

**Town of Greenville
Board of Selectmen
Minutes – October 25, 2017**

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

Status of 4 Happy Hollow Road and 20/21 Granite Ave

Scott Tenney reported that he had not been able to re-inspect the properties. The Selectmen tabled the matter to the next meeting.

Response Re: Community Garden Proposal

The Town Administrator reported that she had had follow-up communication from Elisabeth Leblanc regarding the status of the consideration of the Community Garden Proposal she presented. The Town Administrator asked for clarification of the Board's position in order to provide Ms. Leblanc with a response. The Selectmen agreed that conceptually they support the idea of a community garden that would build community engagement and could be used to benefit those less fortunate in our community, they were not in favor of pursuing (on Town-owned property) the for-profit benefit corporation model presented.

Meet with Dave Brennan Re: Water/Wastewater Projects

The selectmen met with Dave Brennan of Utility Partners. He reported that the divers had been on-site to clean the tanks and install the mixer. Chairperson Mary asked if the condition report had been received. Mr. Brennan answered that it had not, but the verbal feedback indicated good condition with limited sediment which needed to be removed. He reported that they are looking into relocating controls in the Adams Hill tank manhole, as they are impacted by water infiltration. He discussed recent issues with the tank radio controls, as well as a recently replaced VFD, which is under warranty. He also reported a leak at the water office. Chairperson Mary had familiarity with a potential source of the leak, which Utility Partners will investigate. He also reported that all hydrants are winterized and back in service.

Mr. Brennan discussed the status of the ferric pilot which has yielded passing values for aluminum in September and October, however copper was violated. He reported that they are using a borrowed pump from Claremont for lime, the use of which has increased 3-4 times the budgeted amount. Underwood Engineers recommends that the ph be raised even higher. Chairperson Mary reviewed the costs associated with the increased lime use, feeling that the impact to Utility Partners is limited due to the low cost of lime. She noted the reduced flows should have had a much more substantial positive impact on their costs. Mr. Brennan noted that he and Rob Lauricella had a meeting scheduled to review the 2018 budget.

The Town Administrator presented the Certificate of Substantial Completion requested by Keymont for the chemical feed building project.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to have the Town Administrator sign the Certificate of Substantial Completion for Keymont.

Motion carried with 2 in favor, none opposed.

Meet with George McCreery

Mr. McCreery declined non-public session. He requested that his 2015 tax payments be moved to his 2014 tax lien, as his payment arrangement at the time specified that payments would be attributed to the oldest balances first. He showed the Selectmen a copy of the payment arrangement in question.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to instruct the Tax Collector to move Mr. McCreery's 2015 tax payments to his 2014 tax lien.

Motion carried with 2 in favor, none opposed.

Request to Change Selectmen's Meeting Time

Maggie Bickford met with the Selectmen to discuss the request of a majority of the Community Profile participants that the Selectmen change their meeting time to increase the accessibility of the governing body. Residents had expressed a desire to be able to attend Selectmen's meetings when an item of importance appears on the agenda, but that the 3:30 p.m. time is not conducive to most people's work schedules. Chairperson Mary expressed her willingness to change most meetings to a later time, such as 6:00 p.m., except is the event the Board needed to meet with a Department head who would otherwise have to travel back to Greenville to attend a late meeting. Selectman Tenney expressed that the meeting time has been a challenge for him personally, and expressed his support for changing the time. He felt the Department meeting exception should be limited, as the public would benefit from access to the Department Heads as well. The Town Administrator relayed that Selectman Reardon had expressed his opposition to changing the meeting time.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to change the Selectmen's meeting time to 6:00 p.m. on the 2nd and 4th Wednesdays of the month, excepting Department Head meetings, which will remain at 3:30 p.m.

Motion carried with 2 in favor, none opposed.

Beautification Committee Regarding 23 Main Street Plans

Maggie Bickford and Rick Miller met with the Selectmen to get clarification on the ability of the Beautification Committee to make plans to improve or beautify the 23 Main Street lot, as they have sought some designs/quotes. It was questioned who would be mowing the lot. Chairperson Mary stated that the Highway Department will mow the grass there. She expressed that Beautification has the approval of the Selectmen to do a project within their budget, but that the selectmen would like to be informed of their plans. If they are seeking to do a larger scale project, that would likely be presented as a warrant article at Town Meeting, and the Selectmen would want to approve the design. The Town Administrator asked if the Selectmen intend to maintain ownership of the lot, and they stated that they did. The potential of that lot to be converted to parking for Main Street was discussed. The Town Administrator discussed that the original estimate for conversion to parking was roughly 100K, though that may be reduced if it was developed as head-in parking perpendicular to the street.

Review the Fire Department Budget

The Selectmen met with Chief Charles Buttrick, Captain Ed White, and Captain Gregg Eastman to review the Fire Department Budget. It was noted that the department budget was level-funded, except for the reduction of the truck payment, as that loan was paid off in 2017. The Chief requested that the Selectmen increase the annual warrant article for the Fire Equipment Capital Reserve Account to 25K,

which would net a 10k savings in the overall Fire Department budget/warrant article funding, and put the Town in a better position to fund a future vehicle purchase. The selectmen expressed their support for this concept. Chief Buttrick noted that the overage in the communications line is actually the expenditure of encumbered funds from 2016. If they can again encumber funds for the next phase of the project, he would request a warrant article to finish the conversion to high band a year ahead of the original anticipated schedule. Chairperson Mary expressed that the Town is anticipating an increase in the tax rate, and that the Selectmen will be asking departments to limit their year-end spending where possible.

The Town Administrator discussed that a clarification of the previously considered policy regarding response of Town employees to in-town and out-of-town emergencies seemed necessary, as she the Chief had discussed his challenges with implementing the policy. It was clarified that Town employees could respond to in-town emergencies with notice by the employee to their department head, so long as their role would not compromise the safety of the Town or other employees. Response to out-of-Town employees would require a request by the Chief to the Department Head, and the employee would not be paid by the Town while responding out of town. The Chief explained that this has been an issue due to the limited number of available volunteers, particularly during weekdays. The Town Administrator reported that the Chief had added to the roster an individual who had previously been disallowed by the Selectmen due to driving record issues. The Chief expressed that he believed he was able to do so, with the limitation that the individual could not drive a Town vehicle. The Chief requested clarification as to what is and is not acceptable in a person's driving record. The Selectmen discussed that it is impossible to list every possible scenario in a policy, and that each case must be considered individually. Chairperson Mary expressed her understanding that the Chief is trying to provide the needed coverage for the Town, but accepting unnecessary liability for the Town is unacceptable. She expressed that future hires must be approved by the Selectmen's Office.

Chief Buttrick expressed concern that he was not notified of hydrants that were inoperable, and other water related items that affect community safety. The Selectmen directed the Town Administrator to notify Dave Brennan in writing of his responsibility to communicate hydrant issues, capacity issues, and other concerns to the Fire Chief.

Meet With Heather Schoff

The Selectmen expressed their gratitude to Heather Schoff for her efforts in creating the arts and crafts program this year, as well as the Pumpkinpolooza event. Mrs. Schoff expressed how wonderful it was to have in-town, accessible programs that build community spirit and get parents involved. The selectmen presented Mrs. Schoff with a stipend for her efforts, for which she thanked them. She discussed an interest in creating a holiday committee, which could increase the participation in the July 3rd event, and create other events. Chairperson Mary discussed previous attempts to have a committee involved in July 3rd, and that the current organizer should be asked to head up and/or participate in any such committee. Mrs. Schoff agreed, as it is only her desire to make the great event we have already even better. Many people have expressed an interest in being involved. She discussed ideas for the upcoming holiday season, including a children's movie in the meeting room and a "Light Up Greenville" event, which would encourage residents to put up Christmas lights. Chairperson Mary Expressed concern that

cost may prohibit people from participating in the decorating event. The Selectmen again thanked Mrs. Schoff for all she has done this year.

Holidays

The Selectmen reviewed the placement of employee holidays for the end of 2017 and all of 2018. The Selectmen agreed to allow Department Heads who report to them the discretion to release employees early prior to Thanksgiving, Independence Day, and Christmas (2018), as well as granting the day after Thanksgiving, so long as the needs of the Town are met. The Town Administrator will draw up a memo for Department Heads.

Vandalism at Town Hall

The Selectmen discussed the recent incidence of vandalism at the Town Hall, which involved spray painting of messages on the building in the alley between Main Street and Chamberlin Street. Chairperson Mary suggested that they consider installing a flood light/camera in the alley to discourage future acts of vandalism. The cost of such a camera is roughly \$250. Selectman Tenney estimated the cost of the project to be \$1,000 with the equipment and wiring needs. The Town Administrator will seek a quote for the installation.

Planning Board Meeting Invite

The Selectmen received a letter from the Planning Board regarding their concerns about the increase in traffic in the vicinity of the Country Mile and Greenville Recycling. They suggest a joint meeting to discuss the matter. Ed White, as Chair of the Planning Board, discussed the potential to request a traffic study from the Department of Transportation to perhaps support additional signage or a reduced speed limit. The Selectmen agreed they would support the Planning Board's efforts to address their concerns, and recommended Mr. White work with the Town Administrator to draft a letter to DOT.

Report of Injury on Main Street Sidewalk

The Town Administrator notified the Selectmen of a report of injury she received from a resident of Greenville Falls while utilizing the sidewalk on Main Street. The gentleman, Chris Estes, reported that he had walked into the rear-view mirror of the vehicle commonly parked on the sidewalk at 32 Main Street, which was obscured from the street lighting by a tractor trailer also parked in the vicinity. The Selectmen discussed their knowledge of the circumstances surrounding the parking of the subject vehicle, in that a prior Board of Selectmen had granted permission for the owner of that property to park there. The Selectmen expressed their support for the Police Department to address the matter, as a board cannot bind future boards.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to support the Police Department in fully enforcing the ordinance against parking on the sidewalk, including ticketing and towing of vehicles. Motion carried with 2 in favor, none opposed.

The Selectmen instructed the Town Administrator to draft a letter to Richard Smiley, owner of 32 Main Street, to inform him of the intent to enforce the ordinance prohibiting parking on the sidewalk.

Impending Tax Deeds

The Selectmen reviewed the remaining 2014 tax liens eligible for tax deeding. The Town Administrator relayed that the certified mailing for 5 Baker Ave had been returned as unclaimed, and that the Tax

Collector had attempted direct contact, as one of the homeowners was recently deceased. The deeded owner of 120 Mountainview is also deceased, and the property is in the probate process now. The Selectmen agreed to defer action on these 2 properties at this time. The remaining unredeemed lien was for Map 2 Lot 4-1, owned by Heidi Arute.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to instruct the Tax Collector to deed Map 2 Lot 4-1, owner Heidi Arute.

Motion carried with 2 in favor, none opposed.

Fund Balance and Tax Rate Setting

The Town Administrator provided the Selectmen with the 2016 year-end fund balance, what portion of that is uncollected taxes, and the warrant articles voted to come from that balance during the 2017 Town Meeting. She anticipates some year-end budget savings, which should allow for some use of fund balance against the tax rate. She anticipates the Department of Revenue will be ready for the tax rate setting within the next week, and will request a meeting of the Selectmen at that time.

Miscellaneous

The Selectmen looked at sample Town Reports from the vendor with the lowest quote. The Selectmen had no objection to utilizing the new vendor. Selectmen Tenney asked if the Town has a seal, as one of the samples had a town seal on the cover. The Town Administrator stated that there is a large scale picture of a seal from the Town's centennial in the Selectmen's office, but no digital or reproducible format that she is aware of.

Motion by Chairperson Mary, 2nd by Selectman Tenney, to adjourn the meeting at 5:47 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