

**Town of Greenville  
Board of Selectmen  
Minutes – July 12, 2017**

Call to order at 3:30 p.m. Present: Chairperson Carla Mary, Selectman Douglas Reardon, and Town Administrator Tara Sousa.

**Meet with Owners of 4 Happy Hollow Road**

The Selectmen met with the Depauws, of 4 Happy Hollow Road, regarding their efforts to come into compliance with the Town's Trash and Dumpster By-law. Daniel Depauw expressed that they have been working daily to clean their property and remove debris, and that they had removed 3 truckloads in the last 2 weeks. He stated that all the tires had been removed. The Town Administrator asked if the dumpster had been removed. Mr. Depauw answered it had not, but would be removed soon. Barbara Depauw expressed that she is on a fixed income, and that they are trying to come into compliance with Town regulations but that the cost is impacting their ability to do so in the time requested. She indicated that the levy of a \$1,000/day fine would force them to abandon the property. Scott Tenney, as Building Inspector/Code Enforcement Officer, discussed the progress he had observed. Selectman Reardon asked Mr. Tenney to send a letter to Mr. Simonson, who recently filed another written complaint regarding the Depauw's property, validating that progress has been observed and that the Town is continuously monitoring until the Trash and Dumpster violation is satisfactorily remedied. Selectman Reardon required that the Depauw's contact the Town Administrator with the date that the dumpster would be removed. Mrs. Depauw discussed a prior dispute with her neighbor regarding firewood. She expressed that she needs to leave on a trip, but does not want to leave while there is still a potential for action by the Town. Chairperson Mary encouraged her to continue with her travel plans, and that the Town would continue to work with her son toward resolution. Mr. Tenney suggested a notarized letter from Mrs. Depauw indicating that her son is authorized to act on her behalf with regard to the property.

**Meet with Scott Tenney Regarding Selectman Vacancy**

The Selectmen met with Scott Tenney regarding his interest in serving as Selectman. Chairperson Mary briefly discussed the potential challenges of Mr. Tenney serving as both a Selectman and Building Inspector, but also expressed confidence that he could manage the duties appropriately. Selectman Reardon questioned how the appointment of a Selectman would affect the election cycle. The Town Administrator explained that an appointed Selectman would serve until the next election. The ballot would then include a 3 year term and a one year term. The Town Administrator asked how things will work when Mr. Tenney is acting in his official capacity as the Building Inspector, like the previous meeting with the Depauws. Mr. Tenney noted the position of Building Inspector is an enforcement agent acting on behalf of the Board, so the interests of the two positions should be the same.

**Chairperson Mary and Selectman Reardon signed the appointment of Mr. Tenney as Selectman.**

**Deputy Town Clerk Debra Reardon joined the meeting to swear Mr. Tenney in as Selectman.**

**Review Underwood Project Update**

The Selectmen reviewed the project update provided by Underwood Engineering. The Selectmen questioned the notation regarding the new VFD installed by EEI still needing repair. The Town Administrator will seek more information on that when Dave Brennan returns from medical leave. The

Selectmen reviewed the Certificate of Substantial Completion provided by Underwood, but had concerns with the number of items still left to complete. The Town Administrator will get clarification from Tom Page on how substantial completion is defined. The Selectmen agreed that Chairperson Mary could sign the certificate the following week upon satisfactory explanation of that threshold.

#### **Appreciation Letter to Brenda Bergeron**

The Selectmen reviewed and signed an appreciation letter to Brenda Bergeron for her coordination of the Independence Day festivities.

#### **Engineering Review of Greater Waste Site Plan**

The Selectmen, as Water and Sewer Commissioners, indicated that the Planning Board should require Greater Waste to provide the Town with an amount to be held in escrow, in order to fund an engineering review of the water and sewer connections.

#### **Heating Oil Bids**

The Selectmen reviewed 4 bids obtained for heating oil for the 2017/2018 heating season. The Town Administrator expressed that the decision between the two best bids would come down to whether the Board wanted downside protection or not. Brideau offered a pre-buy option at \$1.949, with a \$350.00 downside protection fee, which would reduce our fixed price if the market price of oil dropped below the fixed rate. Irving Oil's bid offered a fixed rate of \$1.85, with no pre-buy requirement, but did not offer any protection if the price dropped.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept the bid of Brideau Oil for the 2017/2018 heating season.**

**Motion carried with 3 in favor, none opposed.**

#### **Water & Sewer Billing Issue – 31 Kimball Heights**

The Town Administrator discussed an issue with a mismatch of mailing addresses in our assessing & utility billing systems for 31 Kimball Heights, which caused water and Sewer bills to be sent to the former owner, Wells Fargo, for 3 billing cycles. The Town Administrator has investigated and determined the cause of the software issue, so that it will hopefully be avoided in the future. The current owners agree that they are responsible for the water and services received, but feel they should not be responsible for interest accrued.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to abate accrued water and sewer interest for 31 Kimball Heights.**

**Motion carried with 3 in favor, none opposed.**

#### **Town Administrator Time-Off Requests**

The Town Administrator submitted requests for vacation time. She noted that the week she was seeking in September was a Selectmen's meeting week. The Selectmen expressed support for the time she requested. She offered that the meeting date could be changed to the 1<sup>st</sup> Wednesday in September, or she could arrange someone to provide meeting support and produce minutes in her absence. The Selectmen were agreeable to shifting the meeting date. The Town Administrator noted that due to a 5<sup>th</sup> Wednesday in August, they will not have to meet 2 weeks in a row.

### **Visual Barrier for Pool Fence**

The Town Administrator discussed a request by Heather Schoff, in her capacity as Arts and Crafts Coordinator, to get the Selectmen's approval for a project that would create a visual barrier on the pool fence adjacent to the paved turn around. The Town Administrator noted that the Pool Manager had expressed concern about the line of sight from the parking lot, due to incidents in prior years with cars sitting parked in that area. Selectman Reardon questioned if there had been incidents of concern this year, and the Town Administrator replied that to her knowledge, there had not been any issues this year. The Selectmen discussed commercially available options for a visual barrier researched by the Town Administrator. Selectman Tenney stated that the fencing itself could not be replaced without being upgraded due to current codes. The Selectmen agreed to purchase mesh screen to be installed on the inside of the fence. They also agree that Arts and Crafts could do a project for installation on the outside of the fence.

### **Town Hall Stair Repair Quote**

The Selectmen reviewed a quote from DNB Masonry for the repair of the Town Hall steps. Selectman Reardon questioned if there was also repair needed on the steps entering the Tax Collector's office. The Town Administrator was unaware that there were additional repairs needed, but will confirm. The quote was for time and materials, so additional work could be completed upon the Selectmen's approval.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectman Tenney, to accept the quote from DNB Masonry for the repair of the Town Hall steps.**

**Motion carried with 3 in favor, none opposed.**

### **Wildlife Information**

Chairperson Mary discussed posts on a community Facebook page regarding an incident involving the killing of baby skunks. She wanted to make information available to townspeople regarding the laws that address nuisance wildlife and animal cruelty, such as the prohibition of leaving poisons outside. She also wanted to make available the proper contacts for such situations, such as Fish and Game and/or our local Animal Control Officer. The Town Administrator discussed the Fish and Game online resources, which point to wildlife removal companies. She expressed that Animal Control is appropriate for dangerous situations, but cautioned against recommending people contact Animal Control for common nuisance wildlife issues. She suggested links to the pertinent RSAs can be added to the Town's website. The Selectmen agreed that the Town Administrator should contact the Animal Control Officer to determine the proper channels for residents to address wildlife issues.

### **Employee Holidays**

Chairperson Mary discussed the existing employee holiday policy, noting that departments which fall under the Selectmen's authority were allowed to leave early on July 3<sup>rd</sup>. She would like to enact a standard procedure that, so long as critical tasks are complete, those departments under the authority of the Selectmen should have a half day before any major holiday, and that the Friday after Thanksgiving shall be a non-workday. Selectman Reardon agreed that many companies he worked with had both Monday the 3<sup>rd</sup> and Tuesday the 4<sup>th</sup> of July off, due to how the holiday fell. The Town Administrator noted that the Highway Department had duties on both the 3<sup>rd</sup> and 4<sup>th</sup>, so they worked a partial day on the 4<sup>th</sup> and had Friday off. She expressed concern on how this would impact the Police Department policy and budget, if this were enacted as a policy change. Chairperson Mary and Selectmen Reardon

agreed that any changes to Police Department holidays would need to go before the Joint Police Board. The Town Administrator was directed to work on drafting a revision to enact Chairperson Mary's recommendations.

#### **Signature Folder**

The Selectmen

- Reviewed, discussed, and approved the June 28, 2017 minutes.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved an Intent to Cut for Map 1 Lot 57-A.
- Reviewed, discussed, and approved the DES State Aid Request for Certification.
- Reviewed, discussed, and approved a Beautification purchase order for Mason Brook Nursery
- Reviewed, discussed, and approved the DRA Form for Non-use of PA-28.
- Reviewed, discussed, and approved a volunteer appointment (Pool) for Katherine Caron.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to adjourn at 4:40 p.m.**

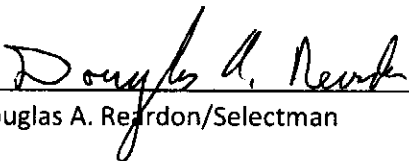
**Motion carried with 3 in favor, none opposed.**

**Submitted by:** Tara Sousa/Town Administrator

**Approved by:**

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Carla C. Mary/Chairperson



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Douglas A. Reardon/Selectman



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Scott Tenney/Selectman