

**Town of Greenville  
Board of Selectmen  
Minutes – August 9, 2017**

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

Chairperson Mary asked the Town Administrator to locate the information previous compiled by Kelley Collins regarding the administrative time/costs associated with the Temple-Greenville Police Department's payroll and benefits and forward it to Gail Cromwell for the upcoming contract negotiations.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to seal the minutes of the July 26, 2017 non-public session entered under RSA 91-a:3, II(a).**

**Motion approved by roll call vote; Chairperson Mary, yes; Selectman Reardon, yes.**

**Meet with Dave Brennan (Utility Partners)**

The Selectmen met with Dave Brennan, of Utility Partners, regarding ongoing projects and operations at the water and sewer plants. He reported that the pump project is nearly complete, with the pressure relief valves having been installed, and only repairs to the VFDs still required. Chairperson Mary asked for clarification on the VFD repairs. Mr. Brennan explained that a circuit board was bad from factory on the new VFD, and that replacement needs to be done by EII (outside of the project scope) before Methuen can change the interface on the old VFD. The Underwood Project update was reviewed during the course of discussion.

Dave Brennan discussed concerns regarding several of the Town facilities. The WTP filter room ceiling is cracked and sagging. Chairperson Mary believed the cause and potential repair had been looked into previously. She suggested the Town Administrator get in touch with former TA Kelley Collins to locate that information. Mr. Brennan discussed cracks in the WWTP wet well and the deterioration of the concrete headworks. Mr. Brennan had a masonry contractor look at the project previously, but did not receive a quote for the work, feeling that the contractor was turned off by the work area. The Town Administrator questioned if we should pursue a structural analysis before investing in a repair without knowing if there is an underlying problem. Chairperson Mary suggested seeing if a concrete contractor could provide both the structural assessment and the repair. The Town Administrator will look into obtaining a contractor for this work.

Mr. Brennan discussed a leaking service line to a home on Baker Ave. The leak is on the customer's side of the curb-stop, close to their foundation. He spoke to the homeowner's mother, who was supposed to notify her son of the responsibility for the repair. That contact was nearly a week prior to today, and the owner has not contacted the Water Department to schedule the water shut-off needed for the repair. The Selectmen directed the Town Administrator to send certified notice to the owner that they have 7 days to repair the leak.

Mr. Brennan provided the Selectmen with a copy of the recent sanitary survey performed by DES. He reported the inspection went very well, with no violations and limited recommendations for improvements. Selectman Reardon suggested that the document be attached to the minutes or made available to the public in some way. The Town Administrator suggested a pdf of the report could be added as a persistent link on the Water and Sewer Department page on the website. The Selectmen agreed to have it uploaded to the website. Mr. Brennan also discussed sludge process improvements at the WWTP, which is reducing the number of loads being hauled away. Chairperson Mary noted that those savings should translate to reduced costs for the Town in the future, through contract negotiations.

#### **Status of 4 Happy Hollow Road**

The Town Administrator reported that the dumpster had been removed the previous Saturday. She reminded that in a previous discussion, the Selectmen had directed the Building Inspector to respond to Mr. Simonson's complaint, specifically addressing the removal of the dumpster and indicating that we will continue to monitor the clean-up efforts. Scott Tenney will draft the letter. The subjective nature of reaching compliance with the trash and Dumpster ordinance was briefly discussed.

#### **Additional Highway Block Grant Money from State Budget**

The Town Administrator discussed the clarifying information provided regarding the additional Highway Block Grant money distributed last month. The funds will be non-lapsing, which she noted is important because with every town receiving some amount of unanticipated funds strictly for infrastructure, scheduling paving contractors before winter may become challenging. A public hearing has been noticed for August 23<sup>rd</sup>, after the water and sewer rate hearing, to accept the money and receive public comment on its use. A decision on what project to fund will not be necessary at that time. The Selectmen expressed their desire to put the money toward a tangible and visible project. They instructed the Town Administrator to request a "wish list" from the Road Agent of 3 projects (with pricing) other than the previously suggested Richardson Road.

#### **Review, Discuss, and Award 23 Main Street Bid(s)**

The Selectmen reviewed the bids for the demolition of 23 Main St. and Underwood Engineering's recommendation to award to the low bidder, Accura Construction. The Town Administrator discussed the limited contingency, as the bid plus engineering will leave only 3% (\$1,740) of the approved 65K warrant article. To accept the bid, Underwood recommends the Town be able to fund an additional \$3,360, bringing the contingency for unanticipated expenses to 8% (\$5,000). Selectman Reardon expressed frustration at the need to potentially commit additional funds to this project, but he also expressed confidence in the contractor, whom the Town has used in the past. The Town Administrator suggested, if needed, the contingency could be funded through the deeding expense line, or perhaps the sidewalk restoration trust. Chairperson Mary thought it might also be able to come from the Highway budget. Scott Tenney arrived.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to Accura Construction's bid of \$58,360 for the demolition of 23 Main St.**

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

#### **Extension of Roberts & Greene Audit Contract**

The Selectmen discussed the quote provided by Roberts & Greene to extend the audit contract for one year, at a cost of \$12,800, which is a reduction from this year's fee. Tim Greene also offered, if the Board would enter another 3 year contract, he would hold that price for the additional 2 years. The Town Administrator expressed support for the 3 year contract, noting most audit contracts have an escalator in the fee. With the Selectmen's office staffing changes, she did not have a concern that the Roberts and Greene staff would be too familiar and therefore, complacent, in conducting the audit.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to accept Roberts and Greene's quote for audit services for 3 years, at a cost of \$12,800 per year.**

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

#### **Review Sewer Rate Information for August 23<sup>rd</sup> Public Hearing**

The Selectmen reviewed the calculations the Town Administrator compiled, indicating that a rate increase of as much as \$2.74 could be required to fully fund the Sewer Department Budget. If the budget is not fully expended, the sewer fund could run in the black with a smaller increase. The Selectmen reviewed the rate that is derived from the GEVD contract formula. The Selectmen expressed concern that the GEVD rate is still very low in comparison to the Town rate. Chairperson Mary noted that the contract changes reached last year are bringing the GEVD rate closer to 50% of the Town's. Chairperson Mary asked how much is in the WWTP expendable trust, and how that impacts the amount funded. The Town Administrator answered that there is approximately 40K in the expendable trust, which could be used to offset newly added budget items like I & I repairs, but only until those funds were depleted. The Town would then have to stop making those repairs, or fund them through the rate. The Selectmen were in agreement that they could only support an increase to the Town's rate of \$1.00, and directed the Town Administrator to put forward the rate of \$19.00 /1,000 gallons to the public hearing. The Town Administrator asked the Selectmen if they wanted a hand-out created for the public hearing. The Selectmen decided to utilize the calculation sheet reviewed this evening, with the notation added that they are only supporting a \$1.00 increase.

#### **Holiday Policy Language**

The Selectmen reviewed policy language options drafted by the Town Administrator to address the previously discussed holiday policy. Option A defined specific days which would be granted to departments under the direct control of the Selectmen. Option B stated the Selectmen reserve the right to grant additional paid time off. The Town Administrator suggested that, under that language, the Selectmen could review how the holidays fell in a given year, and motion to give supervisors the authority to let their employees leave early on specific days, if the business needs allowed. Selectman Reardon preferred the flexibility of the second option, suggesting they could review the upcoming holidays, and the 2018 holidays, at one of the October meetings. Chairperson Mary and Selectman Tenney agreed.

#### **Community Profile Banner Placement**

The Community Profile Steering Committee has requested that they be allowed to place the banner advertising the event on the stairs to Town Hall, or on the building itself. The Selectmen agreed to allow placement of the banner on the stairs.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to enter non-public session pursuant to RSA 91-a:3,II (a) at 4:53 p.m.**

**Motion carried by roll call vote: Chairperson Mary, yes; Selectman Reardon, yes; Selectman Tenney, yes.**

The Town Administrator expressed her satisfaction with the performance of Kelley Fitzwater in the Bookkeeper/Administrative Assistant position, and requested that the Selectmen end the probationary period specified in Ms. Fitzwater's conditional employment offer letter. The Town Administrator requested that the Selectmen approve the \$0.50 per hour increase specified for the completion of the probationary period.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Scott Tenney, to end the probationary period of Kelley Fitzwater and increase her hourly rate by \$0.50.**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to re-enter public session at 4:56 p.m.**

**Motion carried by roll call vote: Chairperson Mary, yes; Selectman Reardon, yes; Selectman Tenney, yes.**

#### **Question Regarding Pool Patron**

The Town Administrator discussed an anonymous letter received questioning the use of the Town pool by a registered sex offender. A similar concern had been expressed to the pool manager, who had discussed the matter with the local police. She had been told that there are no laws specifically forbidding registered sex offenders from being at/using public facilities. Chairperson Mary thought that there were prohibitions against certain level offenders. The Selectmen directed the Town Administrator to send a letter to Chief McTague requesting a written response to identify and clarify any pertinent laws. Selectman Reardon suggested that the matter also be reviewed by Attorney Bedard.

#### **Signature Folder**

The Selectmen:

Reviewed, discussed, and approved the July 26, 2017 minutes.

Reviewed, discussed, and approved check manifests for accounts payable and payroll.

Reviewed, discussed, and approved Trust Fund Requests.

- Pool, Quality Design

- Tree Removal, Wally's Tree

- Water ETF, State of NH (ARRA Loan)

Reviewed, discussed, and approved a Purchase Order for the Highway Dept: RHR LLC.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to adjourn at 5:06 p.m.**

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

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

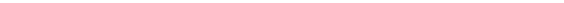
**Approved by:**

A handwritten signature in cursive script, reading "Carla C. Mary". The signature is written in black ink and is positioned above a horizontal line.

Carla C. Mary/Chairperson

A handwritten signature in cursive script, reading "Douglas A. Reardon". The signature is written in black ink and is positioned above a horizontal line.

Douglas A. Reardon/Selectman

A horizontal line, intended for a signature, with no text or handwriting on it.

Scott Tenney/Selectman