

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
November 5, 2014
Minutes

3:30 p.m. Open Meeting

The Chairperson opened the meeting at 3:30 p.m.

In Attendance: Chairperson Ste. Marie, Selectman Reardon, Selectman Mary, Town Administrator Kelley Collins, and Rob Lauricella and Gerry Curran from Utility Partners.

3:30 p.m. Meet with Gerry Curran and Rob Lauricella from Utility Partners to review

Status of Plant Operations & open projects

The repair to the large crack in front of 66 Main Street is done. The repair of the offset on Dunster Avenue is scheduled for the week of November 17th. It will not require interruption of service but will require pumping from the upstream manhole.

Computer at Water Plant – installed and tested, just need to make a few changes and do some training. There is \$3800 leftover on that project plus \$300 on the maintenance agreement so they will use this for sewer SCADA work.

Proposed 2015 operating budget and capital project – The Board reviewed the operating budget and capital projects budgets for both water and sewer with both Gerry Curran and Rob Lauricella from Utility Partners.

Maintenance Agreement with EII for 2015 – We had an annual maintenance agreement with Electrical Installations Inc. this year. Utility Partners is proposing to enter into a quarterly maintenance agreement with them for next year which will provide us with more support. The agreement was provided for Board review. The cost is \$1700.

5:00 p.m. Meet with Fire Wards, Chief Charles Buttrick. Captain Ed White and Captain Greg Eastman to review the Fire Department's proposed 2015 budget and warrant articles.

Selectperson Mary asked the Chief if there is someone around to follow up on administrative duties if necessary. Not really he can be reached by the office on his cell phone.

Selectmen Reardon asked the Fire Wards if Captain Eastman would be attending. Chief Buttrick was under the impression he was. The Town Administrator reminded him in person this week. Selectman Reardon would like Fire Ward Buttrick and White to let Fire Ward Eastman know that it would just have been nice if he had let the Board know he could not attend.

The Board and Fire Ward Buttrick and White reviewed and discussed the Fire Department's 2015 proposed budget. In addition, the Fire Wards presented a proposed Warrant Article to purchase (30) replacement SCBA bottles at a cost of \$25,000.

Review and discuss 2015 proposed Budgets, as time allows (Building Inspector, Planning Board, Timber, etc.)

The Board did not get to any budgets due to time constraints.

Review health, life, disability and dental insurance renewal rates for 2015

The Town Administrator received the renewal rates for employee insurances. The health insurance went down .9% and the short term disability went down 12.5%, life,

long term disability and dental all stayed the same

Old Business

Review and discuss close-out report on the Livingston Road Culvert project

The guardrail has been installed at the Livingston Road Culvert project and the engineer, Scott Williams, with Pathways Consulting has submitted a written close out report. There will be a final bill for guardrails and engineering.

Review and discuss status of payments on High Street Slope Stabilization project

The Town Administrator was notified by NH Homeland Security and Emergency Management that because the project went over the original grant amount (even though it was pre-approved by both HSEM and FEMA) we will not receive any further reimbursements from the State of New Hampshire until our close out with FEMA is complete. We were not notified of this in 2013 when the bids came in over and we went back to HSEM and FEMA. The State owes us reimbursements in excess of \$200,000.

New Business

Review and discuss authorizing the Treasurer to change Civic Projects bank account(s) to escrow accounts

The Treasurer and Administrative Assistant met with the new VP of Government Banking to review the Town's accounts and to see if there was a more cost effective method of managing the Town's funds. To that end, the Treasurer would like the Board's authorization to change the Town's current Civic Projects accounts to an escrow account. The advantage is that we will still have individual accounting but we will also be able to deposit directly into these accounts and write checks out of the individual accounts if necessary rather than making it due to and from the general fund.

Selectman Reardon made a motion to authorize the Agreement for a New Setup of an EscrowDirect Municipal Customer account, as submitted to the Board by the Treasurer. Chairperson Ste. Marie seconded. Motion passed 3-0.

Review and discuss authorizing the Treasurer to enter into a new Letter Of Credit Agreement with The Bank of New York Mellon

The Treasurer also recommends the new Letter of Credit Trust agreement, as submitted to the Board. Generally, the Town is collateralized for any money on deposit that exceeds the FDIC insurance of \$250,000. So we usually have a Letter of Credit for \$3 million because that is what we collect all together for taxes. However, since we bill twice a year, we never actually have \$3 million because we continue to spend it as necessary. This new Letter of Credit will look at our balance monthly and only collateralize us for what we actually need to insure. This includes our Trust accounts.

Selectman Reardon made a motion to authorize the Treasurer to enter into a Letter of Credit Trust Agreement with The Bank of New York Mellon. Selectperson Mary seconded. Motion passed 3-0.

Review and discuss entering into another two year agreement with Primex to provide Worker's Compensation Insurance with a 10% cap per year and authorize the Chairperson to execute said agreement

The Town Administrator recommends entering into another multi-year agreement with Primex for our Worker's Compensation Insurance, which will have a 10% cap on the base premium.

Chairperson read the resolution into the record.

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of the membership shall be as then set forth in the Coverage Documents of Primex.

Chairperson Ste. Marie made a motion to enter into the CAP agreement with Primex and to authorize him, as Chair, to execute the resolution. Selectperson Mary seconded. Motion passed 3-0.

Review and discuss Pilgrim Foods violation of Permit 2012-1 on 10/22/2014

The Board was upset about the volume of the violation. 23,400 gallons is not a small amount of flow. The flow was sampled and did not violate any limits. There was discussion regarding having Pilgrim close the trenching and how we will assure this cannot happen once the lagoons close. The pipe to the Plant will have to be permanently capped and we will need someone to witness it. The Board approved sending the NOV to Pilgrim Foods.

Other

We received a letter from Greenville Investment Trust's attorney regarding their request to abate sewer bills from 2011. The letter has been referred to our attorney.

The deadline for tax deeding is tomorrow, November 6, 2014. There are only a couple of people left on the list for 2010 deeding.

Signature Folder

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.

2015 Proposed Employee Compensation

The Board asked the Town Administrator to leave. The following minutes provided by the Chairperson.

General discussion was continued regarding raises and options for future compensation. Current salaries and job requirements were compared to those of area Town Administrators and Road Agents/Department Works Directors. Comparisons were made to median incomes and types of compensation along with current responsibilities. A motion was offered by Selectperson Carla Mary to increase the pay by 5% for the Town Administrator (Town Administration Department Head) and the Road Agent (Highway Department Head) along with a general 2% raise for the remaining town employees. The motion was seconded by Selectman Doug Reardon. Vote 3-0

Adjourned

The meeting was adjourned at 6:20 p.m.

Submitted by: Kelley A. Collins/Town Administrator

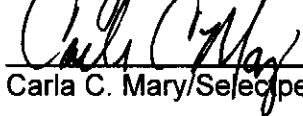
Approved by:



Anthony Ste. Marie/Chairperson



Douglas A. Reardon/Selectman



Carla C. Mary/Selectperson