

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
March 22, 2017
MINUTES**

3:30 p.m. Open Public Meeting

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

In Attendance: Chairperson Mary, Selectman Doug Reardon, Town Administrator Kelley Collins, TA in Training Tara Sousa, Tom Page of Underwood Engineering, and W&S Plant Manager Dave Brennan.

3:30 p.m. Meet with Tom Page/Engineer, Underwood Engineering to discuss the hypochlorite building bid and award of bid

Tom Page discussed the 2 bids received for the hypochlorite building project. Keymont was the low bidder, followed by Methuen. Having had experience with the company on other projects, Keymont was determined to be a qualified bidder. Tom Page discussed the bid alternates. He assured that DES will allow deferral of any or all of these due to budget, with a commitment to include the alternates in a future project. The most critical add alternate, in the opinion of Tom Page and Dave Brennan, was the Cl2 analyzer. This could be attained within budget with reduction of engineering cost attributed to long-term planning. The bid with the Cl2 analyzer (alternate 3) would be \$160,450.

Selectman Reardon made a motion to accept the bid with alternate 3 by Keymont, totaling \$160,450. Chairperson Mary seconded. Motion passed: 2-0. Chairperson Mary signed the Notice of Award.

Old Business

Review and discuss status of Underwood Engineering projects

Tom Page stated the pump project is, at this point, only being held back by access to the site due to snow and muddy conditions. Tom page discussed the revised ESR required for the chemical feed building. Selectman Reardon made a motion to allow Tara Sousa, as Town Administrator, to sign the new ESR. Chairperson Mary seconded the motion. Motion passed: 2-0. Underwood will forward the new ESR to the Selectmen's Office. Chairperson Mary asked if jar testing has been done in advance of the ferric pilot. Tom Page stated it has not. Due to the extremely small levels of aluminum these studies are attempting to address, jar testing has had limited results. Chairperson Mary and Dave Brennan concurred that it is important to jar test before going forward with the full-scale ferric pilot. Underwood will define the scope of the project to demolish 23 Main St, and seek bids from Accura and Methuen, as well as others. Underwood will provide oversight during the project.

Review and discuss status of 61 High Street water leak

Dave Brennan discussed the source of an additional leak found in the service line for 61 High Street. A galvanized reducer that was used years ago had rotted away. The line has been replaced all the way back to the 2" connection. The home owner has reported that they have lost water in one area of the house. Dave Brennan reported that they had cleaned debris from the meter, but that had not resolved the issue. The home owner will have a plumber come in to diagnose the problem. Selectman Reardon, as a licensed

plumber, agreed to attend on behalf of the Town. Dave Brennan will get the details on that visit.

Selectman Reardon made a motion for Carla Mary to continue as Chairperson. Chairperson Mary seconded the motion. Motion passed 2:0.

Review and discuss status of pool painting for 2017 Season

Kelley Collins reviewed the quote from Quality Design for pressure washing, minor crack repair, and epoxy painting of the pool. The Selectmen wanted to confirm that the painting will include the lines, stairs, and other markings. Kelley Collins had received a verbal commitment to that effect. Motion by Selectman Reardon to allow Tara Sousa to sign the contract upon receipt of written confirmation of painting specifics. Seconded by Chairperson Mary. No vote taken. Kelley Collins cautioned that we are at risk of not getting on the company's schedule if the acceptance of the contract is delayed. The Selectmen signed the contract with a notation that line painting is to be included.

Review and discuss status of complaint at 4 Happy Hollow

Chairperson Mary recused herself from this matter. Kelley Collins reported that letter has been sent by the Health Officer, addressing the violation of the Town's dumpster and trash ordinance. The letter requires that the matter be addressed within 5 days of receipt. Due to the snow cover, and the volume of debris to be removed, the home owner may require additional time. If requesting additional time, a specific time-line will need to be committed to, and the Code Enforcement Officer can monitor the progress.

New Business

Review and discuss status of complaints at 7 Main Street, and 28 Main Street

Kelley Collins reported that the same dumpster/trash ordinance violation letter was sent to the owner of 7 Main St (a rental property), requiring that they address a large pile of apparent refuse in front of their building. The 28 Main Street complaint is in regards to the dog waste which has accumulated there. As the Town's ordinance regarding dog waste puts all onus on the dog owners, who are not the property owners, a letter was sent to alert the owners of the vacant lot to its current condition and ask that they make efforts to address the mess. Kelley Collins has also alerted the Police Department and the complainants that the dog owners can be cited if caught leaving animal waste behind.

Review and discuss status of Executive Office and Pool staffing

Kelley Collins reported that ads have been run in the Ledger for lifeguards and the Bookkeeper/AA position. The Bookkeeper/AA will also run in the New Hampshire Sunday News. The Pool Manager position has been posted on the website, but has not yet been run in the newspaper. We have confirmation of willingness to return from 1 adult guard and 2 junior guards.

Review and discuss welfare officer coverage during staffing transition

Kelley Collins reported she had been in contact with New Ipswich's Welfare Officer Carrie Traffic, regarding transitional coverage for welfare while Tara Sousa is learning the Town Administrator position and working with an understaffed office. Ms. Traffic expressed willingness to provide this support, and will come in to the office next week to discuss our needs and review our process. Kelley Collins recommended a rate of \$20.00/hour with a minimum 2 hour call-out. Chairperson Mary motioned to set a rate of pay for Welfare support at \$20.00 per hour, 2 hour minimum. Selectman Reardon seconded. Motion passed: 2-0.

Loss of Fire Department Computer

A fire began in Ed White's car while he was attending a Planning Board meeting. A Fire Department laptop was damaged beyond repair. The EMD laptop sustained minor damage. Ed White has filed a report with the office and the Fire Department documenting the damage and the apparent cause of the fire, which insurance confirms began under the dash. The Fire Department has additional laptops available, so it should not need to be replaced at this time.

Press Release for New Town Administrator

The Selectmen reviewed a press release drafted by Kelley Collins for the appointment of Tara Sousa as the new Town Administrator. Upon approval, it was given to Brandon Latham, who was present from the Ledger.

Miscellaneous

Chairperson Mary took a copy of the updated LEOP for review. She asked how the process went, and Kelley Collins answered that there was good participation from all departments. She also reported that Lisa Murphy (SWRPC) has 6 chapters of the Master Plan ready for adoption by the Planning Board.

The Community Profile Committee will be meeting Thursday to set the October date for the event.

It was noted that a list of streets yet to be inspected by camera should be retrieved from Utility Partners.

Signature Folder

Review, discuss and approve the March 8, 2017, March 10, 2017 and March 15, 2017 Selectmen's Meeting minutes, including Non Public minutes

The Board reviewed, approved, and signed the minutes of March 8, 2017, March 10, 2017, and March 15, 2017, including non-public minutes.

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

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

Review, approve and sign Raffle Permit #2017-02

The Board reviewed, approved, and signed raffle permit #2017-02 for Sacred Heart Church.

Review, approve and sign abatement for 91 Laurel Drive

The Board reviewed, approved, and signed an abatement for 91 Laurel Drive.

Review, approve and sign the MS-232 Report of Appropriations Actually Voted

The Board reviewed, approved, and signed the MS-232 Report of Appropriations Actually Voted.

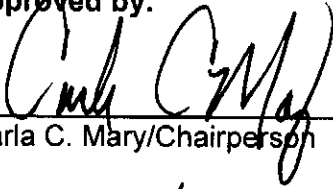
Review, approve and sign Notice of Intent to Cut Timber for Map 03-31-B

The Board reviewed, approved, and signed Notice of Intent to Cut #03-31-B. Kelley Collins noted that the Road Agent had made contact with the logger at the request of the Timber Officer, and the logger will make adjustments to protect against pavement impacts.

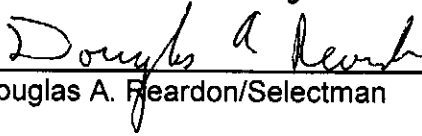
Motion by Chairperson Mary to adjourn at 4:44 p.m. Selectman Reardon seconded. Motion passed: 2-0.

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson



Douglas A. Feardon/Selectman

Vacant/Selectman