



**BOARD OF SELECTMEN**  
**Town of Greenland • Greenland, NH 03840**  
11 Town Square • PO Box 100  
Phone: 603.431.7111 • Fax: 603.430.3761  
Website: greenland-nh.com

**MINUTES OF THE BOARD OF SELECTMEN**

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Monday, October 26, 2020 – 6:30 p.m. – Town Hall Conference Room, Virtual via Zoon

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 - present, R. Hussey - present, J. Rolston – late arrival, R. Winsor – present, S. Smith - present.

**I. PUBLIC HEARING**

**1. Acceptance of Donation: Appledore Marine**

A donation was received from Appledore Marine, Portsmouth, in the amount of \$250 to assist families in Town.

MOTION: R. Winsor moved to accept and expend the donation from Appledore Marine in the amount of \$250 to assist families in Town and ensure a thank you note is sent. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

TA Scruton will check with the Police and Fire Departments for any families that may need assistance around the holidays.

**2. Acceptance of GOFERR Grant Reimbursement**

The Town has received GOFERR Grant reimbursement from the State of New Hampshire in the amount of \$63,662.57. TA Scruton thanked Chief Laurent for the work she did on the GOFERR Grant.

MOTION: R. Winsor move to accept and expend the GOFERR Grant reimbursement from the State of New Hampshire in the amount of \$63,662.57. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

**II. 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.*

There were no public comments.

III. APPROVAL OF MINUTES

1. Tuesday, October 13, 2020

MOTION: R. Winsor moved to approve the minutes of Tuesday, October 13, 2020. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Accept as Complete: Willowbrook Avenue/Great Bay Drive West Road Project

*J. Rolston arrived.*

R. Hussey asked about the netting that was used on the bottom of the culverts on Waters Edge. TA Scruton will have the part-time employee check the culvert. Further discussion was continued to the next meeting.

2. Budget Update

The Budget Committee met on Tuesday, October 20, 2020 to review the Town Budget. TA Scruton informed the Board that the Budget Committee seemed pleased with the overall budget. Their next meeting is Tuesday, October 26, 2020. The Town budget has been revised and shows a slight decrease.

Chair Smith noted that two years ago there was an accounting error with the Selectmen's stipend; the 2021 budget should be at \$15,000. J. Rolston stated he would like to see the Selectmen's stipend line increased to \$15,500; the additional \$500 for the Chairman. The consensus of the Board was to include an additional \$500 in the Chairman's stipend.

TA Scruton updated the budget sheets to include the account number and 2019 expenditures as requested by the Budget Committee. A revenue report was also prepared for the Budget Committee.

Capital Reserve Funds: There was a discussion about adding an equipment CRF for the Fire Department for radios similar to the Police CRF for vests. The wording of the Fire and Ambulance Special Revenue Fund was reviewed; it will not be changed.

Hiring of Fire Department additional personnel will be done through a warrant article. The Budget Committee had asked for a breakdown to include the cost of the individual, benefits, and gear.

TA Scruton stated that he had discussed the radio cost and Police Equipment CRF with Chief Laurent. The radio money in the Police Department proposed budget will be added to the existing CRF warrant article. Chief Laurent joined the meeting via Zoom, stating that \$7,000 per year would need to be added to that fund for radios and vests (\$3,300 for radios, \$4,000 for vests).

There was a discussion about the new LEACT Program and its cost to the Town. Chief Laurent explained that most of the LEACT recommendations are happening at the training level. She has increased the training line in the Police Department budget due to more required training. There are some aspects of the program that are not being addressed at this time.

3. Other Old Business

Road Projects and Plans: Chair Smith updated the Board that Cemetery Lane is complete and striping is underway (TA Scruton thanked Chief Laurent for providing police details on the busy roads). He continued that the Planning Board would like to know how the Selectmen plan to proceed on Bayside Road. Underwood Engineering has indicated culverts that need to be replaced. Due to the time of year, nothing can be done until spring. The Board's position is that the road will be done. There is a plan on how to approach the project in the coming year. R. Winsor suggested breaking the project into parts, noting that four culverts need to be done as well as title work. R. Hussey stated that would only be necessary if the road was reconstructed. He suggested reclaiming the material and repaving. R. Winsor agreed, and questioned if the four culverts had failed to the point they had to be replaced. R. Hussey stated there is a culvert that should be replaced and the others have a significant amount of silt. R. Winsor suggested an RFP be prepared for four culverts in addition to reclaiming and repaving.

There is some funding available for culvert projects. TA Scruton stated that the SRF Program will provide up to approximately \$65,000 in principle forgiveness with a State loan. There is a priority ranking of projects; Greenland's culvert is ranked '1' on the project list from DES Clean Water. They estimate the total cost at \$650,000 including complete engineering. There is no pre-payment penalty. The Town would take the loan out with the State and it could be paid from the same year budget. The Town could still get the principle forgiveness up to 10% of the estimated project cost. TA Scruton noted that the culvert replacement cost was calculated by Underwood Engineering; the total project cost could be more.

The next step to move forward with the Bayside Road project in the spring would be to contract with Underwood Engineering for the culvert design. An RFP would then be sent out for the work. Another RFP would be done for reclaiming and repaving. Underwood Engineering has submitted a proposal to manage the project from the culverts to the paving. There is significant savings by not using engineering for every project. The culverts may be an exception for engineering. R. Winsor requested that Altus Engineering be contacted for their opinion of a good resource as well as what would be the most economically viable path. TA Scruton will contact Altus Engineering. J. Connelly requested they be asked to break the project down by priority. TA Scruton was confident that if the budget passed, there would be enough funds available to do the Bayside Road project.

Chair Smith noted that the railroad crossing was federally mandated and may be a problem. The company getting the bid would have to coordinate with the State on paving the railroad crossing.

The Rt. 33 Corridor was also discussed. The biggest problem appears to be the Winnicut River Bridge. With the cost estimated to be over \$3 million, there is not much to be done in the near future.

The Board discussed the possibility of speed bumps near the Transfer Station. The new paving has created a speeding problem. There is a portable speed bump that can be used but is removed for plowing. TA Scruton noted there is a temporary stop sign before the first compactor that residents are ignoring. He felt it would be better if there were a white stop bar; it may slow traffic down. R. Winsor suggested a jersey barrier to narrow the lane. Chair Smith was in favor of the speed bumps being placed before each lane.

**V. NEW BUSINESS AND ADMINISTRATIVE**

**1. Health Officer Appointment**

Martha Wassell, the previous Health Officer, was notified by the State that her appointment expired as of October 06, 2020; the Town also received notification. M. Wassell was notified the Health Officer appointment would be on the agenda and we did not receive a response. The Health Officer appointment is a three-year term and will expire in October 2023. This a stipend position at \$1,200 per year.

Dennis Cote, Emergency Management Director, has expressed an interest and applied for the position. D. Cote gave the Board a brief background of his experience. He stated that the Health Officer is a role that is much larger than most people understand.

MOTION: R. Winsor moved to appoint Dennis Cote as the Town Health Officer for the term to expire October 2023. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

The annual stipend is \$1,200. The Emergency Management Director position is funded through Seabrook Station. There was a discussion regarding the amount of time spent on the job. Chair Smith recommended the stipend be increased to \$1,500. J. Connelly recommended \$2,400 due to the amount of work on D. Cote's part with COVID. J. Rolston felt \$1,500 would be appropriate for the first year and then the position could be looked at again. R. Winsor suggested \$1,800. D. Cote commented that communication with the School during COVID has been a struggle. The Health Officer position could help strengthen the communication between the Town and School during COVID.

MOTION: R. Winsor moved to increase the stipend for the Health Officer to \$1,800. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

**2. Atrio Property Sign: Jack Shephard, Building Inspector/Code Enforcement**

Jack Shephard joined the meeting via Zoom. Chair Smith explained that he has been working with J. Shephard regarding the Atrio Property sign. The building is not owner occupied and the business is no longer operating. According to the Secretary of State's Office they have not been in business since 2015. J. Shepherd updated the Board on his contact with the owner.

R. Winsor stated the next step would be for the Board to impose a fine until the sign was removed. It was the Board's decision as to the fine, which is per day. J. Shephard stated this would be the second offense; the first took place in 2019. The RSA states the first offense is \$275 per day and \$550 per day for the second offense. R. Winsor stated it would take a motion from the Board to impose the fine. He further suggested that Attorney Fillmore review the file to make sure the Town was on solid ground and draft a letter to the owner.

MOTION: R. Winsor moved to authorize Attorney Fillmore to draft and send notification to the owner of Atrio Properties that the Town will be imposing a fine per the RSA per day (amount per day to be included) until such time as the sign is removed, upon Attorney Fillmore's review to ensure that is the appropriate direction. Second – J. Connelly; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

## DRAFT: SUBJECT TO CHANGE

TA Scruton explained that the Town uses different attorneys based on the case. The Town has been using Drummond Woodsum for many cases. Frequently cases are given to different attorneys within the firm, depending on their specialty and workload. There has been no distinction on a new Town Attorney.

### 3. Other New Business

There was no Other New Business.

## VI. ACCOUNTS PAYABLE – THURSDAY, OCTOBER 29, 2020

### 1. Payroll Manifest 22

MOTION: J. Rolston moved to approve the attached Payroll Manifest, pay date October 29, 2020, period of October 12, 2020 through and including October 25, 2020. Gross amount, excluding payroll liabilities, \$66,990.16. Second – R. Hussey; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

### 2. General Fund Manifest 22

MOTION: R. Hussey moved to approve the attached General Fund Manifest of Unpaid Bills Detail as of October 29, 2020 in the amount of \$616,035.48. This manifest includes a Greenland School District payment in the amount of \$350,000 and Library Bond payment of \$188,974.39. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

### 3. Capital Fund – Library Manifest #13

MOTION: R. Winsor moved to approve the attached Capital Fund – Library Manifest of Unpaid Bills Detail as of October 29, 2020 in the amount of \$5,280.64. Funds are to come from the bond proceeds. Second – J. Rolston; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

### 4. Police Special Revenue Manifest #12

MOTION: J. Connelly moved to approve the attached Police Special Revenue Manifest of Unpaid Bills Detail as of October 29, 2020 in the amount of \$31,837.41. Second – R. Winsor; roll call vote: J. Connelly - yes, R. Hussey - yes, J. Rolston – yes, R. Winsor – yes, S. Smith - yes. All in favor. MOTION CARRIED

## VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:45 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

## NEXT MEETING

Monday, November 09, 2020 – 6:30 p.m., Town Hall Conference Room & Zoom

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: