



**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**

---

Monday, April 11, 2022 – 6:30 p.m. – Town Hall Conference Room

Members Present: Randy Bunnell, Jamie Connelly, Vaughan Morgan, Steve Smith, Richard Winsor

Staff Present: Matthew Scruton, Town Administrator

Also Present: NH State Representative Dennis Malloy, Chief Tara Laurent – Police Department, Marcia McLaughlin – Weeks Library Trustees

---

Chair Smith opened the Board of Selectmen meeting at 6:30 p.m. A roll call was taken and it was announced a quorum was present and the meeting was being live-streamed and recorded.

**I. APPOINTMENT**

**1. Susan Parker, Greenland/Newington PDA Representative: PDA Update**

Susan Parker, Greenland/Newington PDA Representative, discussed the 'Million Dollar Air Application' with the Board. Million Dollar Air is an entity based in Houston. They would like to become a fixed base operator (FBO). If approved, they will join Port City Air as the other FBO. The FAA encourages competition between and among vendors that do business with the federal government. Million Dollar Air was approved by the PDA Board in April 2021. There are various exercises they must go through to demonstrate to various departments they meet all the requirements, the wetlands being the most complicated.

Million Dollar Air has asked for a 30-day extension on the wetland proposal. Once the proposal goes to DES, there will be a 60-day approval process. A decision may be made in June. Million Dollar Air is hoping to become the second FBO at Pease.

There was a hearing on April 07, 2022, with testimony stating that Pease has problems with PFAS in various parts of its operation. This is another example and situation that may be turned loose in the water in the wetland that may possibly be harmful to humans.

There was a discussion about Rye Harbor, which is State operated through the PDA.

Air Cargo: Two option agreements were signed on January 20, 2022. PROCON-Kane has taken all the press extremely seriously and understands community sentiment. The end-user is still unknown. S. Parker did not think 24-hour air cargo would happen. The local developer appears to be 'backing off' certain aspects of the original proposal. More information should be available in May.

## II. PUBLIC COMMENTS

Chief Laurent reminded the Board that 'Graffiti in the PD' would take place on Tuesday, April 12<sup>th</sup> from 8 am to 4 pm. Everyone was invited to the event honoring the late Chief Maloney a decade later.

## III. APPROVAL OF MINUTES

### 1. Monday, March 28, 2022

MOTION: V. Morgan moved to approve the minutes of Monday, March 28, 2022. Second – J. Connelly; four in favor, one abstained (R. Winsor). MOTION CARRIED

## IV. OLD BUSINESS

### 1. Coakley Update

TA Scruton was contacted by NH State Representative Charlie McMann, Chairman of the Seacoast Cancer Cluster investigation. He asked if the Board had any comments regarding the recent EPA concerns about the bedrock study.

R. Winsor stated that accountability still comes to mind. Numerous studies have been done with no results. Jamie Connelly stated he wanted it fixed. Everybody knows there is an issue.

### 2. Department Head Liaisons

The consensus of the Board was that department head liaisons would be a good idea. However, R. Winsor felt a Selectman should be appointed as the Library liaison; the communication with the Board needed to be direct. V. Morgan felt that the individual appointed by the Library had a good connection with the Library as well as the Selectmen. She attended most Board of Selectmen meetings; she would be communicating the Library's needs and thoughts to the Board and vice versa.

R. Bunnell stated liaisons would help bridge communications between the Board and department heads. J. Connelly stated he would prefer department heads come to the Board. If there was an issue, the Board could listen collectively to the department head. There would be no loss of communication. S. Smith stated the liaison would be more day-to-day operation to be there for support. Decisions could not be made without going to the Board. V. Morgan added it has been proven it is a really good communication tool between the department head and the Board of Selectmen. R. Bunnell suggested more frequent updates from department heads. R. Bunnell added when department heads are advocating for their budgets or changes, it would be nice to have someone with expertise in what the department needed.

Marcia McLaughlin, 47 Nantucket Place and Library Trustee: The Library Trustees may have used the wrong word in describing her relationship with the Selectmen. Because M. McLaughlin had been coming to the Selectmen meetings, she was asked to attend the meetings and listen; she is the listening ears. The Trustees would welcome a selectman to attend their monthly Board meetings.

After a brief discussion, the consensus of the Board was to focus on department heads only, not Boards, Commissions, etc. R. Winsor stated it was a great opportunity for those groups to come to the Board. R. Bunnell suggested that even though members were busy, they should try to attend meetings for

## DRAFT: SUBJECT TO CHANGE

other Boards, Commissions and Committees. J. Connelly suggested a liaison to the School; he will contact Pat Walsh, School Board Chairman.

MOTION: R. Winsor moved to appoint the following department head liaisons: R. Bunnell to the Police Department and Library Trustees; S. Smith to the Fire Department; V. Morgan to the Town Administrator and Building Inspector; J. Connelly to the School. Second – R. Bunnell; all in favor. MOTION CARRIED

A copy of 'Knowing the Territory' will be emailed to Selectmen and M. McLaughlin. There is also a chapter regarding the school.

### 3. Bookkeeper Search Update

TA Scruton informed the Board that over a dozen applications were received; most had some bookkeeping experience. One qualified individual came in for a group interview. She is willing to work between 20 and 30 hours per week, which will fill an important void over the summer. One current member of the finance department will be gone over the summer. The prospective candidate has QuickBooks experience and will require minimal training. The Town should see a savings without having to pay benefits. V. Morgan asked if the candidate will be given a probationary period and suggested that be included in the contract. TA Scruton responded it would be included in the offer letter to the candidate. There will also be a contingency that after six months there will be a review. The salary will be negotiated. It was noted that New Hampshire is an at-will state.

MOTION: R. Winsor moved to authorize the Town Administrator and Board Chairman to extend an offer of part-time employment to the recommended candidate. Second – V. Morgan; all in favor. MOTION CARRIED

Discussion: R. Bunnell questioned why the Board Chairman and Town Administrator were needed. S. Smith explained it was not needed. TA Scruton explained the Board Chairman was included in the interview process. The Board Chairman will also participate in the negotiation of the hourly rate.

### 4. Roads

Paving was scheduled to begin at the beginning of this week on Fairway Drive; due to recent rain, it has been postponed, letting the road dry out. Grinding does not work as well when it is damp. Fairway Drive should be started this week.

R. Winsor questioned if an additional \$7,000 was being extended to the Town for the higher price of asphalt. S. Smith explained that technically that was built in as part of the contingency. TA Scruton added that contingencies were budgeted. R. Winsor responded that asphalt was higher because they failed to get it done in the time they needed. The Board was gracious enough to grant them an extension. He was not inclined to 'pick up the tab' for \$7,300 because they failed to get it done in time last year.

TA Scruton reviewed the work that remained to be done: authorization to continue with the Bayside Road overlay, ½ inch top on the portion that was reconstructed in addition to a decision on proceeding beyond the tracks with either a mill and overlay (\$45,951) or a shim and overlay (\$16,199). A shim coat and overlay should last approximately 5 years. S. Smith stated that section is not in bad condition. A shim coat would be fine. Life expectancy would be 10 years to 15 years if done correctly due to light

traffic. Members were inclined to do the road the correct way. It was clarified that from the railroad tracks out on Bayside Road has been done and needs a topcoat. The Meloon Creek culvert is on the other side of the railroad tracks. The Board had previously decided that they were not going to get involved with the tracks and left a 50-foot buffer.

The Meloon Creek culvert has not been paid and is an additional cost. The Board was updated that TA Scruton is applying for State funding; that will be further discussed under 'New Business'. The work being discussed would avoid the section where the culvert is located. Whoever paves that section would be the same contractor that installs the culvert.

The Board agreed they wanted to get the outbound wear course on Bayside Road done. S. Smith asked the Board if they wanted to do the mill or shim and overlay on the other side of the tracks. The consensus of the Board was do it correctly.

The shim and overlay, and where it was on the priority list, was discussed. R. Winsor asked if the other half was still a priority. S. Smith responded it had already been removed from that list. R. Winsor stated if they were discussing going further down Bayside Road, the funding would be better spent on the priority list. The consensus of the Board was to table that money for another project on the priority list. TA Scruton reminded Altus Engineering the Board was waiting for the full road review comparing Underwood Engineering's review. Dennis Moulton, Altus Engineering, was assigned to that project and has retired.

MOTION: R. Winsor moved to authorize spending up to \$99,762.90 for the ½ inch overlay on the Bayside Road project from 2021, from the tracks to Rt. 33. Second – J. Connelly; all in favor. MOTION CARRIED

#### 5. Other Old Business

There was no 'Other Old Business' to discuss.

### V. NEW BUSINESS AND ADMINISTRATIVE

#### 1. Critical Flood Risk Infrastructure Grant Program

TA Scruton explained he was looking at improving the Town's MS-4 work in the community, which ties into the culvert work on Bayside Road. A grant, rather than the taxpayers, could pay for the culvert. He requested that the Board approve applying for the grant which is funded 100% and does not include cost-sharing. If approved, the culvert project would be funded. The application would include work to be done around the police station parking lot, adding drainage around the side that would pull into the Town's existing stormwater systems. In addition, it would include reducing some of the runoff from the Transfer Station down the hill by creating a system that catches and transfers the water underneath the road into the existing system. TA Scruton has been consulting with RPC and Altus Engineering; they thought this would be a good grant. There was a good chance it would be approved because they are not high dollar projects.

MOTION: V. Morgan moved to apply for, and submit letters of commitment and support, for the NHDES Critical Flood Risk Infrastructure Grant Program, which is a 100% funded grant for stormwater projects and could be used towards the culvert replacement on Bayside Road at Meloon Creek as well as

## DRAFT: SUBJECT TO CHANGE

stormwater improvements at the Transfer Station and Police Station. Second – R. Winsor; all in favor.  
MOTION CARRIED

Discussion: R. Winsor asked if TA Scruton was certain that acceptance of these funds does not bind the Town to any future responsibility or performance that may cost money. TA Scruton responded that if the grant is awarded, the Board will have the opportunity to accept or decline the grant. There is no indication that the Town would be obligated to do any more than was included in the project assessment and goals for implementation. TA Scruton explained that a previous NHDES grant application required additional MS-4 work further down stream from the culvert. It was determined it would be cost prohibitive to accept the grant due to the additional costs required. If additional costs are required beyond the scope of the work on this grant, TA Scruton will return to the Board. Responding to J. Connelly's question about culverts, TA Scruton stated that Altus Engineering wanted to target the Meloon Creek culvert. Funds will be assigned to that particular project. There is also a time commitment for the engineering application as well as 36 months of construction. TA Scruton noted there is a grant specifically for culverts that will be available soon.

R. Winsor asked TA Scruton to contact Altus Engineering for other recommendations because funding is being evenly distributed.

### 2. Other New Business

TA Scruton reminded the Board that information was included in their packets about the upcoming Primex Conference for elected officials.

## VI. CONSENT AGENDA

Items included on the Consent Agenda:

- 2021 Equalization Municipal Assessment Data Certificate

This information will be used by DRA to calculate the Town's equalization rate, which will determine the total equalized valuation of the Town.

- Abatements

- 21 Cushman Way: \$176
- 9 Vardon Lane: \$481

- Veterans Credits (all are \$750)

- 16 Eagle Court
- 175 Winnicut Road
- 26 Ocean Road

- Elderly Exemption

- 359 Post Road

## DRAFT: SUBJECT TO CHANGE

- Storage Trailer Authorization (Gwendolyn Lane)

A two-lot residential subdivision was recently approved by the Planning Board off 624 Post Road; the Board of Selectmen approved the road name of Gwendolyn Lane. The homeowner has requested the use of a storage trailer during the construction of his home. Section 3.7.5 of the Zoning Ordinance allows the use of a storage trailer during construction for one year.

- Payroll Manifest 22-08: \$65,913.82
- General Fund Manifest 22-08: Total - \$223,374.30 (Greenland School: \$180,000)
- Ambulance Special Revenue Account Manifest 22-03: \$83.23

MOTION: R. Bunnell moved to approve the Consent Agenda as presented. Second – R. Winsor; all in favor. MOTION CARRIED

### VII. ADJOURNMENT

MOTION: R. Winsor moved to adjourn at 7:55 p.m. Second – J. Connelly; all in favor. MOTION CARRIED

### NEXT MEETING

Monday, April 25, 2022 – 6:30 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant