



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

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Tuesday, November 12, 2019 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Rick Hussey, Jim Rolston, Steve Smith

Also Present: Matthew Scruton - Town Administrator

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Chair Hussey opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken; it was announced a quorum was present and the meeting was being live streamed and recorded.

**I. OLD BUSINESS**

**1. Fire Station Design and Engineering**

Available from encumbrance for the fire station design and engineering is \$42,500.98. Further work was put on hold until all outstanding invoices were received. All invoices have been received and the balance is up to date. M. Scruton asked the Board how they wanted to proceed: did they want three or four bays?

Chief Cresta asked how many contracts had been signed that needed to be fulfilled. The contract with Altus Engineering was \$32,000; there is another signed contract for \$13,000.

Chair Hussey stated there were three phases: building design (three bays vs. four bays), wetlands permit (good for five years), and siting the building on the property. Chair Hussey preferred four bays and it being done right once. The wetland permit should also be done; if there was enough remaining, Altus Engineering could site the building. The piece of property could be done later at a fair price. There is also an option of a land swap.

M. Scruton stated the documents were proposals. He will check with the Building Inspector for more information. The previous Town Administrator signed documents on December 13, 2018. Ricci had been paid \$7,000 in 2018. M. Scruton stated everyone had been paid and \$42,500 was an accurate figure. He reminded the Board the money was encumbered and needed to be spent by the end of the year. If not spent, it would go into the general fund.

J. Rolston stated the wetlands permit should be done. Chief Cresta agreed with the wetlands proposal. The station was designed with three drive-through bays; some Board members would like to see four bays. Chair Hussey noted it was originally proposed as a four bay station. Holding off on the fourth bay increases the cost by \$750,000 to purchase the adjacent property rather than \$100,000 to add the fourth bay when building. J. Rolston questioned if there was enough room to adequately operate with four bays on the existing property. Chair Hussey stated there will be 10 ft. on the far side and does not include the land swap. S. Smith and C. Deorocki felt it was 10 ft. with the three bays; Chair Hussey and

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R. Hussey stated if the building is moved, there's an additional 10 ft.; the site plan would have to change.

J. Rolston and R. Hussey did not want to make any decisions at this time. C. Deorocki stated he was having a hard time with this one; it didn't pass the vote last year. He had a hard time with all this work on a "maybe"; buying land on a "maybe". Maybe it doesn't pass again. We're going to buy that land or whatever. He didn't agree with it. He did, however, agree with the engineering that's already been done if this has to go forward. He said at the last meeting that's the best job that could be done on that piece of property the way it sits. He thought they would agree with him. He still feels the same way. He wasn't looking to purchase any land to do this project; he wasn't looking to do the project until the Town votes it in. Period. That was how he felt.

Chief Cresta noted that the warrant article stated it was for getting the architecture and geo done; there was also some wetlands being taken care of (wetlands permit). Chair Hussey added it was to get everything engineered so it would be ready when approved by the Town. Chief Cresta stated the people voted on those funds; there was \$42,500 left. They were almost sure of the septic; the design has not been completed. S. Smith added that the original septic plan when the police station was built is not conforming to that lot specifically; it will need to be engineered. Chief Cresta reminded the Board that the dirt coming out of that property and dirt going in was owned by the Town.

Chief Cresta felt the engineering should be finished. Something definitely had to be done on the fire station at some point; hopefully, within three years. S. Smith agreed with Chief Cresta. He would like to see at least the design and engineering move forward to reposition the building and get the wetlands drainage, possibly looking at the septic to be complete. If that building is going to be built on that lot without the adjacent property or the fourth bay, the encumbered money should be used. J. Rolston felt it made sense to have the package shovel-ready so it could be voted on by the people. Chair Hussey did not have a problem moving forward in order for it to be shovel-ready when approved by the voters.

S. Smith asked if a motion should be made to not exceed \$30,000 in case there are some unexpected design changes, etc. Chief Cresta noted the money had to be spent this year. M. Scruton added it would go into the general fund if not spent. R. Hussey agreed with Chief Cresta that the building should be shovel-ready rather than encumber more money to finish something that did not get done. C. Deorocki asked if there was a plan to spend the money. Chief Cresta responded that the Building Inspector was working with the architects to finish the design; M. Scruton noted that everything was on hold at this time. C. Deorocki questioned if the money could be spent in a month and a half. M. Scruton stated if the Board moved quickly, the work could be done. He did not want all the money spent if it did not need to be; it depended on the changes that were made. Keeping it to three bays, the design would be near completion and spending much less. Four bays would mean additional design work and it would be closer to the \$42,500. C. Deorocki clarified that if the whole \$42,500 wasn't spent, whatever was left over went to the general fund. He was as fine as he was going to be.

MOTION: Chair Hussey moved to complete the engineering for four bays, do the wetlands study/permit and, if the budget allows, do septic and site plan to accommodate the building on the site, in that order. Second – J. Rolston; all in favor. MOTIONED CARRIED

J. Rolston asked if the motion committed to the four bays. Chair Hussey: yes. If it was decided to add a fourth bay, with today's economics it could cost an additional \$750,000 to purchase the property. J. Rolston asked if four bays were needed; is that much growth expected in Town that it would require four bays? Chief Cresta: four bays would mean less accidents because of more drive-through bays

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rather than people backing in and filling both ends of the bays. Backing fire trucks in doesn't work out well; over the past 15 years it has cost the Town money. Four bays would save on accidents and leave at least two bays to drive through. It will also give room for expansion. R. Hussey agreed with Chief Cresta; backing up takes longer.

M. Scruton asked if the wetlands would be done first before moving on to the septic and then on to the site plan; based on the time frame all the goals may not be accomplished. The tasks can be overlapped as long as they did not exceed \$42,500. This is more an order of priority than order of sequence. Chair Hussey noted that M. Scruton would have to watch the expenditures closely and be kept up to date.

### II. PUBLIC HEARING

#### 1. Acceptance of NH Municipal Aid Check

In mid-October the State Treasurer issued checks to cities and towns for the \$20 million of municipal aid included in the biennial State budget enacted in September. Greenland received \$27,687.53. In order to accept the funds, a motion would be needed to accept and expend; funds will be used for the highway budget this year (2019). This year it is unanticipated revenue; in the future, it will need to be included as anticipated revenue in the budget. Unanticipated revenue can be spent in this calendar year; it can also be put in the General Fund. M. Scruton recommended it be put in the highway budget. It can be moved to another account if there is no snow; it is a bottom-line budget.

MOTION: J. Rolston moved to accept the NH Municipal Aid check in the amount of \$27,687.53 and expend in the highway budget this year. Second – R. Hussey; all in favor. MOTION CARRIED

#### 2. Acceptance of Highway Block Grant

The Highway Block Grant is anticipated revenue received annually from the State. It is based on \$13 for each resident as well as mileage. The total for 2019 was \$88,768.24; last fiscal year was \$85,263.67. A motion must be made to accept and expend. The amount being accepted, \$28,746.10, was the October payment.

MOTION: C. Deorocki moved to accept the Highway Block Grant in the amount of \$28,746.10 and expend in the highway budget this year. Second – S. Smith; all in favor. MOTION CARRIED

#### 3. Acceptance of Unanticipated Revenue – Cemetery Trustees

The Cemetery Trustees closed an account that was external to Town funds and not included in the recent audit. They have given the Town the check for those funds and would like it applied to their budget. Funds are considered unanticipated.

MOTION: C. Deorocki moved to accept and expend the unanticipated revenue in the amount of \$1,300 to be transferred to the Cemetery Trustees budget line for 2019. Second – J. Rolston; 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.

**IV. APPROVAL OF MINUTES**

1. Monday, October 28, 2019

S. Smith amended Item 1, under "Appointment", page 1: add "Jr." to John Pearl as stated in the third paragraph.

MOTION: S. Smith moved to approve the minutes of Monday, October 28, 2019, as amended. Second – J. Rolston; all in favor. MOTION CARRIED

**V. OLD BUSINESS**

1. Coakley Update

There was no update available.

2. Weeks Library Update

A building permit has been issued. The Board received a copy of the Building Inspector's letter (copy on file). M. Scruton was not sure when the Library planned to break ground. Chair Hussey stated he thought it would be in the spring.

3. Final Budget Review

The Board was given the option of reviewing the budget at this meeting or scheduling another meeting. He noted the Finance Director put a lot of work into the budget and he was very appreciative of her work. A complete revision of the budget presentation was done by the Finance Director. After discussion, the Board scheduled a final review of the budget for Friday, November 15, 2019 at 6:30 p.m.

4. Transfer Station Holiday Hours

Christmas and New Year's are on Wednesday this year. It has been recommended to have the Transfer Station open on the Thursday following the Wednesday holiday and then normal hours on Saturday. Employees have agreed to open on Thursday.

MOTION: C. Deorocki moved to have the Transfer Station open on Thursday, December 26, 2019 and Thursday, January 20, 2020. Second – J. Rolston; all in favor. MOTION CARRIED

5. Other Old Business

There was no other old business.

**VI. NEW BUSINESS AND ADMINISTRATIVE**

1. Road Agent Vacancy

The previous Road Agent's term expired as of October 31, 2019. He has been informed his appointment had expired and would not be renewed. Does the Board want to start the search for a Road Agent for a one-year term? Should there be a stipend or hourly rate?

C. Deorocki stated we should start the search but wasn't sure about the stipend or hourly. M. Scruton stated the search can be started without knowing that. C. Deorocki suggested looking at other towns. M. Scruton and S. Smith had briefly discussed this before the meeting and a lot will depend on how the Board wants to use the Road Agent: do you want an advisor who would recommend road paving, or someone who would be here on an hourly basis monitoring paving, plowing and other highway functions. How the person will be utilized will dictate how they are to be compensated. C. Deorocki stated the Board needed to figure out what they want before they search for it.

Chair Hussey stated the Road Agent should be available to address concerns and/or complaints about road conditions. J. Rolston wanted someone who was competent in determining what was going to happen. R. Hussey recommended someone with construction experience. M. Scruton suggested posting a notice that the Board has started a search and interested applicants can apply. The Board can work with the interested applicant to define the scope and responsibilities depending on the individual's qualifications. If the Board was looking for the Road Agent to be involved with winter maintenance, the search should start soon. Paving projects are more summer oriented.

R. Hussey asked if the agreement with the snowplow contractor stated the Town would provide someone. M. Scruton stated the contract reads that someone would be made available.

C. Deorocki stated the responsibilities needed to be defined. If it's a pothole that needs to be filled, is that something the Building Inspector can handle as building permits go down. Just a thought. M. Scruton stated that the summer helper has been filling potholes with a black patch. Chair Hussey stated it needed to be someone who could determine if it was a minor repair or major and if the Board needed to be involved. Every little repair did not need to be reported to the Board; that could be done by the Town Administrator.

J. Rolston recommended starting the search; the duties could be defined in the near future. Chair Hussey would like members to email suggested duties to M. Scruton.

MOTION: R. Hussey moved to start the search to appoint a Road Agent for a one-year term. The stipend/hourly wage should be discussed when an individual is chosen. Second – J. Rolston; all in favor.  
MOTION CARRIED

The position will be open until filled.

## 2. Bramber Valley Drive

M. Scruton explained that since the Selectmen accepted Bramber Valley Drive and the Vernita Connection as a Town road, the attorney for the homeowner's association has been in contact with the Town Attorney. The Town Attorney, Planning Board Consultant, and M. Scruton reached the same conclusion: it has been accepted as a public road; the Town is responsible for maintenance and plowing of the roads and sidewalks per the RSA 231 requirements. Mark Fougere discussed this with the Planning Board at their meeting on November 07, 2019; members realized there were very few options available and that road and sidewalk maintenance would be a Town responsibility. A new motion will need to be made to accept responsibility for maintaining those roads as required by RSA 231. It was clarified the Town would be responsible for the public portion of Bramber Valley Drive from Portsmouth Avenue to the private section (at the gate) and Vernita Connection.

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MOTION: R. Hussey moved to remove the requirements the Board of Selectmen approved on September 30, 2019 requiring that the Bramber Valley Homeowner's Association be "responsible for the maintenance of the Vernita Connection, Bramber Valley Drive and associated street lights; this includes plowing and salting as needed." As public roads, the Town will assume responsibility for the maintenance of the Vernita Connection, Bramber Valley Drive, the sidewalks and associated street lights; this includes plowing and salting as needed and required per NH RSA 231. Second – S. Smith; all in favor. MOTION CARRIED

Chair Hussey asked Chuck Murphy, Bramber Green HOA president, if the Town was responsible for the small section of road near the gate. C. Murphy stated they would take care of that section. C. Murphy questioned if they would receive anything in writing to verify the motion passed; minutes are available online or in the office.

### 3. Alcohol at Farmers Market

Chief Laurent has received a request from Squamscott Vineyard and Winery to sell and provide samples of their locally made wine at the Rolling Green Winter Farmers Market in January and February 2020. She has contacted the NH Liquor Commission and there are no problems involving this business. Chief Laurent recommends approving the request. J. Rolston noted this has been done in the past with Rolling Green and there have not been any problems. If the Chief recommends it, it should be approved.

MOTION: J. Rolston moved to approve the request of Squamscott Vineyard and Winery to sell and provide samples at the Rolling Green Winter Farmers Market in January and February 2020. Second – S. Smith; all in favor. MOTION CARRIED

### 4. Other New Business

2010 Crown Victoria: M. Scruton received an email from Chief that the 2010 Crown Victoria would no longer be used due to multiple problems. He recommended surplus the vehicle and putting it out to public sealed bid. C. Deorocki suggested using municibid; it gives a broader spectrum than a sealed bid in the newspaper. In the past Craigslist has been used; M. Scruton preferred a public auction similar to eBay or municibid. It will also be posted. The vehicle will be moved or a tarp placed underneath if it's leaking fluids. M. Scruton suggested setting a minimum bid of \$500; it would stipulated the Board has the right to refuse any and all bids. Chair Hussey added the owner would be responsible for rekeying the vehicle. M. Scruton felt that might be difficult to enforce. The Board could pay to have it rekeyed, which would be an additional cost and might exceed the value of the vehicle. C. Deorocki asked if a leaking vehicle was a safety hazard; was it that bad. M. Scruton suggested scrapping the vehicle. C. Deorocki suggested donating the car; there are a lot of avenues and that's an option. J. Rolston recommended scrapping it rather than putting the Town's problem on someone else. C. Deorocki questioned if the car had been taken to a garage or was the Board going on the recommendation of the police station; just for the record and clarification. M. Scruton stated it had been taken to a garage.

MOTION: J. Rolston moved to scrap the car. Second – S. Smith; all in favor. MOTION CARRIED

Tax Rate: M. Scruton announced that the Town's tax rate had been set by DRA at \$16.40. The tax rate was \$15.79 in 2018; in 2017 it was \$16.64; 2016 was \$16.65; 2015 was 16.91. Chair Hussey clarified the drop in 2018 was due to the revaluation; the rate went down but some bills increased. The 2019 tax breakdown of \$16.40: School - \$9.83; Town - \$3.64; State - \$1.98; County - \$.95.

VII. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 14, 2019

1. Payroll Manifest 23

MOTION: R. Hussey moved to approve Payroll Manifest 23 in the amount of \$64,315.15. Second – J. Rolston; all in favor. MOTION CARRIED

2. General Fund Manifest 23

MOTION: S. Smith moved to approve General Fund Manifest 23 in the amount of \$333,484.82 (School - \$250,000). Second – J. Rolston; all in favor. MOTION CARRIED

VIII. ADJOURNMENT

MOTION: C. Deorocki moved to adjourn at 8:02 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETINGS

Friday, November 15, 2019 – 6:30 p.m., Budget Review, Town Hall Conference Room

Monday, November 25, 2019 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Administrative Assistant

Approved: 