



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, July 19, 2021 – 6:30 p.m. – Virtual via Zoom

Members Present: Randy Bunnell, Rick Hussey, Steve Smith, Richard Winsor

Members Absent: Jamie Connelly

Staff Present: Matthew Scruton - Town Administrator

Also Present: Jack Shephard – Building Inspector (Remote), Chief Tara Laurent – Police Department, Laura Byergo – Conservation Commission Chairman, Joe Fedora – Conservation Commission

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. It was announced a quorum was present and the meeting was being recorded. Attendance was taken by roll call: R. Bunnell – present, R. Hussey – present, R. Winsor – present, S. Smith - present. TA Scruton noted that J. Connelly was absent due to his son playing in a baseball tournament. Chair Smith wished the 11- and 12-year-old Little Leagues 'good luck'.

I. PUBLIC HEARING

1. Acceptance of Donation: Police Department

Chief Laurent explained that the Police Department hosts National Night Out on an annual basis; it was not held in 2020 due to COVID. The Police Department received a \$500 donation from Portsmouth Mercedes for National Night Out, which will be held on Tuesday, August 03, 2021.

MOTION: R. Winsor moved to accept the donation from Portsmouth Mercedes in the amount of \$500 for National Night Out, to be held on Tuesday, August 03, 2021. The Police Department will write a thank you note. Second – R. Hussey; all in favor. MOTION CARRIED

2. Building Permit Fees

Jack Shephard, Building Inspector, joined the meeting by conference call, noting that Greenland had the lowest building permit fees in the area. Building permit fees have not increased since 2013. Responding to a question regarding fines from R. Bunnell, J. Shephard stated that fees are regulated by RSA 676:17. R. Winsor recommended building permit fees be reviewed on an annual basis.

S. Smith opened the hearing to public comments. Liz Cummings, 39 Nantucket Place: She has been here since 2004; the fees have increased very little in that time. Building has gone up considerably. L. Cummings agreed that fees needed to be reviewed or updated annually. Greenland's fees are the lowest in the area and the Town should be even with neighboring towns.

There being no further public comments, S. Smith closed the public hearing.

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MOTION: R. Winsor moved to approve the proposed building permit fees as recommended by the Building Inspector, effective Monday, August 02, 2021. Second – R. Bunnell; all in favor. MOTION CARRIED

II. PUBLIC COMMENTS

There were no public comments.

III. APPROVAL OF MINUTES

1. Tuesday, July 06, 2021

MOTION: R. Winsor moved to approve the minutes of Tuesday, July 06, 2021. Second – R. Hussey; three in favor, one abstained (R. Bunnell). MOTION CARRIED

IV. OLD BUSINESS

1. Bayside Road Update

TA Scruton updated the Board there was a non-mandatory pre-bid meeting at Bayside Road on Thursday, July 08, 2021, with Cory Belden, Altus Engineering. S. Smith and TA Scruton attended the meeting as well as several contractors. Questions were asked that resulted in an addendum being included in the bid package. Bid opening will be at 3:00 p.m. on Thursday, July 22, 2021. A Board of Selectmen's meeting can be scheduled after that date to review bids.

2. Eagle Scout Project Update

A dedication ceremony for Michael O'Neil's Eagle Scout Project, two 'Welcome to Greenland' signs, was held at 5:00 p.m. on Monday, July 20, 2021, at the sign located at Target/Lowe's. S. Smith presented M. O'Neil with a framed Certificate of Appreciation for his hard work on the signs. Many family, friends and people who made donations were present. S. Smith announced that donations towards the signs would be appreciated. There were still some details to finish before the Eagle Scout Code of Honor took place. S. Smith stated it was a very nice ceremony and thanked Chief Laurent and the Police Department for helping with traffic control.

TA Scruton noted that the Town of Stratham was impressed with the signs and asked for the name of the contractor who designed them.

3. E911 Road Name

The first choice for the name of the private drive off Osprey Cove has been approved by Chief Laurent and the Town's E-911 representative: Old Barn Road; the address will be 10 Old Barn Road. The effective date will be Monday, August 02, 2021. S. Smith clarified that if another house were built on that private drive the next number would be incremental (numbers are assigned every 50 feet).

MOTION: R. Winsor moved to rename the private drive at 2A Osprey Cove to 10 Old Barn Road, effective Monday, August 02, 2021. Second – R. Bunnell; all in favor. MOTION CARRIED

4. Cleaning Town Hall and Fire Department

Cleaning the Town Hall was discussed at a previous Board meeting. The cleaning invoices are for both the Town Hall and Fire Department. TA Scruton noted the woman cleaning the Town Hall and Fire Department also cleans the Police Department (paid from a separate invoice). The Town Hall and Fire Department are cleaned on a weekly basis. TA Scruton felt that was adequate for cleaning a commercial building, adding she does a great job and recommended that cleaning should be continued on a weekly basis. In addition to the cleaning that is done, she is trusted. The cost for cleaning the Town Hall and Fire Department is approximately \$200 per week. It was noted by the Board that there is a difference compared to pre- COVID.

S. Smith commented on the noticeable difference in the back hallway. TA Scruton gave credit to Jarrod Lord, part-time maintenance worker, for his efforts in cleaning up the hallway and installing the new shelving. S. Smith added that the back hall is now accessible as a fire exit. TA Scruton noted that the Town Hall is tight on storage space for documents and that remains a concern. There may be a need for storage in the future. There are documents that need to be stored for a specific number of years. Chief Cresta may also need additional storage space. He is waiting to see if funding will be available for the tank he needs for the washer and dryer. If that happens, gear will have to be moved and stored.

5. Other Old Business

There was no Other Old Business.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Capital Improvement Plan

The Planning Board has started the CIP process. Board members received copies of department head requests. Those requests will be forwarded to the Planning Board for their review at their work session on Thursday, August 05, 2021. S. Smith stated the Board did not have to act on the requests at this meeting. R. Winsor suggested a joint meeting with the Planning Board.

R. Hussey had suggested a new Town Hall be added to the CIP. There was a discussion about combining the Fire Department and Town Hall as one project to better optimize the existing footprint and to potentially reduce the overall acquisition cost. TA Scruton stated it could be included at Town Meeting if a warrant for a bond was going to be put forward. He recommended to start planning by looking at other towns and how multi-complexes may have been incorporated. TA Scruton stated that Chief Cresta may be okay with the existing structure if he had another bay and additional training areas. There was discussion of the Town Hall becoming part of the fire station and adding a bay at a lower cost than building a new facility. A basic Town Hall could be constructed at a fraction of the cost of a new fire station. A series of discussions with Chief Cresta and other stakeholders needed to take place to determine the needs.

R. Hussey stated he would prefer to talk to the Planning Board for their suggestions. R. Winsor stated a joint meeting with the Planning Board needed to be added to the agenda. R. Bunnell stated the School also needed to be involved. He was concerned with the number of bonds there are currently between the School, the Library, and the Town. It would be a big hit to the taxpayer. R. Winsor stated that was why the CIP was so critical—so planning could be started rather than doing things on a warrant article. R. Bunnell added there are bonds that are overlapping and it would be nice to break them up. R. Winsor

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noted that more money needed to be put aside for the fire station; a new fire station was coming. R. Bunnell commented that the School is getting ready for a new roof; they had been putting money aside.

TA Scruton will invite Chief Cresta and Chief Laurent to attend the CIP meeting. R. Winsor noted a new building should be more of a complex atmosphere than it is. Chief Laurent agreed, noting it could be a public safety complex; there were many options available.

2. Conservation Commission Resignation

Joseph Russell has resigned from the Conservation Commission because he has moved out of Town.

MOTION: R. Winsor moved to accept the resignation of Joseph Russell from the Conservation Commission. Second – R. Hussey; all in favor. MOTION CARRIED

A letter of thank you for his years of service on the Conservation Commission will be sent to Joseph Russell.

3. Conservation Commission Donations

Laura Byergo, Conservation Commission Chairman, has requested permission from the Board to solicit donations on behalf of the Conservation Commission. They would like to purchase trail cameras for the walking trail as well as for a nature program at the 300th Celebration. Conservation Commissions could receive gifts and donations; any donations or gifts over \$5,000 would require a public hearing. TA Scruton explained that they would like a blanket acceptance allowing them to receive donations.

L. Byergo explained the Conservation Commission would like to invite the York Wildlife Rehabilitation Center to present two programs at the 300th Anniversary Market Day on Sunday, September 19, 2021. One program will be paid from the Conservation Commission budget as public outreach. L. Byergo would like to reach out to the public to fund the second program as well as ask if anyone had a trail camera, or funds for a trail camera, that could be donated to the Conservation Commission. A trail camera would enable the Conservation Commission to inform residents of the wildlife in different conservation areas throughout the Town.

L. Byergo clarified there may be other occasions where the Conservation Commission may need to solicit funds for different activities. R. Winsor questioned if soliciting for donations was clear in the RSA. He did not want to make a motion that inadvertently stepped on an RSA. TA Scruton explained that the Conservation Commission would like a blanket acceptance so they did not have to come to the Board for every small donation made. They would like Board approval to solicit and accept donations up to \$5,000. L. Byergo, responding to a question from R. Winsor, stated the Board accepted donations to the Conservation Commission twice last year.

R. Winsor preferred donations be accepted by the Selectmen, adding that it gave another level of acknowledgement to the donation and donor through the formal acceptance. R. Hussey stated there should be some kind of paper trail and thank you notes should be sent when possible. S. Smith clarified the Conservation Commission wanted to seek donations more than twice a year. R. Winsor stated if it became a problem accepting donations more than twice a year, that could be resolved. It was noted that Library donations are managed by the Library Trustees and do not go through the Selectmen. R. Bunnell stated, personally, he did not have a problem with the Conservation Commission managing their own donations with the Selectmen having approval of a said amount. TA Scruton suggested that the

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Conservation Commission could provide the Board with a list of donors to be officially recognized; the Board agreed. L. Byergo suggested at the end of the year would be a good time; TA Scruton stated names could be included in the Town Report. S. Smith noted that any donations over \$5,000 would come before the Selectmen.

MOTION: R. Bunnell moved to allow the Conservation Commission to solicit donations. The Board of Selectmen gives a blanket acceptance up to \$5,000. Any donations received over that amount must be formally accepted by the Board of Selectmen per RSA 35-A. Second – R. Hussey; all in favor. MOTION CARRIED

4. Sidewalk Maintenance Agreement Approval: Portsmouth Avenue

At their meeting on Thursday, July 15, 2021, the Planning Board approved the proposed townhouse development at 410 Portsmouth Avenue. As a Condition of Approval, the developer agreed to install sidewalks along Portsmouth Avenue; Selectmen received a map indicating the location of the sidewalks. NHDOT has approved the sidewalks. Greenland will be responsible for maintenance and upkeep of the sidewalks, which includes winter maintenance and snow and ice removal.

TA Scruton noted that Jim Jones, snow removal contractor, is in that general area and does the sidewalks up to the School. The additional sidewalks would not be significantly more.

MOTION: R. Winsor moved to approve the sidewalk maintenance agreement for 410 Portsmouth Avenue. Second – R. Bunnell; all in favor. MOTION CARRIED

R. Bunnell clarified that the Planning Board approved the 10 townhouses and it does not get accepted or adopted by the Selectmen. R. Winsor stated it was done through the Planning Board, explaining that approvals are made according to the Planning Board regulations. If an applicant does not meet the regulations, they need to go to the ZBA for relief. There is no other trigger; it is property owner rights. All zoning regulations are voted on by residents.

5. Closure of Church Lane for Memorial Service

Reverend Brockmeier, Community Congregational Church of Greenland, has approached the Town about closing Church Lane on Saturday, August 07, 2021, between 10:00 a.m. and noon to accommodate people attending the funeral service for Almeda Stafford. The Police Department was notified by the Town Administrator's office and indicated it would be fine; Chief Laurent agreed. S. Smith will take care of the barricades. S. Smith was concerned closing Church Lane would become a regular occurrence.

MOTION: R. Winsor moved to close down Church Lane on Saturday, August 07, 2021, from 10:00 a.m. to noon for the funeral service for Almeda Stafford as requested. Second – R. Hussey; all in favor. MOTION CARRIED

6. Half Marathon Road Race

LOCO Sports has requested holding a Half Marathon Road Race on Sunday, September 19, 2021. TA Scruton noted that was the final day of the 300th Anniversary events, many of which will be held at the School. The race is not affiliated with the 300th Anniversary. The race was held in 2019 without incident; it was cancelled in 2020 due to the pandemic. Chief Laurent's only concern was that normally six or eight officers are needed for detail due to beer that is available after the race for a short period of time. She was unsure officers would be needed for the 300th Anniversary events. S. Smith did not think

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there would be a high level of need at those events. It was noted that the band concert will be held on Saturday, September 11, 2021, and officers would be needed.

TA Scruton noted LOCO Sports contributes to Girls on the Run and will make a donation to the Greenland Fire Department. R. Bunnell requested that Greenland's name be included on LOCO Sports Certificate of Insurance for the race and the Town receive a copy.

MOTION: R. Bunnell moved to approve the Half Marathon Road Race to be held on Sunday, September 19, 2021, contingent upon receipt of the Certificate of Insurance naming Greenland as an insured. Second – R. Hussey; all in favor. MOTION CARRIED

7. Other New Business

National Night Out will be held on Tuesday, August 03, 2021, from 5:00 p.m. to 7:30 p.m., at the Town Hall and Fire Department; the event is hosted by the Police Department. Chief Laurent informed the Board that the event has been held for six years and has been a great event. Everyone in the community is invited. The idea is to bring the community together. There is food (including Kona Ice), games and music with a DJ. In addition, police and fire fighters will take part.

VI. ACCOUNTS PAYABLE – THURSDAY, JULY 22, 2021

1. Payroll Manifest 21-15

MOTION: S. Smith moved to approve the Payroll Manifest, pay date July 22, 2021. Gross amount, excluding payroll liabilities: \$66,478.88. Second – R. Bunnell; all in favor. MOTION CARRIED

2. Payroll Manifest No. 21-14A

MOTION: R. Hussey moved to approve the Payroll Manifest No. 21-14A, pay date July 08, 2021. Gross amount, excluding payroll liabilities: \$1,650. This manifest covers the Special Detail payment that was not included at the last meeting. Second – R. Winsor; all in favor. MOTION CARRIED

3. General Fund Manifest 21-15

MOTION: R. Winsor moved to approve the General Fund Manifest of Unpaid Bills Detail as of July 22, 2021, in the amount of \$410,874.41. This manifest includes a Greenland School District payment in the amount of \$285,000. Second – R. Hussey; all in favor. MOTION CARRIED

4. Capital Fund – Library Manifest 21-08

MOTION: R. Bunnell moved to approve the Library Fund Manifest of Unpaid Bills Detail as of July 22, 2021, in the amount of \$147,148.70. Funds are to come from Warrant Article 16 approved by the Town in March 2021. Second – R. Winsor; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:24 p.m. Second – R. Hussey; all in favor. MOTION CARRIED

NEXT MEETING

Monday, August 02, 2021 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant