

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
October 12, 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, Road Agent Thomas Plourde, Emergency Management Director and Fire Ward Edward White, Fire Chief Charles Buttrick and Fire Ward Greg Eastman

3:30 p.m. Meet with Road Agent, Thomas Plourde, to review his proposed 2017 Highway Department budget

The Board and Road Agent review his 2017 proposed budget. They discussed his salary in some depth. The Board unanimously agreed to budget a 5% increase in salary and give the Road Agent one additional week of paid vacation in 2017.

4:10 p.m. Meet with Emergency Management Director, Edward White, to review his proposed 2017 Emergency Management budget

The Board reviewed the Emergency Management Director's 2017 proposed budget. It has been decreased for the one-time expense of the \$2500 match to the grant to update of Local Emergency Management Plan. The Emergency Management budget was approved as submitted.

Request from Resident

Mr. McCreery has called Selectman Reardon at home and asked him if all the vendors currently working on town vehicles are insured. The Town Administrator noted that is a requirement of the Town's purchasing policy and she assumes the Department Heads are adhering to the policy but she does not have copies of their certificates of insurance. The Board asked the Town Administrator to ask the Department Heads to obtain certificates of insurance and provide them to her so she can make them available for Mr. McCreery's review.

4:30 p.m. Meet with Fire Wards, Charles Buttrick (also Fire Chief), Edward White and Greg Eastman to review their 2017 proposed Fire Department budget

The Board met with the Fire Wards and Chief Buttrick to review the 2017 proposed Fire Department Budget. The budget was approved as submitted.

Review and discuss tax rate (establish amount of overlay and fund balance to be used)

The Town Administrator was hoping to have tax rate numbers from the NH Department of Revenue Administration so that the Board could consider how much fund balance to use to reduce taxes and to set overlay, but DRA is still waiting for the apportionment numbers from the Department of Education for the Mascenic School District. The Board agreed that since Selectman Spratt has not been involved in a tax rate setting for a Town before they will have a short meeting at 3:00 p.m. on Monday, October 17, 2016, as long as the numbers are available before the Town Administrator leaves on Friday so that she can have the meeting properly posted.

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Review and discuss the following 2017 proposed budgets: Building, Planning, Parks & Recreation and Welfare

The Town Administrator reviewed the 2017 proposed budgets with the Selectmen. The Building, Planning and Welfare budgets were approved as submitted. The Parks and Recreation budget was modified by increasing both water and sewer, based on the expenditures for 2016.

Old Business

Review status of Underwood Engineering's projects for the Town

The Board reviewed the status report for Underwood Engineering's projects in Town. There are concerns on whether we can get the chemical feed building done and on-line before winter hits.

Review and discuss update on Community Profile

The Town Administrator went through the information provided by Sharon Cowen from UNH Cooperative Extension regarding their ability to do the Profile in Fall 2017 and the requirements of diversity in the Steering Committee. Ms. Cowen strongly suggested appointing 4 or 5 members from the Beautification Committee and then letting them solicit people interested in serving on the Steering Committee with a wide range of criteria to be addressed (i.e. age, own/rent, lifelong residents, new residents, etc.). The (4) members of the Steering Committee will identify additional members (with a maximum of 15) and submit them to the Selectmen for appointment.

Review and discuss "draft" Yard Sale Zoning Ordinance

The Board reviewed the update to the Town's Zoning Ordinance, which will place limits on the number and duration of yard sales. There was also lengthy discussion regarding the permit application fee.

Chairperson Mary and Selectman Spratt instructed the Town Administrator to submit the zoning amendment to the Planning Board for public hearing. Selectman Reardon is not in favor of this zoning amendment.

New Business

Review and discuss holiday schedule for office for November and December 2016, including Selectmen's Meeting dates

The Board looked at the schedule for November and December. The Office will be closed on Thursday and Friday, November 24 and 25th in observance of Thanksgiving. The Office will be closed on Monday, December 26, 2016 in observance of Christmas and Monday, January 2, 2016 in observance of the New Year. In addition, the Selectmen's Meeting usually scheduled for the 4th Wednesday of the month will be moved to the 5th Wednesday of the month in November (Wednesday, November 30th instead of the 23rd).

Review and discuss whether the Board wants to put the extension of the Veteran's Tax Credit on the 2017 Town Warrant (RSA 72:28-b)

The Town Administrator noted that the statute has changed and towns can now opt to cover all veteran's under the veterans tax credit, if town meeting votes to do so. She asked the Board if they want this on the 2017 Warrant? She noted that our current Veteran's Tax Credit costs the town \$48,500 in lost taxes and the Department of Revenue and our Assessors suggest budgeting for doubling that if the town opts to cover all veterans. That equates to approximately \$.50 on the tax rate. The Board would like to wait on this.

Review and discuss Selectmen's Office staff attending NHMA Conference on November 16, which will require closing the Office

The Board agreed to allow the Town Administrator to close their office on Wednesday, November 16 so that the staff can attend the training at the NHMA Annual Conference.

Review and discuss town administrator's request for absence forms

The Board reviewed, approved and signed the absenteeism form for the Town Administrator.

Review and discuss Selectmen's availability for Presidential Election in November

Selectman Reardon made the Board aware that he will be in Florida during the elections this year so he will not be available at all that day. Chairperson Mary and Selectman Spratt discussed it and they will both be available from noon through counting, etc. The Board asked the Town Administrator to please make the Moderator, Mr. Lambert aware of the situation as he will be the one to appoint pro-tem Selectmen to cover the elections.

Review and discuss results of Community Survey

The Town Administrator provided the Board with the results of the Community Survey done by Southwest Region Planning Commission in conjunction with the updating of the Town's Master Plan.

Review and discuss ESR #11 for Pioneer Plastics (Shaws)

The Board reviewed the ESR #11 for flow test to be conducted on the hydrant in front of Shaws, contingent on Shaw's willingness to pay the \$2000 for the flow test. The Town Administrator will pass this information on to Shaws.

Pleasant Street sewer line repairs and detail pay

The Town Administrator noted that she had spoken to Chief McTague about details for town solicited sewer repair work. Specifically, we have a quote from RH White to do a major repair on Pleasant Street. A part of the quote includes the vendor paying our police department for detail officers for (5) days. The company noted that line item is \$3250. The Town Administrator noted that in other towns the police department will conduct these details for the town with part time or full time staff at overtime rates. Unfortunately, we would have to figure out how to run the officers through payroll without hitting the operating budget because Temple shouldn't pay any part of these costs. The Selectmen suggested leaving this alone since there is no real way to separate these costs from Temple. The Town Administrator was just attempting to lower the cost since there is a finite amount available in the operating budget for these repairs. The current quote is \$23500 and our total budget is \$29100. There may be additional charges to remove asbestos pipe.

66 Main Street

Mr. Marshall Buttrick provided the town with a copy of a letter he has sent to the bank that currently owns 66 Main Street regarding his concerns over the condition of the stone culvert and the large sinkhole in their driveway.

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 final invoice for gates at Town Hall required by Department of Labor Safety Inspection

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

Review and sign abatement for tax deeded property with zero usage

The Board reviewed, approved and signed the abatement for town owned property with zero usage.

Review and sign Presidential Election Warrant

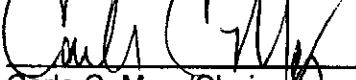
The Board reviewed and signed the Presidential Election Warrant and will post in the Town Clerk's Office and at the Polling Place.

Adjourned

The meeting was adjourned at 5:50 p.m.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:



Carla C. Mary/Chairperson



Douglas A. Pearson/Selectman



Stephen Spratt/Selectman