

**Town of Greenville  
Board of Selectmen  
Minutes – May 23, 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.

**Utility Partners Update**

The Selectmen met with Dave Brennan to review the monthly Utility Partners operational report. Mr. Brennan reported that the water treatment plant is running efficiently, with excellent turbidity values. He is seeking quotes for sludge removal from the treatment lagoons, which will ideally be scheduled in August when the lagoons are at their driest. On the distribution system side, hydrant flushing was completed without issue and preparations for the NH DOT paving project is underway. With the number of meter change-outs needed due to aging meters, Mr. Brennan noted that he is looking into obtaining a meter test bench. The Selectmen expressed reservations about that, noting that we sometimes need third-party documentation when users dispute their readings. Mr. Brennan reported on two hydrants hit by vehicles, noting that one of the hydrants was stolen from the area after the fact. Chairperson Mary questioned if we were seeking reimbursement, and Mr. Brennan indicated that he had requested the accident reports, though one of the motorists was uninsured.

For wastewater operations, Mr. Brennan reported that the staff was able to retrofit an on-hand blower to address a failed unit. Trees have been marked for removal based on shoreland protection requirements. The 2<sup>nd</sup> ferric pilot is expected to begin in June. He reported on the DES/EPA meeting he and the Town Administrator attended on May 18<sup>th</sup>. DES did not agree with the sampling site chosen, but they have commissioned additional sampling at their cost. The ambient river data from our study would not have supported more favorable aluminum limits, however there may be some capacity for increased copper limits if we are unable to meet our current permit limits. Due to a no-backsliding policy, if we are able to meet aluminum limits with treatment, our limits will remain even if national limits are revised.

**Old Business:**

The Town Administrator informed the Selectmen that she had erred in the amount she put forward on an abatement request for a State of New Hampshire tax-exempt property, and requested they make a corrective motion to adjust the amount.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to revise the approved abatement for State of NH, Map 3 Lot 19, to \$920.94.**

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

**Conference Attendance Policy**

The Selectmen reviewed the proposed Conference Attendance Policy. Chairperson Mary requested the language be revised to clarify that overnight travel and multi day conferences will generally be for full time employees only. The Town Administrator expressed that expectations can also be addressed in the department budget process. Selectman Reardon and Selectwoman Bickford were uncertain if they

wanted to put such a limit in the policy but agreed to consider a revision. The Town Administrator will revise the draft for consideration at a future meeting.

### **Wedding Ceremony at Town Field**

The Town Administrator reported that Primex offers event-specific insurance policies to address the concerns discussed at the previous meeting regarding the use of Town property for a wedding. Use of restroom is expected to be limited. The Selectmen wanted assurance that the area will be fully cleaned up after the event. The Town Administrator stated she could draft an agreement to be signed and could inspect the property after the event. There were no objections.

### **66 Main Street**

The Town Administrator reported that she had been contacted by a realtor who will be marketing the foreclosed and condemned property at 66 Main Street. Selectman Reardon expressed concern that the sinkhole previously identified in the driveway there had worsened and was a danger to the public. The other Selectmen agreed that the sinkhole represented an imminent danger to the public and instructed the Town Administrator to notify the Code Enforcement Officer and arrange for the Highway Department to make any necessary repairs to address the threat. The property owner will be responsible for the time and materials necessary to complete the repair.

### **New Business:**

#### **Pool Employment Policies**

The Town Administrator presented information regarding the status of the pool staffing, in that we currently had only one returning Senior Guard. In agreement with the Pool Manager, she recommended that the Town's standard operating procedure be revised to allow a 17-year-old lifeguard with 2 years of experience to be elevated to a Senior Guard and compensated accordingly. There were no objections.

### **Committee to Draft Housing Standards Ordinance**

The Town Administrator reported that she had met with Health Officer Kelle O'Keefe, Code Enforcement Officer Scott Tenney, and Fire Inspectors Ed White and Helen Burke to discuss drafting a policy to address housing standards for rental units in town. The group reviewed several ordinances from other towns and would like to pursue drafting an ordinance separate from the Town's zoning for eventual adoption by the Board. The Selectmen expressed their strong support for the groups' effort.

### **Draft Financial Statements/MS-535**

The Selectmen reviewed the draft of the audited financials for fiscal year 2017. Selectwoman Bickford questioned the liabilities for unfunded New Hampshire Retirement benefits and post-retirement benefits. The Town Administrator explained the increased contributions the State is requiring of all participating employers to address the unfunded liability, as well as the actuarial calculations to determine potential other post-employment benefit costs, even though the Town does not provide post retirement health care.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept the draft of the 2017 financial statements.**

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

### **Mascenic Appropriation Payment Schedule**

The Selectmen reviewed the appropriation payment schedule submitted by the Mascenic Business Administrator, which included front-loaded payments for July, August, and September. The letter explained that the request for varied payment amounts was due to the school district's bond payment. The Town Administrator expressed concerns about cash flow with the new schedule, but reported that that RSA 195:15 seems to give the power to set the schedule to the District. Selectman Reardon suggested contacting the New Ipswich Town Administrator to discuss their thoughts/response to the schedule. Chairperson Mary suggested notifying the district that their request may be a hardship for the Town. The Town Administrator will address the matter and report back to the Board.

### **Southwest Regional Planning Meeting Invite**

The Town Administrator shared an invitation received from the Southwest Regional Planning Commission to attend their Annual Meeting. None of the Selectmen were available to attend. The Town Administrator will attend to represent Greenville.

### **Nyhart Actuarial Services for 2018 & 2019 Audits**

The Town Administrator presented a contract for Nyhart to provide actuarial services related to GASB 75 compliance requirements for the 2018 and 2019 financial audits, at a cost of \$2,500 and \$1,500 respectively.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, for the Town Administrator to sign the Nyhart Actuarial Services contract.**

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

### **Miscellaneous**

Upon reviewing the Town Administrator's time-off request, Chairperson Mary recommended Friday, June 1<sup>st</sup> be granted as comp time, as the Town Administrator had attended several additional meetings recently. There were no objections.

### **Signature Folder**

#### **The Selectmen:**

- Reviewed, discussed, and approved the minutes of the May 1 and May 9, 2018 meetings.
- Reviewed, discussed, and approved the check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved the 1<sup>st</sup> issue 2018 Property Tax Warrant.
- Reviewed, discussed, and approved a purchase order for the Fire Dept: Bergeron Protective.
- Reviewed, discussed, and approved Intents to Cut: Ames, Taft.
- Reviewed, discussed, and approved time off requests for the Town Administrator.
- Reviewed, discussed, and approved an appointment Form: Mike Sadowski, Planning Board.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 7:15 p.m.**

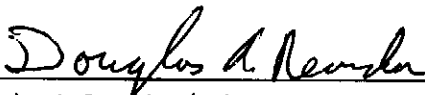
**Motion carried with 3 in favor, none opposed.**

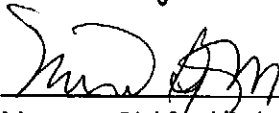
**Submitted by:** Tara Sousa/Town Administrator

**Approved by:**

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Carla C. Mary/Chairperson

  
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Douglas A. Reardon/Selectman

  
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Margaret Bickford/Selectwoman