



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, September 14, 2020 – 6:30 p.m. – Virtual via Zoon

Members Present: Jamie Connelly, Jim Rolston, Steve Smith

Member(s) via Zoom: Rich Hussey

Member(s) Absent: 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 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, S. Smith - aye.

I. APPOINTMENTS

1. 2020 Session Legislative Summary - NH State Senator Tom Sherman, NH State Representative Dennis Malloy

NH State Senator Tom Sherman and NH State Representative Dennis Malloy joined the meeting via Zoom. Senator Sherman and Representative Malloy presented a legislative update that indicated the work done by both, either individually or jointly. Senator Sherman discussed working with the RPC, Chief Laurent, TA Scruton, and others on the Rt. 33 traffic concerns. Provisions were made and implemented for a no passing zone. The speed limit reduction was discussed and cannot occur without changes to the configuration of Rt. 33 (example: dedicated turning lanes). Greenland and Stratham have submitted a written request; RPC, Senator Sherman, and others are moving forward with a corridor study to address some of the longer-term issues along Rt. 33. NHDOT is working on the possibility of dedicated turning lanes into Van Etten Drive and other side roads.

Representative Malloy commented that traffic on Rt. 33 appeared to be slightly slower, which may be the result of the no passing zone. He stated he has spoken to the young woman involved in a fatal accident on Rt. 33 in Greenland and she would like to make a difference. Representative Malloy noted that the young woman was not at fault in the accident; both she and her father were very appreciative that improvements may be made to make Rt. 33 safer.

Senator Sherman reported that they have been busy legislatively. Senator Sherman reviewed the Legislative Update and various committees he and Representative Malloy serve on; a copy is on file. The statewide FY 2020 budget was discussed. Unrestricted grants to municipalities was \$20 million and

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additional State public education funding was \$138 million. Greenland should receive an unrestricted grant in the amount of \$56,000; educational funding is \$44,494. The FY 2021 funding is \$45,283.

Representative Malloy thanked Senator Sherman, the team, Board of Selectmen and Town staff for their cooperation and help with making things happen. In addition, he gave a shout out to Marge Morgan, Town Clerk, and her work with the Town Clerk's Association for the input they provide regarding regulations and initiatives. Representative Malloy thanked Chief Laurent for her help with law enforcement issues and her appearances in the House for many of the bills. She was important in securing Greenland's PDA seat. Senator Sherman added that Greenland has Statewide leaders in the Town leadership. The Town Clerk, Police Chief and Town Administrator have been incredibly supportive of Senator Sherman and Representative Malloy. Senator Sherman shared how Chief Laurent was 'absolutely phenomenal' when handling a resident with mental health issues, showing professionalism, compassion, and empathy; she is remarkable.

The Board thanked Senator Sherman and Representative Malloy for their support. Senator Sherman noted that the 10-year plan is not rapidly moving. He felt with Greenland and Stratham working together, some early changes may be made that will not require big interventions like adding turning lanes. He was pleased with how quickly DOT responded. Senator Sherman stated they would 'keep the heat on' and felt there were some interventions that could be done to save lives prior to a full corridor study.

2. MS4 Permit and SWPPP Documents – Julie LaBranche, Rockingham Planning Commission

Julie LaBranche, Rockingham Planning Commission, joined the meeting via Zoom. The Board reviewed the updated drafts of the MS4 Permit and SWPPP documents with J. LaBranche's recommendations. She explained that in most cases she was supportive of the Board's suggested amendments. J. LaBranche did not advocate for any changes that were not the exact language from permits; they would not meet the spirit and intent and would not be in compliance with the permit if the original language were changed. The Board agreed with J. LaBranche's recommendations.

J. LaBranche noted that the permit language was instructive in many cases (shall do this, must do this). When the annual report is filed towards meeting the goals, the EPA was not looking for 100% gold star compliance; they are looking for the best the Town could put forward in the community. They are looking for towns to 'get on board' and try to comply. They understand budget constraints within municipalities. Towns need to have a plan in place: if 'x' happens, this how the town will respond. It is being proactive by anticipating and eliminating threats to water quality impairment and being as prepared as possible.

MOTION: J. Rolston moved to approve the MS4 Permit and Stormwater Pollution Prevention Plan documents as prepared. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

J. LaBranche will work with TA Scruton by the end of September to review what needs to be done and completed during Year 3 as well as the estimated cost. The next Board of Selectmen meeting will be Monday, September 28, 2020. Due to the Columbus Day Holiday, the meeting date will be Tuesday, October 13, 2020.

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3. Cemetery Lane Reconstruction Bids

This item was moved to Old Business.

II. PUBLIC HEARING

1. Acceptance of Donations from Lowe's

The Town received two refrigerators from Lowe's. The Fire Department received one; the Police Department received the other. TA Scruton thanked Lowe's for their donations to the Town.

MOTION: J. Connelly moved to accept the donations from Lowe's. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

III. 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.

Chip Hussey, Winnicut Road: Questioned the status of RSA 79-E. TA Scruton explained that RSA 79-E, Community Revitalization Tax Relief Incentive, was implemented following Town Meeting in March. Applications are available at the Town Hall. Completed applications will be reviewed by the Board of Selectmen; there have not been any returned. Information will be added to the Town's Facebook page regarding the Community Revitalization Tax Relief Incentive (RSA 79-E). In addition, a page will be added to the Town's website.

IV. APPROVAL OF MINUTES

1. Monday, August 31, 2020

MOTION: J. Connelly moved to approve the minutes of Monday, August 31, 2020. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

V. OLD BUSINESS

1. Weeks Library Update

Jack Shephard, Building Inspector and Code Enforcement Officer, joined the meeting via Zoom. He updated the Board that work is progressing on schedule. The projected opening is January 2021. J. Shephard's goal is to make sure it meets the 2015 code and everyone will be safe; it appears everyone is, and has been, doing their due diligence.

J. Rolston stated it was his understanding that J. Shephard would be sending copies of his reports to the Library. J. Shephard responded that they have been sent to Marcia McLaughlin and will compile a list of his reviews since he started working for the Town. TA Scruton also noted that some of the emails in the packet were from other individuals addressed to the Building Inspector rather than being sent by J. Shephard.

2. Budget Update

Not all departments have submitted their budgets at this time. TA Scruton recommended tabling the budget discussion until the meeting on Monday, September 28, 2020.

3. Conservation Easement – Portsmouth Well

Chair Smith stated the easement documents had been sent to the City of Portsmouth for their attorney's comments; the proposed change was acceptable.

MOTION: J. Rolston moved to approve the Conservation Easement for the Portsmouth Well as prepared by the City of Portsmouth. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

Al Pratt, City of Portsmouth, stated the easement and contract will be forwarded to the State for grant funding and Governor Council approval. If approved, it will come back to the City of Portsmouth and then to the Town of Greenland. This will be bundled with the final purchase and sale. The City of Portsmouth will return to the Selectmen if there are any changes after review by DES.

4. RFP for Pavement Marking

The Board received a draft of the RFP for Pavement Marking to review. Included in the RFP will be stop bars, railroad crossing bars, center/fog lines, Transfer Station traffic lines, and parking lots: Police, Fire and Town Hall. The Board will need to determine which roads will be marked; TA Scruton recommended waiting until bids are received.

MOTION: R. Hussey moved to approve the RFP for Pavement Marking as prepared. The Board will decide how much striping will be done based on the results of the bids. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

TA Scruton's goal was to send out the RFP immediately so bid results would be available for the Selectmen's meeting on Monday, September 28, 2020.

5. Setting Board of Selectmen Policies and Procedures

Discussion was continued to the meeting on Monday, September 28, 2020.

6. Other Old Business

FEMA and GOFERR Grants: TA Scruton updated the Board that the first round of the FEMA and GOFERR Grants have been submitted. There will be another round in October for COVID expenses incurred after August 31, 2020 through October 2020. Chief Laurent added that any known COVID-related expenses through December 31, 2020 must be estimated when submitting the next round. TA Scruton thanked Chief Laurent for her work on completing the grant and submitting the paperwork. Between the FEMA and GOFERR Grants, reimbursement could potentially be over \$100,000.

Cemetery Lane Reconstruction Bids: J. Rolston, referring to the conversation at the last Board meeting with Tim Collins, asked if those concerns were discussed with Underwood Engineering. TA Scruton responded that to his knowledge they were aware of his opinion. Responding to a question from J.

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Connelly, TA Scruton stated that Ben Dreyer, Underwood Engineering, reported that GMI Asphalt has a good reputation as does the other company that bid on the project. Underwood Engineering's recommendation of awarding the bid to GMI Asphalt was based on the bid price. Bourassa's base bid was \$145,240; the Alternative No. 1 was \$49,670 for a total bid of \$194,910. GMI Asphalt's base bid was \$123,186; the Alternative No. 1 was \$43,575 for a total bid of \$166,761.

The Town could accept one of the bids for the base and not include the alternative, or the alternative could be included in the motion to accept. The alternative was for paving an additional area of the Transfer Station. The other option would be to reject both proposals if the Board felt the engineering specs caused the project cost to be excessively high. A new RFP could be done for reconstruction without the engineering; the base quote may decrease.

J. Connelly asked for recommendations from other municipalities that may have used GMI Asphalt. Chair Smith felt both bids were high based on engineering specs from Underwood Engineering. He continued that he agreed with T. Collins that the project was over-engineered but Cemetery Lane is a Town road and should be maintained. J. Rolston was concerned about the cost of flaggers at Cemetery Lane (\$8,000). The SWPPP requirement (\$5,000) was also discussed. R. Hussey stated this was not a large project and was over-engineered. It was his opinion that the Town wasted its money hiring Underwood Engineers.

TA Scruton noted that Underwood Engineering proposed an additional \$19,200 to monitor the project. Monitoring the project in-house would save \$19,200. The companies that submitted bids will have a foreman to oversee the project. TA Scruton stated that a Road Agent, which the Town does not currently have, would normally provide project oversight. He noted that the Town is still looking for a Road Agent.

J. Connelly stated he would have no problem awarding the bid to GMI with recommendations from other towns. He also felt a flagger was needed at the end of Cemetery Lane. J. Rolston preferred Bourassa; they have always done an excellent job in Town. R. Hussey stated both companies know the specs and what needs to be done; he felt that both companies would do a good job. He did not feel Underwood Engineers needed to oversee the project. TA Scruton stated that the road could be reconstructed to NHDOT standards. He also noted that the Board could waive the bid requirement.

MOTION: J. Rolston moved to reject any and all bids at this time and draft a new RFP. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

VI. NEW BUSINESS AND ADMINISTRATIVE

1. Composting

Chair Smith explained that composting was approved at Town Meeting and put on hold due to COVID-19. He felt it was a Town service residents would use at this time of year with the colder weather. He recommended starting with one composting barrel and re-evaluate at the end of the year. J. Connelly noted the Transfer Station was short on manpower to monitor and wanted composting to work well. TA Scruton has contacted the Town of Eliot, Maine. They use Mr. Fox Composting and are very satisfied with Mr. Fox. They have used Mr. Fox since 2017 and have received no complaints. They also noted it gets 'a little stinky' around the compost area on hot days; however, containers are removed weekly. TA

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Scruton recommended starting with three totes. Another option would be to do it in-house which would require more expertise and manpower. Mr. Fox is a cleaner, simpler solution.

TA Scruton recommended three totes due to the size of the community. If the program is successful, the totes could fill quickly. One tote could fill very quickly and residents may become frustrated and not participate in the program. The tote is 64 gallons. J. Rolston suggested one tote for several months and then re-evaluate.

MOTION: J. Rolston moved to approve Mr. Fox Composting, Option 1 – one tote, for composting services at the Transfer Station. Such services may be terminated by the Board should the Board decide the program is not meeting the needs of the Town. Totes may be added by the Board, if necessary. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

2. Health Trust Refund

TA Scruton explained that NH Health Trust has a surplus this year and will be issuing small refunds to municipalities that participate in Health Trust. NH Health Trust is the Town's insurer for employee health insurance; employees make a 12% match. The amount of the refund is estimated to be \$22,053. The options for the refund are a check or a credit posted to the Town's account. TA Scruton recommends the Town request a check from Health Trust and distribute back 12% of the check amount received to participating employees who contributed to the health plan. The Town would retain the remaining 88% of the check to go to the fund balance.

MOTION: J. Rolston moved that the Town request a check from Health Trust and distribute back 12% of the check amount received to participating employees who had contributed to their Health Trust plans; the Town would retain 88% of the check to go to the fund balance at the end of the year. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

3. Berg Easement

Attorney Peter Loughlin, representing Wallace and Florette Berg, has submitted an easement to the Town conveying a conservation easement to protect the wildlife corridor on their property along the northside of Norton Brook. The Berg's are paying Attorney Loughlin for his services. TA Scruton recommended forwarding the Berg easement to Attorney Fillmore for review and opinion.

J. Rolston questioned if the easement puts the Town in a precarious position due to past problems with the road on his property. There was a discussion on whether that road went through the property. It may not be part of the easement area. TA Scruton will forward that concern to Attorney Fillmore.

MOTION: J. Rolston moved to forward the conservation easement agreement from Florette and Wallace Berg to Attorney Fillmore and the Conservation Commission Chairman for review and comment as well as an opinion on the road issue. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

J. Connelly requested that a schematic of property lines, etc. also be given to Attorney Fillmore. C. Hussey noted that it was a Class VI road on the son's property and should not affect the conservation easement.

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4. Other New Business

Payroll Tax Deferral: J. Rolston voiced his concern over the proposed payroll tax deferral that will have to be repaid next spring. He would like to see if the Town can opt out of that abomination. J. Rolston requested that the Finance Director research the possibility of opting out of the payroll tax deferral.

MS-535: The MS-535 is the Financial Report of the Town.

MOTION: R. Hussey moved to approve the MS-535 as prepared by the auditors. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

VII. ACCOUNTS PAYABLE – THURSDAY, SEPTEMBER 17, 2020

1. Payroll Manifest 19

MOTION: J. Rolston moved to approve Payroll Manifest 19 in the amount of \$66,780.64. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - aye. All in favor. MOTION CARRIED

2. General Fund Manifest 19

MOTION: S. Smith moved to approve General Fund Manifest 19 in the amount of \$331,231.13 (School - \$250,000). Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - aye. All in favor. MOTION CARRIED

3. Capital Fund – Library Manifest 08

MOTION: S. Smith moved to approve Capital Fund – Library Manifest 08 in the amount of \$275,769.95 to be taken from the bond. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - aye. All in favor. MOTION CARRIED

4. Ambulance Special Revenue Manifest 05

MOTION: J. Rolston moved to approve Ambulance Special Revenue Manifest 05 in the amount of \$408.77. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - aye. All in favor. MOTION CARRIED

5. Police Special Revenue Fund Manifest 10

MOTION: J. Connelly moved to approve the Police Special Revenue Fund Manifest 10 in the amount of \$11,991.13. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

VIII. ADJOURNMENT

MOTION: J. Rolston moved to adjourn at 8:05 p.m. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston - yes, S. Smith - yes. All in favor. MOTION CARRIED

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NEXT MEETING

Monday, September 28, 2020 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: