pretty clear and lays out what the SWPPP and O&M Plan should contain. The templates developed through the Seacoast Stormwater Coalition are the bare minimum and have been customized for Greenland. TA Scruton and J. LaBranche reviewed every facility, including parks and open space. Many of the line items in the documents are already being done by the Town.

A more official requirement is the facilities in the SWPPP (maintenance garage, public works garage and fire department) complete a one-page inspection form quarterly. R. Winsor questioned the actual MS-4 requirement. J. LaBranche responded that she will research the actual requirement that it should be done quarterly. There was further discussion about the SWPPP, the O&M Documents, and the MS-4 requirements. R. Winsor wanted clarity on what was interpretation and what was required. R. Winsor

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edited the documents for clarification to avoid the Town of Greenland being in a pinch; the spirit remained. The drafting language needed to be more reasonable when implemented and monitored.

R. Winsor's question: Was the Town going to accept a really large unfunded mandate to begin monitoring these requirements, or was the Town going to implement a procedure that is practical? He added that any changes he suggested are largely verbiage and language that will make it more practical. J. LaBranche noted that the permit language was "to the extent practical".

J. LaBranche stated that activity on each line item is not included in the annual report. The Town will need to note if it has complied with the terms and conditions of the SWPPP and the O&M Plan. J. LaBranche suggested wordsmithing to capture the best management practices for drainage and treatment. The annual training requirement could be a staff meeting to review the MS-4 requirements.

Further discussion was continued to the meeting on Monday, August 31, 2020. J. LaBranche will review the edited version from R. Winsor, tracking any additional changes made. The Board was asked to email TA Scruton their suggested changes by Monday, August 10, 2020.

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

Dennis Cote, Emergency Management Director, was unavailable for the meeting. The COVID-19 update was tabled.

Updating building security was discussed. TA Scruton explained updating building security would be discussed with the Budget Committee; the Board could then decide to move forward with a warrant article. TA Scruton recommended tabling further discussion until budget season. Keys vs. fobs was discussed. There is no collection system for keys if someone leaves; fobs can be deactivated by making a call to the security company. There is more control with a fob system and enhanced security over the building. R. Winsor suggested a card swipe system as it relates to COVID and helping to secure the building. J. Connelly suggested contacting D. Cote to see if a security system would qualify for a COVID related expense. R. Winsor added a card swipe system could help protect staff and may be helpful with contact tracing. TA Scruton noted if a security system qualified as a COVID expense, it would be 75% reimbursement; there would need to be a clear justification in case of an audit. TA Scruton will contact D. Cote.

## II. PUBLIC COMMENTS

There were no public comments.

## III. APPROVAL OF MINUTES

### 1. Monday, July 20, 2020

MOTION: R. Winsor moved to approve the minutes of Monday, July 20, 2020. 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

IV. OLD BUSINESS

1. Weeks Library Update

Jack Shephard, Building Inspector, was unavailable for the meeting. Chair Smith had spoken to him earlier in the day regarding the Library construction. J. Shephard's report included his concerns about the work on the stone foundation. Chair Smith stated that in the transition between the stone foundation of the original building and the new entrance to the basement area, they wanted to widen the door. J. Shephard had left it to the Library engineer; in his opinion, it was not engineered properly originally. J. Shephard, Beverly Kowalik and the State are involved because it is a change to a historic building (the Library was added to the State historic registry in 2015).

Marcia McLaughlin, Library Trustees Chairman, joined the meeting. M. McLaughlin explained that the State Register of Historic Buildings was not like the National Register of Historic Buildings. State Register: there are no requirements or limitations to what is done; it is more in terms of being able to apply for L-Chip grants through the State. Requirements for the National Register are different.

2. Coakley Update

The Board received an article about Berry Brook, dated September 16, 2019. The Town has not been updated on the progress of the Berry Brook cleanup.

3. Door for Town Clerk/Tax Collector Office

Two bids were received for the door opener on the Town Clerk/Tax Collector Office. Ricci Construction's quote was \$6,865; Gage Construction was \$5,607 (difference of \$1,258). TA Scruton recommended the lower bid. The door opener will help reduce the spread of COVID; a button can be pushed to open the door. TA Scruton felt it would qualify for the 75% reimbursement as a COVID expense; now would be the best time to change the door.

R. Winsor questioned if there was an urgency to installing a door opener. TA Scruton responded there was no urgency. The proposal from Gage Construction is good for 30 days. R. Winsor requested further discussion be continued to the meeting on Monday, August 17, 2020. TA Scruton will discuss the building security and door opener proposals with D. Cote and possibly doing both in conjunction with the 75% reimbursement.

4. Snow Removal Bids

Two bids were received for snow removal: Jones Snow Plowing and ELM Services. As requested by the Town, Jones Snow Plowing submitted an hourly rate; ELM Services submitted a proposal that did not include an hourly rate for snow removal but was based on two options: one option was a flat fee of \$600,000 regardless of the number of inches; the other option was per inch at \$7,000 per inch, with an additional \$1,200 per salt application (that would be reduced to \$600 for a spot application). Hourly rates were included for any additional work (example: downed trees and clearing fire hydrants).

TA Scruton's recommendation: award the contract to Jones Snow Plowing based on his rates and compliance with the RFP request by the Town. He has also been doing the roads for over 15 years.

