

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
November 9, 2016
MINUTES**

3:30 p.m. Open Public Meeting

Chairperson Mary opened the meeting at 3:31 p.m.

In Attendance: Chairperson Mary, Selectman Spratt, and Town Administrator, Kelley Collins

Absent: Selectman Reardon is out of state

Review and discuss the following 2017 proposed budgets: Ambulance, Conservation, Regional Association (SWRPC), and Patriotic Purposes

The Board reviewed the Ambulance, Conservation, Regional Association and Patriotic Purposes budgets. There was some discussion regarding a slight increase in the Beautification budget. The Board approved the budgets, as submitted.

The Board would like the Town Administrator to talk to Mrs. Bergeron about her interest in running the third of July festivities again this year.

Old Business

Review status of Underwood Engineering's projects for the Town

The Board reviewed the status report from Underwood Engineering. Ashton Place is being paved today so it is almost done.

The Board asked the Town Administrator to talk to Tom Page at Underwood about where Greenville Recycling is with water & sewer utilities, since they have not provided an application or application fee(s) yet.

The Board reviewed Engineering Services Request (ESR) #12 for review of the filter media cleaning process. The Board authorized the TA to sign ESR #12.

Review and discuss contract for accounting assistance pre-audit

The Board reviewed the contract with Michael O'Neill, formerly with MRI for pre-audit accounting assistance.

Chairperson Mary made a motion to authorize the Town Administrator to sign the Professional Services Contract with Michael O'Neill. Selectman Spratt seconded. Motion passed: 2-0.

Review and discuss LandUse, Economic Development and Population and Housing chapters of revised Master Plan

The Board took the final drafts of the chapters of the Master Plan and will review.

Review and discuss Community Profile contract needs to be signed by Planning Board representative

The Town Administrator made the Board aware that she has sent the UNH Community Profile memorandum of understanding to the Planning Board, for them to sign off on. UNH Cooperative Extension requires buy-in from the planning board and notes that the Community Profiles work better when everyone is supportive of the process.

Review and discuss minutes of pre-construction meeting for Water Plant Pump Project

The Town Administrator provided the Board with copies of the pre-construction meeting minutes, for their review. The minutes include a timeline.

New Business

Review and discuss fee agreement with Mitchell Municipal Group to represent us for the Eversource abatement appeal on 2015 taxes

Chairperson Mary signed the agreement to be represented by Mitchell Municipal Group for the Eversource abatement appeal on 2015 taxes.

LEOP Meeting

The Town Administrator made the Board aware that they have held their first meeting to update the Local Emergency Operations Plan. The Police Chief, Fire Chief, Road Agent, Town Administrator, Project Manager for Water & Sewer and the Emergency Management Director attended. We were missing representatives from the Ambulance Service and the School District.

Detail Pay

It was brought to the Town Administrator's attention on Tuesday that the Police Department may be asking employees to withhold timesheets for detail pay because the balance in the PD Detail Revolving Fund is low. She made the Board aware that she had called and spoken to the PD's Administrative Assistant and requested a call back from the Chief. That has not happened. Chairperson Mary made the TA aware that the Police Chief had approached her at elections about this and he admitted that he had asked his officers to withhold their timesheets for up to thirty days. The TA noted that this is not allowed under state labor laws. The Board asked the TA to verify this with the Town Attorney.

Signature Folder

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

The Board reviewed, approved and signed the check manifest for accounts payable and payroll.

Review and sign Purchase Order from Tax Collector for new voting booths

The Board reviewed, approved and signed the Purchase Order for the new voting booths.

Adjourned

The meeting was adjourned at 4:17 p.m.

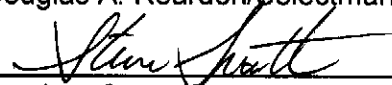
Submitted by: Kelley A. Collins/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman



Stephen Spratt/Selectman