

**Town of Greenville
Board of Selectmen
Minutes – November 8, 2017**

Call to order at 6:00 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and 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.

Temple Street Parking

The Town Administrator reported that the tenant residing at 21 Temple Street had contacted her regarding the issue of their vehicle blocking the sidewalk. She referred him back to the Temple Greenville Police Department to determine where exactly the sidewalk begins to determine placement of the vehicle(s) which will not be in violation of the parking ordinance. The Town Administrator spoke to Chief McTague after he met with the resident. The Chief defined the width of the sidewalk based on adjacent properties, and the resident was able to park within confines of the driveway.

Meet with Peter Vaillancourt and Fire Chief Charles Buttrick Re: Forest Fire Budget/Warrant Article

The Selectmen reviewed the proposed Forest Fire budget, which was funded the same as the current year. The Selectmen had no objection to the presented budget. Mr. Vaillancourt discussed wanting to put forward a warrant article to fund the previously discussed conversion of the 2005 Ford F550 Highway Department Truck to a Forest Fire Vehicle. The previous estimate was \$26,106, though Mr. Vaillancourt thought that amount might need to be adjusted to 30k. Chairperson Mary indicated she was not inclined to put forward a warrant article because of the recent spike in the tax rate. She asked if it could be funded using the Fire Equipment Trust. Chief Buttrick discussed his desire to increase the amount of the annual warrant article to fund the equipment trust, traditionally funded at 10k, because the annual payments on the fire truck ended in 2017. The Town will need to replace another fire vehicle soon, and shifting that amount which has previously been budgeted will put them in a better position to do that in the future. The current Forest Fire vehicle is a 1967 military truck, which will need to be returned to the State when it is taken out of service. Selectman Tenney agreed with Chairperson Mary that if it is possible to postpone this expense, we should postpone. Selectman Reardon expressed support for completing the project over 2 years. The Town Administrator questioned if the existing vehicle is still functional in terms of reaching forest fires. Mr. Vaillancourt answered that it is. The possibility of acquiring the (Kimtek) unit for use on the existing vehicle, which could then be utilized on the refurbished vehicle when completed, was discussed. The Selectmen reached agreement that they would support a 15K warrant article to come from the Fire Equipment Fund. Chairperson Mary expressed the Board's appreciation for the efforts to get quotes and pursue this project.

Flood Event – HSEM Reporting, Insurance, Etc.

The Town Administrator updated the Selectmen on efforts to document and submit damage estimates for a potential disaster declaration in the County and the State. She and EMD Ed White the State Homeland Security and Emergency Management representative as well as FEMA to review road damage, emergency services provided, and impacts to the Sewer plant. The FEMA rep indicated that

the impacts at the wastewater plant, including the primary pump failure due to grit and grease from the surge, may need to be filed as an insurance claim. The Town Administrator is waiting for additional details from Dave Brennan about the event cost and man hours.

Request from EMD to Provide Stipend for Deputy EMD from Budget

The Selectmen reviewed a letter from Ed White, Emergency Management Director, requesting that the Selectmen approve a stipend of \$500 for Helen Burke, Deputy Emergency Management Director. Mr. White indicated that funding for the stipend would come from his existing budget line item. She has acquired her Web EOC Certificate. The Town Administrator stated that she was on-site for the recent flood, until the EMD was able to arrive.

Motion by Chairperson Mary, 2nd by Scott Tenney, to approve a \$500 stipend for Deputy EMD Helen Burke.

Motion carried with 3 in favor, none opposed.

Chairperson Mary suggested that the Selectmen issue a letter commending all departments for their response to the flooding emergency. The Town Administrator will draft the letter for the Selectmen's approval.

Tax Rate Impact on 2017 year End/2018 Budget/Review TGPB Budget Proposal

The Selectmen reviewed the Police Department budget proposal. Chairperson Mary and Selectman Reardon relayed the discussion at the TGPB Joint Board meeting. The proposal includes a 5% salary increase for all PD staff. Temple's representatives had expressed that they feel justified in giving a different percentage to the police than their other employees, while Greenville has generally offered the same percentage across all Departments. In light of the recent tax rate spike, Chairperson Mary had advocated for no raises. The Town Administrator reminded the Board that the Highway Department budget, which included raises, had been reviewed and tentatively approved. Chairperson Mary suggested that the Town Administrator inform Department Heads of the need to reduce budgets where possible. She suggested having Tom Plourde back in to revisit his proposal. Selectman Reardon expressed support for a 1-1.5% cost of living adjustment. A resident, Michael Sadowski, asked why the Chief of Police regularly does details. Chairperson Mary explained that he had been allowed to do so with Temple, and there is no policy to prohibit doing so now. The Selectmen further discussed salary increases, agreeing to request department budgets with no salary increases. The Selectmen reviewed a press release drafted by the Town Administrator which briefly explains the cause of the tax rate increase, which is a combination of budget increases, warrant articles raised by taxation, and lower available fund balance. Mr. Sadowski expressed that there should have been some advance warning to the residents about the tax rate hike. Chairperson Mary explained that the tax rate was not known until it was set with the DRA on the previous Thursday. The Town Administrator explained that because of the delay in setting the rate, it was critical to get the bills printed and sent as soon as possible. In response to resident questions, the Town Administrator explained that not all of the Town's fund balance is liquid and available to pay bills, as there are uncollected taxes included in that amount.

Mr. Sadowski asked if the gate he and his neighbors erected to block access to Butternut Hill could be locked. He discussed the issues with dangerous operation of vehicles, trash dumping, etc. The Selectmen agreed that gated private property could be locked.

The Selectmen discussed the article put forward by Gail Cromwell at the Joint Board Meeting to address the issue of the administrative burden for the Police Payroll and Benefits. She suggests that an amount be added to the budget for administrative cost, which would then be split using the formula. The report and permit revenue would then no longer go to Greenville, but would then be an offsetting revenue in the budget. The Selectmen felt the amendment would net very little for Greenville, and would create additional administrative burden. The Selectmen further reviewed the individual line items in the police budget and had no concerns beyond salaries.

Office Holiday Luncheon – Pot Luck

The Town Administrator requested permission to host a Holiday Luncheon for Town staff in the meeting room on Thursday, December 21st. This would be a pot-luck, and would not be funded by the Town budget. The details of the event were discussed, and Selectman Reardon suggested that the offices could close at 11:30 a.m. that day to allow an hour and a half for the event. There were no objections.

Motion to by Chairperson Mary, 2nd by Selectman Tenney, to enter non-public session pursuant to 91-a:3,II(c) at 7:20 p.m.

Motion carried by roll call vote: C. Mary, yes; D. Reardon, yes; S. Tenney, yes.

The Town Administrator relayed the financial situation of resident who met with her. The Selectmen discussed parameters for the Town Administrator to negotiate a payment arrangement for past-due taxes.

Motion to by Chairperson Mary, 2nd by Selectman Tenney, to re-enter public session at 7:27 p.m.

Motion carried by roll call vote: C. Mary, yes; D. Reardon, yes; S. Tenney, yes.

The Town Administrator shared a letter received from Marshall Buttrick, who determined through the registry of deeds, the last known owner of a property on Adams Street which he had previously been asked about. The Greenville Women's Club deeded the property to Clyde Eaton in 1956. The Town's inventory of taxable property in 1963 listed Mr. Eaton as the owner of the "tennis courts" but the 1975 inventory has no listing of them.

The Town Administrator relayed a request from the owner of Tri-Dam Energy that the Town register with his company as a consumer of the hydroelectric power generated there. Mr. Finnegan stated that there is no change to the Town's bill or rates, but that he needs registered customers for his PUC filings. As a benefit, he donates \$2.00 per megawatt hour to local charities. The Town Administrator will research this further and update the Board in order for them to make a decision.

The Selectmen reviewed and approved a letter drafted in support of the King House application for a liquor license at the former Panda Wok.

The Town Administrator relayed a request by the Community Profile Town Hall Committee to be able to access the plans previously created for the Town Hall renovation and to tour the facility. The Town

Administrator reported that she has been unable to locate said plans thus far. The Selectmen had no objections to the committee's requests.

Chairperson Mary wanted to note that she has had multiple instances of positive feedback regarding Tara Sousa's performance as the new Town Administrator.

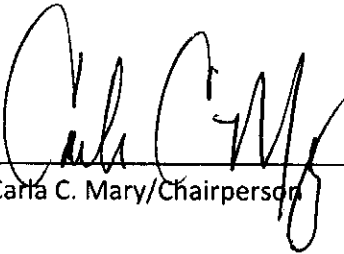
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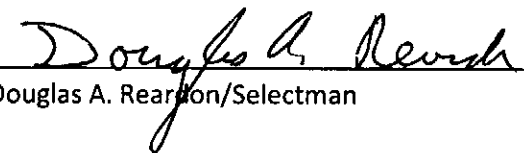
- Reviewed, discussed, and approved the minutes of November 2, 2017
- Reviewed, discussed, and approved check manifests for accounts payable and payroll
- Reviewed, discussed, and approved Fire Department POs
- Reviewed, discussed, and approved Fire Department Letter Re: Mason NH Frequency
- Reviewed, discussed, and approved Avitar Revaluation Contract
- Reviewed, discussed, and approved Sewer abatement for 20 Kimball Heights
- Reviewed, discussed, and approved 2017 Equalization Certificate

Motion by Chairperson Mary, 2nd by Selectman Tenney, to adjourn at 7:36 p.m.
Motion carried with 3 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Rearson/Selectman

Scott Tenney/Selectman