

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
October 26, 2016
Minutes

3:30 p.m. Open Public Meeting

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

In Attendance: Chairperson Mary, Selectman Reardon, Selectman Spratt, Town Administrator Kelley Collins, Tax Collector/Town Clerk, Kathleen Valliere

Meet with Town Clerk/Tax Collector, Kathleen Valliere, to review her proposed 2017 budgets

The Board reviewed the Town Clerk and Tax Collector budgets with the Town Clerk/Tax Collector, Kathleen Valliere. No changes were made to the submitted budgets.

The Town Clerk mentioned that she would like to submit a Warrant Article in 2017 to purchase new voting booths. She's pretty sure that anyone who has voted would understand why the town needs new booths. She believes she could obtain the booths, curtains and lights for around \$3441. The Board suggested ordering them now so that we could have them for town meeting. Mrs. Valliere notes that if she orders them tomorrow she could have them for the Presidential Election. The Board is fine with that.

Review and discuss the following 2017 proposed budgets: Cemetery, Executive, Legal, Health Agencies, and Insurance (property)

The Board reviewed the Cemetery, Executive, Health Agencies, Legal and Property Insurance budgets, as submitted.

Cemetery - Chairperson Mary asked if the Cemetery Trustees will be continuing with the monument restoration. The Town Administrator noted that they will continue to put money in the operating budget until all the monuments have been repaired/restored.

Executive - The Board reviewed the Town Administrator's salary and in addition to the 2% cost of living increase that all town employees will receive they are giving her 4 additional vacation days to use in 2017 in appreciation for all her hard work this summer.

The Executive Budget also includes an end of probationary period increase for the new Bookkeeper. Chairperson Mary asked if that position is getting the 2% increase as well and the Town Administrator stated that she did not budget for that. Chairperson Mary suggested giving the Bookkeeper the 2% raise in January and then moving her to her new rate March 1st at the conclusion of a satisfactory probationary period. The TA noted that would be approximately \$106 but she can absorb that in the budget, as presented. Selectman Spratt and Reardon agreed.

Legal - The Board reviewed the legal budget and approved it, as submitted.

Property Insurance - The Board reviewed the budget and approved it, as submitted.

Old Business

Review status of Underwood Engineering's projects for the Town

The Board reviewed and discussed the status of the Underwood Engineering's projects with the Town.

The Board is ok with having Underwood conduct the additional pH testing but Chairperson Mary suggested asking Gerry if he wants to do the computations or just provide the results of the testing and let Underwood do the computations.

Filter Media – Chairperson Mary is concerned on whether the filters can take the additional flow from the new pumps. She would like the Town Administrator to speak to Tom Page about this.

The Board reviewed and discussed the Chemical Feed improvements

Chairperson Mary is concerned about the Chemical Feed Building. The Board does not understand why the NH DES requirements are a surprise to Underwood. We still need to get some updating done to make the process as safe as possible.

Review and discuss most recent information from NH Department of Health regarding drought conditions

The Board reviewed the information from the NH Department of Health.

New Ipswich Water Customer

The Town Administrator made the Board aware that the New Ipswich water customer is behind on her water bill for 2014, 2015 and 2016 for \$1055.51 and once the 2nd issue 2016 bill due date passes it will be \$1185.49 plus interest. The Town Administrator reminded the Board that we had gone to district court on this property because when the current owner purchased it there were liens and over \$5K due to the Town. The new owner's title insurance has never cleared those liens and now she has not paid.

The Board of Selectmen unanimously agreed to start the shut off procedures for non payment. The Town Administrator will work with Town Counsel to notify the owner.

Surplus Highway Department Truck

The Town Administrator has had a request from Greg Eastman to have the town retain the surplus highway truck and let him turn it into a forestry vehicle. Mr. Eastman believes this can be accomplished with volunteers for approximately \$10K. The Board asked how Peter Vaillancourt, the Forest Fire Warden, feels about this proposal. They would need a written plan with a detailed time line and budget and the concurrence of Deputy Chief Vaillancourt.

New Business

Review and discuss someone attending the Budget Public Hearing for Wilton Recycling, in Wilton on December 15, 2016

The Board is not available so the Town Administrator will attend the December 15, 2016 Budget Public Hearing.

Review and discuss letter from the City of Franklin and the Town of Northfield regarding school stabilization grants

Selectman Spratt suggested that the School Board may wind up having someone attend this and if they do he can let us know what comes from the meeting.

Review and discuss sewer abatement request due to leak for Chamberlin Street property

The Board reviewed the email from the owner of 14 Chamberlin Street regarding a leak and the fact that the leak has been fixed. Selectman Reardon noted that the license sent with the request was a Massachusetts license. It does not appear this plumber was licensed in NH. The Board agreed that since the leak did not go into the sewer for treatment they would use an average bill for sewer and abate the difference. The water bill will stand as the water was used, even if it was for a leak.

Review, discuss and approve health, dental, life, s-t-d- and l-t-d employee insurance for 2017

The Town Administrator presented the health, dental, life, short term and long term disability insurance renewals for 2017. Health insurance is up 5.3%, dental, long term disability and life insurance stayed the same and short term disability is going down from \$.44/\$10 of benefit to \$.38/\$10 of benefit. The Town Administrator suggested discussing employee contributions as part of a bigger discussion in updating the personnel policies in 2017.

Chairperson Mary made a motion to authorize the Town Administrator to sign the renewal documents for health, dental, life and disability insurances. Selectman Spratt seconded. Motion passed 3-0.

Non Public Session under RSA 91-A:3, II (c) Matters that, if discussed in public, would likely affect adversely the reputation of any person, unless such person requests an open meeting

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 5:04 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon- yes; Selectman Spratt – yes.

The decision made in Non Public Session was to deny the request to apply any lump sum payments on delinquent taxes to principal only.

Chairperson Mary made a motion to leave Non Public Session and seal the minutes indefinitely, at 5:10 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 payroll and accounts payable check manifests.

Review, discuss and approve Request for Trust Funds (1) for invoice for repairs to the Adams Hill Water Tower

The Board reviewed, approved and signed the Request for Trust Funds.

Review and sign 2016 second issue Property Tax Warrant

The Board reviewed and signed the corrected Property Tax Warrant

Review and sign Purchase Order from the FD for turnout gear and one for the Community Profile

The Board reviewed, approved and signed two Purchase Orders

Review and sign Municipal Assessment Data Certificate

The Board reviewed and signed the Municipal Assessment Data Certificate for the Department of Revenue Administration

Adjourn

The meeting was adjourned at 5:10 p.m.

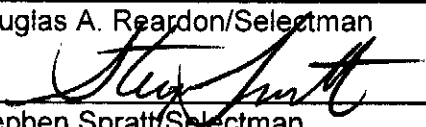
Submitted by: Kelley A. Collins/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman



Stephen Spratt/Selectman