

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
August 13, 2014
Minutes

3:30 p.m. Open Meeting

Chairperson Ste. Marie opened the meeting at 3:30 p.m.

In Attendance: Chairperson Ste. Marie, Selectman Reardon, Selectperson Mary, Town Administrator Kelley Collins and Town Clerk/Tax Collector Kathleen Valliere

4:00 p.m. Meet with Kathleen Valliere, Town Clerk/Tax Collector to discuss:

Status of 2010 and 2011 tax deeding

The Board asked Mrs. Valliere where she is with the 2010 tax deeding. Mrs. Valliere stated that she sent the pre-deed letters out on September 10, 2014. That means the deed letters for 2010 cannot go out until October 10, 2014, at the earliest. Mrs. Valliere provided the Board with a copy of the tax payers on the 2010 deed list and her opinion of who will pay prior to deeding.

Mrs. Valliere also gave the Board an oral history of deeding in Greenville.

The Town Administrator asked Mrs. Valliere about the 2011 deed list. She stated that 2011 won't be eligible for deeding until after August 20, 2014. The Town Administrator also asked Mrs. Valliere if she will be deeding 2011 in 2014 and she stated she doesn't know.

Mrs. Valliere made the Board aware that picking the deed date is up to her, not the Board of Selectmen.

Status of election workers

The Town Administrator shared the memo on taxing election workers checks as payroll and noted that that information has been shared with Mrs. Valliere at least once and maybe twice. The Board asked Mrs. Valliere to contact her election workers and provide them with the I9 and W4 required for employment. There is a Primary on September 9, 2014.

Mrs. Valliere noted that she will talk to the Moderator about the election workers.

Mrs. Valliere made the Board aware that Christine Smith resigned from the Supervisors Of the Checklist. The two remaining SOC's are Nelly Huard and Candace Fedders. They were supposed to post a notice and have a meeting in June and that did not happen. The two of them are responsible for appointing a third person and they haven't. Mrs. Valliere has spoken to the Secretary of State's Office.

Dog Warrant

The Town Administrator provided the Board with the memo that was provided to the Town Clerk last August which states in part that the Town Clerk shall provide the governing body with the list of unregistered dogs between June 1 and June 20 and that the governing body shall within 20 days of June 20 issue a warrant to the Animal Control Officer to authorize him/her to issue a civil forfeiture for each unlicensed dog. Mr. Case noted this has not happened again this year.

The Board asked Mrs. Valliere about the list. She has not provided it and she gave no date that she would provide it by. Selectperson Mary asked Mrs. Valliere to please provide the list to the Town Administrator.

Old Business

Review and discuss Vector Control Policy

The Town Administrator provided the Board with a draft policy which has been reviewed by the Deputy Health Officer and the Town Attorney.

Chairperson Ste. Marie made a motion to adopt the Vector Control Policy effective 9/10/14. Selectperson Reardon seconded. Vote 3-0

Review and discuss status of 66 Main Street

JP Morgan Chase, the owner of 66 Main Street, signed for the certified mail outlining the safety and health hazards of their building. This notice gives them twenty days to fix it or raze it. The twenty days will expire on August 25, 2014. The next step, if the owner doesn't comply is to file a motion to enforce and then we can go in and raze it and lien the property, if necessary.

Review and discuss status of 28 Main Street

To the best of our knowledge the owner of 28 Main Street has not contacted the Planning Board for a meeting to have a site plan review for a commercial parking lot. Their 30 day expired on August 11, 2014. The Town Attorney is working on a Cease and Desist Order.

Review and discuss status of 8 Dunster Avenue

The Building Inspector/Code Enforcement Officer, Scott Tenney, has an appointment to meet with the owner of this building on August 22, 2014, she is currently out of town.

The Town Administrator brought up an editorial in the Ledger, where a Greenville FD member thanked the owner for a donation. The Town Administrator reminded the Board that a previous Board had asked for donations to this particular taxpayer be returned from the FD to the donor due to litigation that was on-going at the time. It should be noted that in the last 3 – 4 years the Town has spent over \$16,000 on litigation with this property owner plus additional legal fees paid by our insurance company. In addition, if the Town receives donations they must come to the Town's general fund and cannot be kept by various departments without the consent of the Board. The Defender Association could also keep the donations, if they are set up as a charitable organization 501c3.

The Board would like the Town Administrator to review the regulations on donations and send a letter to all Department Heads.

Review and discuss status of Employee Appreciation BBQ

The Town Administrator noted that there were approximately 23 people in attendance at the Employee Appreciation BBQ held at the Town Pool on Friday, August 8, 2014.

The Board thought it went really well. TA asked about volunteers. Selectperson Mary would like to do an outing for the volunteers this year but Selectman Reardon and Chairperson Ste. Marie both would like to consider this again next year.

New Business

Review and discuss a policy for providing lost/misplaced payroll checks and W2s

The Town Administrator noted that there is quite a bit of work involved in copying and/or reproducing payroll related documents. She feels that since we offer direct deposit, it is pretty easy to avoid the loss of a paycheck. In addition, depending on what happened to the paycheck the Town may have to place a stop payment is \$35 so it can become quite costly as well. Replacing W2s for the current year is not that difficult but it is very time consuming to copy or replace one from a previous year.

The Board of Selectman agreed unanimously to charge a fee for the stop payment amount for any paycheck that has to be replaced, which is currently \$35. In addition, W2s for the most recent year will be replaced at no charge but if the replacement or copy of W2 is for an older year there will be a \$25 fee. The Town Administrator will memo all the employees so that they are aware.

Review and discuss Upgrade Facilities Plan for the Wastewater Plant

Selectperson Mary is interested in knowing what a tertiary system would cost and whether if we need more things in the future can we just add on. There was general conversation about interviewing other engineering firms for potential upgrade work. The Town Administrator will check with some other Towns and see who they use and whether they would strongly recommend any particular firm.

Review and discuss letter from Keefe & Keefe regarding 150 Overlook

The Town Administrator reviewed the letter with the Town Attorney and the Board could chose to abate the taxes so that the Park can dispose of the mobile home. The Board unanimously agreed that they are not willing to abate the taxes at this time and they do not want a mobile home hauled into the Highway Department.

Review and discuss Requests for Proposals for 2014-2016 Audits

The Town Administrator has reviewed the RFPs received. A request was sent to (5) companies. One company no longer does municipal audits and one company was not interested in providing a proposal. Of the three who submitted, for the period covered of 2014 – 2016 Roberts & Greene have the lowest cost and seem qualified to provide the service.

Selectperson Mary made a motion to have Roberts & Green, LLC provide our 2014, 2015 and 2016 audit. Selectman Reardon seconded. Motion passed 3-0.

Review and discuss insurance claim for 37 High Street

The Town Administrator noted that she received a call from the owner of 37 High Street stating that their foundation was cracked and they believe it is a result of the work on High Street. The TA called Dubois & King and they are working with TBuck Construction and the resident to resolve this issue. There were pictures and I believe video of these structures as well as seismic monitoring during the sheet pile driving.

Review and discuss complaint regarding street signs on Mill Street

The Town Administrator provided the resident with the contact information for the NH DOT, Traffic Bureau. These are State signs not Town signs.

Review and discuss snow removal on High Street for 2014/2015 season

The Town Administrator has done some research on plowing snow across streets. With the immense expenditure to stabilize the embankment on High Street it is

imperative that snow not be plowed over that embankment. The Selectmen would like the Town Administrator to send a letter to the residents of High Street asking them to refrain from plowing snow down the embankment. If that doesn't work the Board will consider taking additional steps.

Review and discuss request for additional flow from Pilgrim Foods

The Board reviewed the request from Pilgrim Foods for additional flow, as well as the email from Gerry Curran/Utility Partners and our engineer, Erik Osbourne from Woodard and Curran with their recommendations.

Selectperson Mary phoned Gerry Curran during the meeting to ask about how many samples they have pulled from the Sampler in manhole #95 (Pilgrim Foods)? Gerry stated they have pulled 3 sets and they only have one set of labs left. They sampled 7/31, 8/6, 8/10, and will sample every day for the rest of the week.

The Board wants Gerry to pull samples every day until Pilgrim Foods is no longer flowing to us. Mr. Curran believes, based on the testing so far, that the Town will violate its phosphorous limit for August and he believes those numbers are coming from Pilgrim Foods.

Selectperson Mary made a motion to deny Pilgrim Foods request for additional flow dated 8/12/2014. Selectman Reardon seconded. Motion passed 3-0

Selectperson Mary based on G Curran project manager for recommendations and test results from manhole #95 for 5 times higher phosphorus based on our plant's ability to handle 5 times higher phosphorus levels – that Pilgrim Foods be asked to discontinue flowing to us until they lower the phosphorous levels. Selectman Reardon seconded. Motion passed 3-0.

Signature Folder

Review, discuss and approve the minutes of the July 23, 2014 Selectmen's Meeting

The Board reviewed, approved and signed the minutes of the July 23, 2014 Selectmen's Meeting. Selectman Reardon did not sign as he was on vacation and unable to attend the July 23, 2014 meeting.

Review, discuss and approve the payroll and accounts payable check manifests

The Board reviewed, approved and signed the payroll and accounts payable check manifests for this week.

Utility Partners will be on the 8/27/2014 agenda

Sewer Rate Increase Public Hearing

The Board discussed holding a public hearing to review and potentially increase the sewer rate. The Board agreed that they have raised the sewer rate for the last three years, considerably and will not raise the rate this year.

Pool Maintenance

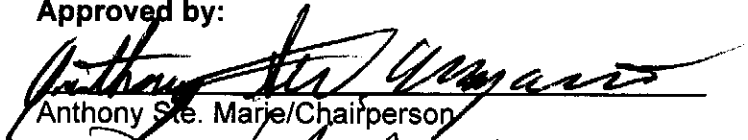
Quality Design is scheduled to do some pressure testing of the pool at 9:00 a.m. on Thursday August 14, 2014

Adjourned

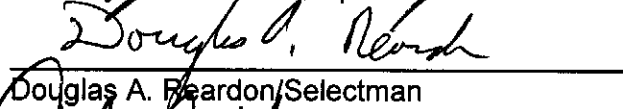
The meeting adjourned at 5:37 p.m.

Submitted by: Kelley A. Collins/Town Administrator

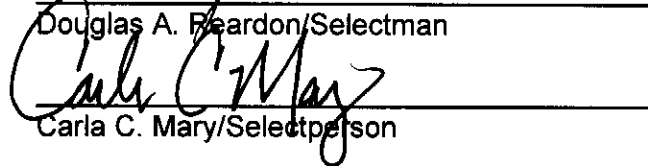
Approved by:



Anthony Ste. Marie/Chairperson



Douglas A. Beardon/Selectman



Carla C. Mary/Selectperson