

**Town of Greenville
Board of Selectmen
Minutes – April 25, 2018**

Call to order in the Town Hall Meeting Room, 46 Main Street, Greenville at 6:00 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Meet with Scott Tenney Re: Dollar General Site Plan, Water/Sewer, Etc.

Scott Tenney met with the Selectmen to discuss the site plan received by the Planning Board for a Dollar General to be developed on the corner of Route 31 and Blanch Farm Road. Selectman Reardon noted concerns about the traffic impact at that location. Mr. Tenney discussed the efforts already underway by the Planning Board to have NH DOT review the location. The proposed water and sewer connections were discussed. Mr. Tenney questioned if the Selectmen wanted to require an escrow for the engineering review, or to simply require the developer contract directly with Underwood for a third party review. The Town Administrator explained that she had been in contact with Underwood regarding the utilities review and any logistics issues/costs due to the ongoing Greenville Recycling project, but she did not yet have a quote for the engineering services required. The Selectmen wanted to know the anticipated costs before determining whether an escrow would be required or not. Selectman Reardon asked when the developer would break ground if the site plan were approved. Mr. Tenney thought they would begin construction this summer and construction would only take a few months.

Mr. Tenney updated the Selectmen on other items before the Planning Board, including a conceptual presentation for a self-storage facility on Old Mason Center Road, and the status of Greater Waste Solutions' transfer station, for which the solid waste permit is still pending.

The Town Administrator noted that there was a purchase order in the signature folder for Mr. Tenney's recent conference attendance. Chairperson Mary clarified that the Selectmen's expectation is that multi-day conference expenditures be submitted in advance of being incurred. The Town Administrator noted a suggestion by Selectwoman Bickford that a policy be created to address conferences. Adopting a policy requiring known and estimated costs would ensure that the full financial impact would be known prior to approval, and would increase transparency for the public. The Selectmen directed the Town Administrator to draft a policy for their consideration.

Meet with Beautification

Officers of the Beautification Committee, Co-Chairs Rick Miller and Cookie Shahmehri and Treasurer Deb Spratt (Selectwoman Bickford serves as Beautification's Secretary), met with the Selectmen to discuss the Committee's plans. Rick Miller expressed the Committee's appreciation for the funding the Selectmen supported, and also a special thanks to the Highway Department for their attention to the committee's concerns/requests. The Committee would like to put 3 inches of loam on the library lawn in an effort to improve the grass there. Seed and hay for the project will be donated. There were no objections to the proposed project. Deb Spratt questioned if the Reardon's wanted to plant the Town Hall planter, as they had in the past. Selectman Reardon offered a cash donation to allow Beautification

to complete the planter. The committee plans to mulch all the beds early, and coordinate plantings throughout town using pink and purple tones. A dog waste station will be erected near the library walkway, with Rick Miller volunteering to regularly transfer the waste into the public trash receptacle. Mrs. Spratt discussed the use of the committee's general fund budget, and Chairperson Mary asked if they are still fundraising. The Town Administrator asked if the committee had specific intentions for the escrow account. Mrs. Spratt answered that those funds would likely be used for a larger purchase, such as benches. Committee members brought up the Sea Change building as a location for a new Town Hall and potential safety complex. There was interest in touring the building and investigating potential funding sources. The Town Administrator was aware that there had been showings and potential interested parties. Selectman Reardon noted the existing sewer set-up for the building limits other uses beyond business. Chairperson Mary asked the Town Administrator to contact the realtor to determine the building's availability.

Old Business

Keno Warrant Article for 2019

The Selectmen revisited the question of support for a 2019 warrant article allowing businesses to offer Keno in town, as Selectman Reardon was not in attendance at the last meeting. Selectman Reardon expressed reservations about the Selectmen voting to recommend or not recommend an article allowing Keno, though he had no personal objections to businesses being able to offer Keno. After discussion, The Selectmen directed the Town Administrator to research the recommendation requirements for the article, whether petitioned or added by the Selectmen.

Main Street Parking

The Town Administrator updated the Board that a certified letter had been sent to CPC Investments regarding the unapproved use of their Main Street lot for tractor trailer parking. In discussing the sidewalk parking issue, on Main Street and anywhere else in town it may occur, Selectmen Reardon and Bickford intend to address the matter at the next Joint Police Board meeting.

Town Hall Repairs

The Selectmen reviewed a quote from A+ Painting for both the painting and flooring for the meeting room. The Town Administrator discussed the budget line item "General Government Buildings Repairs and Maintenance" as the only available funding source for these and other repairs. She noted that last year we had a large amount of unanticipated plumbing repairs, and that there are other pending projects for this year, such as the light at the Town Field and the Town Hall steps. Selectwoman Bickford wanted additional quotes obtained, and Chairperson Mary felt those quotes should come from Greenville contractors. The Selectmen discussed the possibility of completing the painting first, and completing the flooring later in the year if the budget allows. The Town Administrator will seek additional quotes.

The Selectmen reviewed the previously approved (2017) quote of DNB Masonry for the repair of the Town Hall steps. The contractor is available to do the work later this spring. The Selectmen had questions about the method of the repair.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept the quote of DNB Masonry pending details of the repair method.

Motion carried with 3 in favor, none opposed.

Structure/Responsibilities of Town Committees Subject to RSA 91-a

The Selectmen discussed the need for committees which accept Town funds to adhere to RSA 91-a, including posting of meetings and timely availability of minutes. Selectwoman Bickford questioned if the Town would provide training for volunteers. The potential Community Profile committees to be sanctioned would also be subject to the requirements, if any Town funding is utilized. Chairperson Mary recommended the Town Administrator find and adapt another town's policy for the Board's consideration.

Sealed Bid Opening

The Selectmen opened and reviewed the bids received for the Ford F700 dump truck and the International dump truck:

Ford F700: \$1500 Pete Antosh
 \$1895 Bob Whitney
International \$1700 Jared Knisely

There were no bids received for the air compressor.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to award the bid for the Ford F700 to Bob Whitney for \$1895.

Motion carried with 3 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to award the bid for the International dump truck to Jared Knisely for \$1700.

Motion carried with 3 in favor, none opposed.

Bond Resolution & Loan Agreement

Town Clerk Kathy Valliere arrived to witness the required motion for the bond issue.

Motion by Selectman Reardon, 2nd by Chairperson Mary, to resolve the following:

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 17, 2018 under Article 11 of the Warrant for the annual meeting of the Issuer there be and hereby is authorized the issuance of a \$82,700 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the purchase of a highway department loader.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of two and three-quarters percent (2.75%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

- RESOLVED:** That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.
- RESOLVED:** That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.
- RESOLVED:** That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.
- RESOLVED:** That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.
- RESOLVED:** That the useful life of the project being financed is in excess of ten (10) years.

Motion carried with 3 in favor, none opposed.

The Town Clerk completed the Certificate of Vote and Chairperson Mary and the Clerk executed the NH Municipal Bond Bank Loan Agreement.

Accepting Delivery of Loader

The Town Administrator reported that Chappell Tractor is willing, with our trade-in and down payment, to deliver the loader in anticipation of the bond proceeds in June. The Town Administrator felt confident that the bond proceeds will come through, as our loan application has been approved, and our Bond Counsel has received all the required documentation.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept the delivery of the loader from Chappell Tractor.

Motion carried with 3 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to enter non-public session at 7:32 p.m. pursuant to RSA 91-a:3,II (a & c).

Motion carried by roll call vote: C. Mary (yes), D. Reardon (yes), M. Bickford (yes).

The Selectmen discussed a personnel matter involving compensated absences.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to return to public session at 7:37 p.m.

Motion carried by roll call vote: C. Mary (yes), D. Reardon (yes), M. Bickford (yes).

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to seal the minutes of the (preceding) non-public session.

Motion carried with 3 in favor, none opposed.

Chairperson Mary reported that the Board took action on a personnel matter.

Structural Review of WWTP

The Selectmen reviewed a report by Underwood engineering regarding a structural engineering review of the chlorine contact tanks, sludge holding tanks, and headworks building. The memorandum detailed needed repairs with an anticipated cost of \$58,600 and additional engineering and contingency of \$29,300. The Town Administrator pointed out that two valve rods in the effluent chamber are indicated as requiring urgent repair. She reported that she had requested a cost estimate for that item, as addressing all items in the report would require budgeting in the coming year. Chairperson Mary noted the recommended roofing repair, questioning if it was leaking. The Town Administrator was not aware of any leaking. Selectman Reardon commented on the cost increase caused by the additional engineering and contingency, wanting further information about the need for such if we pursue funding for the project.

Miscellaneous

The Town Administrator discussed our Bond Counsel's recommendation that we adopt a Post Issuance Compliance Policy, which addresses maintaining tax exempt interest on bond proceeds through timely expenditure of funds and limited private use of the bonded project. The cost for them to customize a policy for us is \$450 to \$750. As we anticipate immediate expenditure of the bond proceeds, and no private use of the loader, the Town Administrator felt our audit risk is low, and if triggered, the relevant issues would be easily documentable. The Selectmen did not wish to pursue adopting the policy.

The Town Administrator asked if she could be out of the office on Friday and there were no objections.

Signature Folder

The Selectmen:

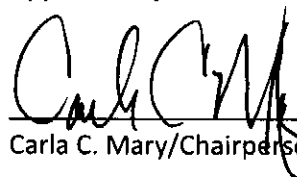
- Reviewed and approved the minutes of the April 11, 2018 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to adjourn at 7:45 p.m.

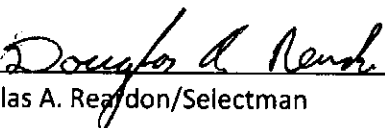
Motion carried with 3 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator


Approved by:



Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman