

**Town of Greenville
Board of Selectmen
Minutes – August 23, 2017**

Call to order at 5:30 p.m. Present: Chairperson Carla Mary, Selectman Douglas Reardon, and Town Administrator Tara Sousa.

5:30 p.m. Meet with Community Profile Steering Committee

Kristy Zina, Co-Chair of the Community Profile Steering Committee, met with the Board to discuss plans for the Community Profile weekend and related events. The Profile is scheduled for October 13 & 14.

Mrs. Zina requested permission for the Committee to host an ice cream social on the Library lawn Sunday, September 24, to promote the Profile. The Selectmen had no objections. The Committee intends to mail 'save the date' postcards to every address in town. The postcard will include a link to the online registration for the event. Though registration is not required, it is appreciated in order to plan for refreshments, etc. The Committee has successfully fundraised at both the July 3rd celebration and a plant sale at the high school. Mrs. Zina requested that the Town cover the cost of the postage for the mailing. The Selectmen agreed that the Town could provide the postage for the mailing.

Ms. Zina discussed the schedule of events for the Profile weekend. They intend to provide soup and sandwiches for Friday evening. Panera is donating baked goods for Saturday breakfast, and Saturday lunch will be funded through the Committee's fundraising. Selectman Reardon noted that he will be unable to attend the event, but that he and his wife wished to make a donation.

Mrs. Zina will look into the process for mailings addressed to 'resident' to ensure all residents receive the postcard. The Town Administrator stated that the cards could be postaged through the office postage machine. Mrs. Zina asked about placement of a large sign adjacent to Route 31. The Selectmen had no objection, but cautioned to be mindful of private property and view obstruction. Mrs. Zina indicated that the Committee intends to distribute leaflets at the post office one Saturday, and to place registration boxes at Greenville Falls, Greenville Estates, and Town Hall. Chairperson Mary stated that they needed to speak to the Town Clerk for permission to place a registration box in the Clerk's office. The Committee is also still seeking Moderators and Scribes for the event. These would ideally be non-residents, as they will not be participating in the discussion.

Mrs. Zina asked about the Master Plan, as Scott Tenney (Planning Board) had questioned the Co-Chairs about the purpose of this event. The Town Administrator indicated she had also been questioned about this, and had forwarded emails originally sent to the Planning Board Secretary as well as the document signed by the former Planning Board Chair in support of the Profile. The Selectmen believed the Master Plan is not completed, but the Town Administrator did believe the 'vision' section was complete. The Town Administrator will research how the final Master Plan is adopted.

The outcomes of the previous profile were briefly discussed. The Selectmen expressed their appreciation for the efforts of the Committee and support for the Profile process and the resultant community driven action items.

Review Underwood Project Update

The Selectmen reviewed the project update provided by Tom Page of Underwood Engineers, along with a written report submitted by Dave Brennan of Utility Partners. Chairperson Mary was concerned to see that the ferric pilot study had been delayed.

The Selectmen reviewed the ESR provide by Underwood for the review of the Greater Waste Site Plan review.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to have the Town Administrator sign ESR 18 for the Greater Waste site plan review.

Motion carried with 2 in favor, none opposed.

Status of 4 Happy Hollow Road

The Town Administrator did not have confirmation that the Code Enforcement Officer had sent the previously requested letter to the complainant. This needs to be confirmed with Scott Tenney. Selectmen Reardon noted that Mr. Tenney should continue to monitored for progress toward compliance.

Response from Police Department Regarding Registered Sex Offender Use of Public Facilities

The Selectmen reviewed a letter from Officer Rousseau, who handles the Town's Sex Offender Registry, which indicated that there are no laws prohibiting registered individuals from being at or using public facilities. The only potential prohibition would be a individual-specific condition of bail or parole.

Additional Highway Block Grant Suggestions from the Road Agent

The Selectmen reviewed a recommendation from the Road Agent regarding the additional grant Funds available for paving or other infrastructure projects. Tom Plourde suggests that the Town utilize the unanticipated funds to pave Greenville Road and Nutting Hill Road, which was quoted at \$35,420 (this year's pricing). This would connect previous paving projects and have that area of Town completed. The Town Administrator reminded the Selectmen that the use of the funds did not have to be determined at the upcoming Public Hearing, as the hearing's purpose was to accept the funds and accept public comment on their use.

New Business:

NHMA Budget & Finance Workshop

The Town Administrator requested permission to close the Selectmen's office September 26th to allow both her and the Bookkeeper to attend the NHMA Budget & Finance Workshop in Bartlett. The Selectmen had no objections.

Concerns Regarding Dam Water Level

The Town Administrator discussed contact with a concerned citizen regarding the dam water level having been dropped substantially. The Town Administrator contact DES's Dam Management Bureau. The gentleman there indicted that the dam owner is required to give notice of a planned reduction of the water level to both the Town and NH Fish & Game. The Bureau has been in contact with Mr. Finnegan regarding his obligations. The Town Administrator asked the Selectmen if they wanted to address the matter as well. The Selectmen instructed the Town Administrator to send a letter to the dam owner regarding the requirement to notify the Town in the future.

FYI – ZBA Hearing August 30, 2017

The Town Administrator notified the Selectmen of the upcoming ZBA hearing, which involves an administrative appeal of a decision of the Building Inspector, the results of which may have implications regarding approved use of 2-Family and Multi-family properties.

Non-public Pursuant to 91-a:3,II(c) – Re: Breach of Payment Arrangement

Motion by Chairperson Mary, 2nd by Selectman Reardon to enter non-public session pursuant to 91-a:3,II(c) at 6:29 p.m.

Motion carried by roll call vote, 2 in favor, none opposed; Chairperson Mary, yes; Selectman Reardon, yes.

The Town Administrator notified the Selectmen of a breach of payment arrangement for failure to pay 2017 1st issue taxes. Monthly payments toward back taxes are current. The Selectmen instructed the Town Administrator to send a letter reminding the resident of their obligation to pay current taxes by the due date, and warning of the risk of tax deed notice for the arrangement breach.

Motion by Chairperson Mary, 2nd by Selectman Reardon to re-enter public session at 6:32 p.m.

Motion carried by roll call vote, 2 in favor, none opposed; Chairperson Mary, yes; Selectman Reardon, yes.

Miscellaneous

The Town Administrator notified the Selectmen that Bob McCreery had contacted her regarding the ownership of the land across from his garage. He is concerned that no one is being taxed because the ownership of the property is unknown. Mr. McCreery believes the property once belonged to the Greenville Women's Club, but may have been transferred at some point. Selectman Reardon suggested checking with Marshall Buttrick, as he may have knowledge of the history of the Women's Club. Mr. McCreery also wanted to bring to the Selectmen's attention that the New Ipswich Police Department has their vehicles serviced at the Mascenic Auto Shop, for just the cost of parts. He feels that we should take advantage of the availability of the school as our taxes support it. Selectman Reardon stated that vehicle maintenance decisions are made by the department heads.

Signature Folder

The Selectmen

- Reviewed, discussed, and approved the August 9, 2017 minutes.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.

Chairperson Mary recessed the meeting at 6:35 p.m.

Public Hearing regarding Water & Sewer Rates

Chairperson Mary opened the public hearing regarding water and sewer rates at 7:00 p.m.

Handouts regarding the proposed sewer rates for both the Town and GEVD were distributed. Marshall Buttrick asked what the term of the GEVD contract is. Chairperson Mary answered that the contract is in effect through 2046. Mr. Buttrick asked how the shortfall of sewer revenue will be funded, as the proposed \$1.00 increase will not fully address the issue. Chairperson Mary explained that the anticipated shortfall presumes the entire 2017 budget is expended. The Selectmen hope to finish the year under budget. If a shortfall remains, the general fund budget may subsidize the sewer fund, with

borrowed amounts tracked for future repayment. The Town administrator noted that previously borrowed amounts had been repaid in full to the general fund.

