

**TOWN OF GREENVILLE, NH**  
**SELECTMEN'S MEETING**  
**April 27, 2016**  
**Minutes**

**Open Meeting**

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

**In Attendance:** Chairperson Mary, Selectman Reardon, Selectman Spratt, Town Administrator Kelley Collins, Gerry Curran and Rob Lauricella from Utility Partners and Tom Page and Steve Clifton from Underwood Engineers.

**3:30 p.m. Meet with Thomas Page and Steve Clifton from Underwood Engineers and Gerry Curran from Utility Partners to review and discuss: Improvements to water system on Ashton Place**

Underwood Engineers will more clearly define the project. The State of NH does not require plans for improvements that are less than 1000 feet. The current ESR (Engineering Services Request) only includes a conceptual design. The new ESR will go into more detail. There was discussion regarding including new water main, new curbstops, plastic vs. copper if fine, ten homes. There is currently a mainline PRV each property should have a PRV, the town will put them in but the resident will be responsible for replacing any PRVs or expansion tanks in the future. The Board would like the Town Administrator to check the regs on expansion tanks and cross connection. The Town would like to shoot for September of this year, we will worry about paving this section next year. Underwood will call for a couple of borings, just to check for ledge.

**Plan for Interim chemical feed improvements at WWTP**

Chairperson Mary reviewed questions regarding temporary shipping container. She has looked into a Reeds Ferry shed that is 14' x 20' for \$9,000 and we could pour a concrete floor. The engineering for the interim improvements is \$34K. Tom Page suggested doing a 30% design to accommodate building size and location. There was some discussion regarding a smaller permanent structure for caustic and bi sulfite. Underwood Engineering will put together pricing and a 30% design.

**Status of SRF Water pump project**

The Town received the State Revolving Fund application packet and the Town Administrator has filled out most of what is required. The Board has to vote on a resolution. See item below.

**Review and discuss contract for Adams Hill Water Tower project**

The Town contracted with Limerick Steeplejacks to do some additional work on the Adams Hill Water Tower, which was contracted to be completed last Fall. This work includes installation of a ladder extension, a ladder cage with a swing down cage gate, paint all new sections of ladder and cage and apply grout sealing to base of tank. The work is priced at \$21K. Both the Town Administrator and Gerry Curran have been calling Limerick since last Fall and received no call backs. Gerry is obtaining a formal quote from Waterline Industries to complete this work.

**Review and discuss WTP ceiling project**

Gerry Curran has had Waterline Industries look at the ceiling at the Water Plant, as well. They have provided an informal email quote to repair/replace ceiling for \$25K. Gerry is waiting for a more formal quote on this project. The Board feels that the old

ceiling must be totally removed and the blower must be properly secured and they would like to see them use the ceiling tiles not sheetrock.

**Review and discuss status of review of Greenville Recycling W & S project**

The Town Administrator shared a letter from Underwood Engineering who the Town has contracted to review the Water & Sewer plans for the Greenville Recycling Project, currently before the Planning Board. Underwood is unable to evaluate the W & S plans as they need additional information. They have called and emailed Chad Branon from Fieldstone and to date have not received the additional information they need. The Board would like the Town Administrator to draft a letter from them to the Planning Board outlining the status of the W & S review.

**Anoxic Zone**

Chairperson Mary asked Underwood what it would cost to have them troubleshoot the anoxic zone. She feels that this zone working properly is Thomas Page said he will put together an ESR for it.

**Old Business**

Review, discuss and authorize the borrowing under Drinking Water State Revolving Fund application

Chairperson Mary read the following resolution into the record:

**Part 1: AUTHORITY TO FILE AND DESIGNATION OF AUTHORIZED REPRESENTATIVE**

WHEREAS, Town of Greenville, New Hampshire (LEGAL NAME OF APPLICANT) after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as: Water System Improvements (THE PROJECT) is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY Greenville Board of Selectmen, the governing body of said Applicant, as follows:

1. That the person holding the position of Town Administrator (TITLE), currently held by Kelley Collins (NAME), is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.

2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.

3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.

4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Carla C. Mary/Chairperson/Board of Selectmen

*Douglas A. Reardon/Selectman*

*Stephen Spratt/Selectman*

5. *That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.*

*VOTED: Chairperson Mary made a motion to approve, Selectman Reardon seconded. Motion passed. Vote: 3-0*

Review and discuss the Town Administrator attending the NH Municipal Pipeline Coalition Meeting on Thursday, April 28, 2016

The Town Administrator noted that she was not going to attend the Pipeline Meeting this week as the Assistant Town Administrator is still out of town and the meeting will overlap office open hours but due to the recent request from Kinder Morgan for an extension, she thinks it may be important to attend. The Board agreed. The Town Administrator will post a note on the door stating that the hours on Thursday will be 11:30 am to 4:00 p.m., with no

### **New Business**

#### **Review and discuss status of playground**

The Board briefly discussed last year's inspection, by our insurance company, of the playground and the fact that the equipment is not the proper size for the 3 and 4 year olds who are now the only children regularly utilizing the former Greenville Elementary School. The Board will review the inspection report and the recommendations made.

#### **Review status report from Heather Schoff, Member of Board of Directors for Souhegan Valley Ambulance**

The Board reviewed the email from Ms. Schoff regarding the most recent SVAS Board meeting.

#### **Parks and Recreation Committee**

Selectman Spratt brought up reinstituting the Parks & Recreation Committee. He noted that he has spoken to Richard Miller who has expressed some interest. Selectman Reardon would consider it if there was a plan on what they would do. Chairperson Mary is not in favor of this as there were always issues with personnel and with the mechanical functions and code items at the pool. She feels that they have finally straightened things out and she feels that the Town Administrator is doing a good job overseeing the managing of the pool.

#### **Review and discuss Greenville Watch group**

The Board reviewed and discussed, in very general terms, the new Greenville Watch Group.

#### **Non Public Session under RSA 91-A:3, II (c) matters that could affect adversely the reputation of a person other than a member of the body itself.**

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 5:23 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

The Tax Collector will be sending an additional thirty day notice of impending tax deeding to the owner of 602 Fitchburg Road Lot #13.

Chairperson Mary made a motion to leave Non Public Session at 5:24 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

**Non Public Session under RSA 91-A:3, II (c) matters that could affect adversely the reputation of a person other than a member of the body itself.**

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 5:24 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Chairperson Mary made a motion to authorize the Town Administrator to work out the details of a new payment plan, based on how they have handled prior payment plans and prepare the documents for the taxpayer's and the Boards' signature. Selectman Spratt seconded. Motion passed 3-0.

Chairperson Mary made a motion to leave Non Public Session at 5:30 p.m. and seal the minutes indefinitely. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

**Non Public Session under RSA 91-A:3, II (c) matters that could affect adversely the reputation of a person other than a member of the body itself.**

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 5:30 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

The Board will meet with the Town Attorney.

Chairperson Mary made a motion to leave Non Public Session and seal the minutes indefinitely at 5:38 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

**Signature Folder**

**Review, discuss and approve check manifests for accounts payable and payroll**

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

**Review, discuss and approve the minutes of the April 18, 2016 Selectmen's Meeting including (2) set of Non Public minutes**

The Board reviewed, approved and signed the minutes of the April 18, 2016 Selectmen's Meeting, including two sets of Non Public minutes.

**Review, discuss and approve Representation Letter for 2015 Audit**

The Board reviewed, approved and signed the Representation for the 2015 Audit.


**Adjourned**

The meeting adjourned at 5:40 p.m.

**Submitted by:** Kelley A. Collins/Town Administrators

**Approved by:**

  
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Carla C. Mary/Chairperson

  
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Douglas A. Reardon/Selectman

  
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Stephen Spratt/Selectman