

**Town of Greenville  
Board of Selectmen  
Minutes – November 29, 2017**

Call to order at 6:00 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Scott Tenney, and Town Administrator Tara Sousa.

**Meet with Mark Stetson of Avitar and Sam Greene and Kristopher Fowler of DRA**

Mark Stetson explained that this is the required kick-off meeting for the full re-evaluation of property required for 2018. The re-evaluation will attempt to determine market value of all properties as of April 1, 2018. They will be utilizing 2 years of sales data, adjusting those values to reflect the changing market if necessary. Some property types will have appreciated at different rates. Mr. Stetson explained that DRA requires a manual detailing the process of re-evaluation, which Avitar will produce as part of the contract. All data entry will be completed as per the contract by October 1, 2018, which will likely require an extension for the Town's MS-1. Chairperson Mary questioned if the update could be completed earlier to avoid the need for an extension. Mr. Stetson answered that he could not commit to a timeline shorter than contracted. Sam Greene of DRA assured that receiving an extension was common practice, and that the tax rate setting should not be delayed substantially.

Mark Stetson explained the process, which will require a field review of every property. Notices will be mailed to every property owner, and the data for all properties will be accessible online. Appointments will be available locally for residents to review their assessment. This is the informal hearing process. Sam Greene explained that DRA will be verifying the qualifying of sales as arms-length transactions, the actual building and land values, and that the informal hearings are available and taking place. Selectman Reardon asked if interior inspections will be necessary for all properties. Mark Stetson answered that the field review will be exterior only. Qualifying sales properties will be subject to voluntary inspection. Real estate listing information can be utilized if the assessors are unable to gain access. Data errors identified in the informal hearings can be verified by "runners" same-day. It was recommended that the Town provide information about the process for public relations purposes.

Sam Greene discussed the assessment review, which will audit the assessments offices processes and record keeping. The verification of credits and exemptions, for example, will be reviewed. The results of the 2013 review are available to inform and improve our process.

**Tax Rate Comparison**

Two handouts were provided to those residents in attendance detailing the tax rate setting process and the data relative to the past 6 years of budgets, fund balance, and tax rates. The Town Administrator reviewed the tax rate setting process and Chairperson Mary reviewed the tax rate comparison. She explained the budgeting principles the Selectmen were utilizing this year, including 0% salary increases and limited warrant articles, to hopefully improve the tax rate next year. The re-evaluation will also likely have a positive impact on the rate. The Town Administrator discussed the impact of an accounting method change from one auditing firm to another, which now includes uncollected taxes in the available fund balance. Deb Spratt asked if it was possible to change the fiscal year to improve budgeting and address the issue of the Town having to pay expenses before taxes are collected. Selectman Tenney answered he believed it was possible to do so, and that the Board would have to look into that. A

resident questioned if the Town's lower available cash impacts the Bond Rating. The Selectmen did not have available any information regarding the Town's Bond rating. Residents expressed frustrations regarding the lack of advanced notice of the significant tax rate increase and discussed/questioned how Greenville's tax rate and budget compare to surrounding towns. The Town Administrator discussed the impact of a smaller overall property valuation funding a budget for similar services. The impact of sewer infrastructure costs funded through taxation were discussed. Residents advocated for zero base budgeting. Maggie Bickford expressed that residents have approved budgets and warrant articles at Town meeting without understanding the financial impact. The Selectmen reiterated their commitment to saving money in this year's budget and being conservative going forward. They thanked residents for attending the meeting.

#### **Old Business:**

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

Selectman Tenney, in his capacity as Code Enforcement Officer, reported that 20/21 Granite Ave is resolved to his satisfaction. The Town Administrator noted that the property transfer is impending, if not complete. Selectman Tenney reported that 4 Happy Hollow has ceased progress, and has, in fact, reverted somewhat, with new pile s of metal, wood, etc. The Town Administrator questioned if all the new material can be considered trash (in violation of the ordinance), and he answered most could be. He recommended a final notice regarding the \$1,000 per day fine be sent from the Selectmen's office. Selectman Reardon wanted the matter resolved by the end of the calendar year. The Selectmen agreed for the Town administrator to send certified notice that the fine would be instituted if the clean-up was not completed with 30 days of receipt of the final notice.

##### **Planning Board Letters to DOT**

The Selectmen reviewed two letters drafted and signed by Ed White, Chair of the Planning Board, to address traffic concerns on Route 31 near Greenville Recycling and use of Main Street by tractor trailers. The Town Administrator explained that Mr. White had met with the Chief of Police to encompass his concerns in these letters and had already communicated with DOT to determine what to request in order to achieve the desired results. Chairperson Mary signed the letters of behalf of the Selectmen.

##### **Flood Response Commendation**

The Selectmen reviewed the commendation drafted to express their thanks to all Town departments which were involved in the flood response in late October. The Selectmen signed multiple copies for distribution to the departments.

#### **New Business:**

##### **Review Library Budget Proposal**

The Selectmen reviewed the budget proposal submitted by the Library Director/Trustees. The Town Administrator noted that the Director was informed of the Selectmen's intent to forego salary increases for departments under their direction, and that the authorization for next year's pay rates was received after that notification. The Selectmen discussed requesting that the Library Trustees revise their proposal. They directed the Town Administrator to draft a letter requesting the Library Trustees' reconsideration.

### **Meet with Town Administrator Regarding Budgets**

The Selectmen reviewed the Executive Office and General Government Buildings budgets. Selectman Reardon noted the over 9K decrease in the overall budget for the executive office. The reduction was mainly due to the salary difference between the former and current Town Administrator. There is an increase in the office machines line item, as two work stations in the office are scheduled to be replaced per the IT contract recommendations. A small overall reduction was recommended in General Government Buildings, mainly reflected under deeding expense. The selectmen approved both budgets as presented.

### **Water/Wastewater Operations Update**

The Selectmen reviewed operations updates submitted by Underwood Engineers and Utility Partners. Chairperson Mary expressed that she was disappointed that Utility Partners advertised for an unlicensed trainee to fill the vacancy in there department. The Town Administrator noted that the contract only has certification level requirements for the Superintendent. They have hired a new employee who will start on 12/8. Steve Clifton from Underwood has requested to be put on the agenda for the next meeting, to review the results of the ferric pilot and the river study. Chairperson Mary wanted to confirm that Utility Partners staff will be in attendance at that meeting as well.

### **Paving for Adams Hill Road Temporary Repair**

The Selectmen reviewed a quote by Thibodeau Paving submitted by the Road Agent for the temporary repair of the damage caused by the flooding on Adams Hill Road. The Town Administrator explained that the permanent repair cannot be done now, but this is necessary to create a safe, maintainable driving surface for the winter. Chairperson Mary signed the quote to reflect the Selectmen's approval.

### **Miscellaneous**

The Town Administrator reminded the Selectmen of the employee holiday party scheduled for Thursday, December 21<sup>st</sup>.

The Town Administrator discussed a visit she had from Claire Lund, an engineer who is contracted by Pilgrim Foods, expressing Pilgrim Foods' desire to pursue release of wastewater to the Town. Ms. Lund had discussed the plant improvements which would allow for control of flow amounts and pre-treatment. The Town Administrator stated that she had relayed that the Selectmen had discussed this possibility earlier this year, upon request of the company's maintenance person, and did not wish to pursue this avenue. Ms. Lund may be submitting a proposal for the next meeting.

Chairperson Mary discussed the Police Joint Board negotiations, indicating that she would like to pursue the return of Greenville's original Detail Revolving Fund start-up funds, as well as application of Detail fund balance (at the 2 Town's current percentages) to help offset the cost of the upcoming cruiser purchase. It was discussed that Temple's proposal regarding administrative costs would not yield enough financial benefit to Greenville to offset the budget impact and additional burden to track such a small amount. Selectman Reardon stated he would not be available for the next Joint Board meeting. Chairperson Mary asked Selectman Tenney if he could fill in. He believed he could, but would confirm his availability tomorrow.

## Signature Folder

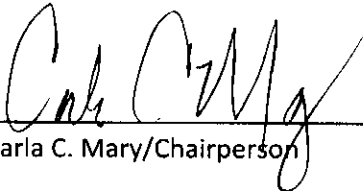
- Reviewed, discussed, and approved the October 25, 2017 and November 8, 2017 minutes.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved a Highway Department PO – Granite State Minerals.
- Reviewed, discussed, and approved a Trust Fund Request – Water ETF, Mixing System.
- Reviewed, discussed, and approved a Raffle Permit – Sacred Heart.
- Reviewed, discussed, and approved the Payment in Lieu of Taxes for SNHS.
- Reviewed, discussed, and approved abatements (Assessing Office errors).

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to adjourn at 8:15 p.m.**

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

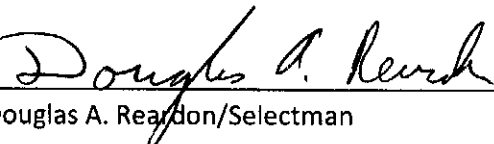
**Submitted by:** Tara Sousa/Town Administrator

**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