Deb Spratt asked if the increase is enough. Chairperson Mary explained the investments the Town has made in I & I repairs, in an effort to improve the system's operations and financial position, as the average daily flow affects the GEVD rate and contract operations costs. The Expendable Trust Fund can also be used to fund repairs to help the system run in the black. Deb Spratt asked if the Town had considered quarterly billing to ease the burden of larger bills. Chairperson Mary noted that it would be feasible to go to quarterly billing due to the radio read meters. Thomas Barrett, GEVD Commissioner, expressed that quarterly billing would be more of a challenge for the District, as their meters are read manually. Jennifer Nichols, GEVD Commissioner, noted that the District did agree in the last round of negotiations to quarterly billing, if the Town goes to quarterly. Mr. Barrett asked if a comprehensive review of the facility has been done. Chairperson Mary answered that the plant has been reviewed, and that the State wanted the Town to have a new plant constructed in 2014, the cost of which would have been millions of dollars. The repairs and investments done in recent years have been an effort to address plant deficiencies without a full replacement. These investment have been done with the design intent of being able to be integrated should a new plant be needed in the future.

The Town Administrator discussed the contract amendments reached in negotiations with GEVD last year. The GEVD rate has gone up every year for the past several years due to these changes as well as reduction in daily flow. She indicated the proposed Town increase is conservative, until such time as the GEVD stabilizes.

Marshall Buttrick asked if there was to be any change in the water rate, Chairperson Mary answered the water rate will remain the same.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to set the GEVD sewer rate at \$8.74/1,000 gallons.

Motion carried with 2 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to set the Town sewer rate at \$19.00/1,000 gallons.

Motion carried with 2 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to close the public hearing at 7:18 p.m.

Motion carried with 2 in favor, none opposed.

Public Hearing Regarding Grant Funds

Chairperson Mary opened the Public Hearing to accept unanticipated grant funds at 7:30 p.m.

Marshall Buttrick asked what the intended use of the unanticipated funds is. Road Agent Tom Plourde explained his recommendation to pave and improve drainage on Greenville Road and Nutting Hill Road. Doing so will complete all the needed work in that area and put the Town ahead of schedule in terms of its paving program. Mr. Buttrick noted the Greenville side of Greenville Road is already in much better condition than the Mason side.

Deb Spratt asked if the money could be utilized for the future use of the 23 Main Street site. The Town Administrator explained the conditions of the grant, which was distributed to all towns and cities in New Hampshire using the Highway Block Grant Formula and is specifically for infrastructure projects not previously funded. Infrastructure could include paving, culverts, intersections, and potentially 'complete streets' projects like sidewalks, etc. Creating a full-fledged sidewalk on that side of Main Street is not part of the current scope of that project, so that would be the only potential appropriate use regarding that site.

Selectman Reardon noted that the Board had considered utilizing the funds toward engineering of the green bridge, but preferred to choose a more tangible, visible project. Mr. Buttrick suggested that the Board investigate whether a repair/upgrade would be feasible versus a full replacement.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to close the public hearing at 7:39 p.m.
Motion carried with 2 in favor, none opposed.

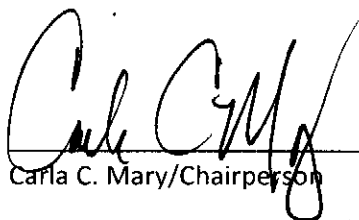
Chairperson Mary announced the return from recess to the regular business meeting.

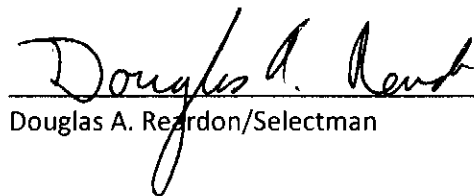
Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept, pursuant to NH RSA 31:95-b, a grant in the amount of \$37,076.27 from the State of New Hampshire for the purpose of funding local infrastructure projects.
Motion carried with 2 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to adjourn the meeting at 7:40 p.m.
Motion carried with 2 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman

Scott Tenney/Selectman