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MOTION: R. Winsor moved to grant the snow plowing contract to Jones Snow Plowing based on the July 28, 2020 bid, from October 01, 2020 to May 30, 2022. 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

### 5. Other Old Business

Transfer Station Enclosures: TA Scruton updated the Board that someone has looked at enclosures for the compactors but a quote has not been received. The company that worked on the Caswell Field building has indicated they would be interested in providing a quote; nothing has been received to date. TA Scruton recommended waiting a little longer to receive quotes so there was a comparison of wood vs. metal. Information for the enclosures was on the Town's website and Facebook page; an ad was also listed on the New Hampshire Municipal Association page.

Transfer Station: R. Hussey was concerned about people getting into the building that houses the can crusher for safety reasons. He suggested a door be put on so the area could be locked; TA Scruton felt a garage door may work and will try to secure three bids for the Board to review.

Transfer Station Retirement: A Transfer Station employee has given his notice. The Town will need to advertise for a floater to work Saturday's. The replacement would also fill in when needed. An ad will be placed, similar to the last, for the same hourly rate.

Transfer Station Training Class: The training class will be held virtually in August.

Cemetery Lane Potholes: The potholes on Cemetery Lane were patched with black tar. TA Scruton is meeting with Ben Dreyer, Underwood Engineering, to review the project. B. Dreyer will have a draft of the RFP available for Board review at the next meeting. Chair Smith stated that the Transfer Station may have to be closed for a day; they will need to grind and regrade the road.

## V. NEW BUSINESS AND ADMINISTRATIVE

### 1. Mowing of Van Etten Drive Open Space

Laura Byergo, Conservation Commission Chairman, has requested the Board approve mowing open space/open meadow at Van Etten Drive. At their June meeting, the Conservation Commission accepted the bid from Grandscape Yard Maintenance in the amount of \$637.50. Funds will be taken from the three-year non-lapsing warrant article passed in 2019 and requires Board approval.

R. Winsor stated that as a condition of approval for the subdivision, the homeowner's association may be responsible for the maintenance of the open space. He suggested a conditional approval of the mowing pending further research by TA Scruton.

MOTION: R. Winsor moved to approve the bid to mow the Van Etten Drive open space from Grandscape Yard Maintenance not to exceed \$637.50, funds to be taken from the appropriate source: the Conservation Commission non-lapsing warrant article or the Van Etten Drive subdivision if it was a condition of approval for the subdivision. 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

Discussion: J. Rolston asked for clarification on the location. TA Scruton stated it was adjacent to Liberty Lane. Laura Byergo, Conservation Commission Chairman, joined the meeting. She explained that the

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piece that is a meadow behind Van Etten Drive was given to the Town and is separate from the meadow at the bottom of the Van Etten Drive hill. The Liberty Lane road up to the open meadow and access to the trail was given to the Town as an open space area. Several years ago, the Town agreed that the Conservation Commission would manage it as an open meadow wildlife habitat area. She did not think it was part of the Van Etten Drive HOA. The field adjacent to Rt. 33 is conservation land held by the HOA.

L. Byergo has requested the Board assign a liaison to the Conservation Commission. The Board will take that under advisement and add it to the agenda for the next meeting.

### 2. Other New Business

Division of Workload: TA Scruton asked the Board to move the discussion to a later date. Liz Cummings, Finance Director, joined the meeting. She told the Board that the vast majority of her work is not easily separated into different groupings; she has a process that cannot be easily given to another staff member. R. Winsor suggested it would be great to look at the role and divide it into a couple different sectors, one being the procedural tasks and the second would be ad hoc requests. Would redirecting ad hoc requests alleviate any substantial amount of work? L. Cummings responded that many of the ad hoc requests deal with the history—when did we do this and what was the cost, especially during budget time. L. Cummings stated that there is a short solution that could begin in the new budget year: a part-time person could learn those processes as well as float to other departments in the Town Hall.

Responding to a question from J. Connelly, L. Cummings stated that the workload has increased steadily over the last five years. Her position should have been full-time three years ago. The audit reports show that some things are not getting done, which is a direct result of not having enough time. More things are being done within the Town. The Town Hall is the only place that has not seen growth in personnel; there have been the same number of people working in the Town Hall for the last 16 years.

Further discussion was continued to Monday, September 28, 2020. The Board would like it done before budget season.

## VI. ACCOUNTS PAYABLE – THURSDAY, AUGUST 06, 2020

### 1. Payroll Manifest 16

MOTION: S. Smith moved to approve Payroll Manifest 16 in the amount of \$63,130.69. Second – R. Hussey; roll call vote: J. Connelly - aye, R. Hussey - aye, J. Rolston - aye, R. Winsor – aye, S. Smith - yes. All in favor. MOTION CARRIED

### 2. General Fund Manifest 16

MOTION: R. Hussey moved to approve General Fund Manifest 16 in the amount of \$591,955.49 (School - \$500,000). Second – R. Winsor; roll call vote: J. Connelly - aye, R. Hussey - aye, J. Rolston - aye, R. Winsor – aye, S. Smith - yes. All in favor. MOTION CARRIED

### 3. Capital Fund – Library Manifest 07

MOTION: J. Rolston moved to approve Capital Fund – Library Manifest 07 in the amount of \$408,244.36 to be taken from the bond. Second – S. Smith; roll call vote: J. Connelly - aye, R. Hussey - aye, J. Rolston - aye, R. Winsor – abstain, S. Smith - aye. Four in favor, one abstain (R. Winsor). MOTION CARRIED

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### VII. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 7:50 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

### NEXT MEETING

Monday, August 17, 2020 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: 