

**Town of Greenville  
Board of Selectmen  
Minutes – June 27, 2018**

Call to order in the Town Hall Meeting Room, 46 Main Street, Greenville at 3:30 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

**Meet with Tom Plourde Regarding Paving Quotes**

The Selectmen compared the quotes received from Brox and Advanced and expressed their concern about the lack of detail in the Advanced quote as well as the lack of a definitive amount to complete the job. Tom Plourde explained that the estimating is not exact, as the amount of pavement shimming needed can't be determined until the job is in process. He stated that he has always held the company to the quote material amount, and that we have a multi-year history of Advanced honoring their estimates. He noted Advanced is actually a sub-contractor of Brox.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the quote of Advanced Excavating & Paving for the repaving of Adams Hill, Greenville, and Nutting Hill Roads.**

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

Selectwoman Bickford requested that future quotes by Advanced include additional detail comparable to the Brox quote.

Selectman Reardon asked Tom Plourde about the repaired sinkhole at 66 Main Street. Mr. Plourde described the repair, which used geotechnical fabric, which should help keep fine material from washing away, varying sizes of rocks, and sand. The Highway Department is monitoring the area weekly. Mr. Plourde will provide the Town Administrator the details of the time and materials so that the property owner may be billed.

**Meet with Dave Brennan of Utility Partners**

The Selectmen met with Dave Brennan of Utility Partners for an update on water and wastewater operation. The Selectmen reviewed the draft Administrative Order provided by Joy Hilton at the EPA. Mr. Brennan indicated the Administrative Order will have continue with current efforts. He reported that the ferric and magnesium hydroxide pilot has achieved a 0 reading for aluminum, but an increased copper reading of .007. The staff is working to improve settling to address the copper increase. With the pilot, the caustic use has been substantially reduced.

Chairperson Mary discussed the need to remove grease from the wet well and pump stations, and to confirm compliance of restaurants with our sewer use ordinances. Mr. Brennan discussed the recent grease removal work of Eastern Pipe Services and presented recommendations for sewer system repairs identified through prior year camera inspections. In an effort to further address inflow and infiltration, he discussed his intent to schedule smoke testing with Granite State Rural Water, which will be free due to our membership. The available I&I budget was discussed.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to approve the recommended Eastern Pipe repairs on Pleasant, Mill, and Chamberlin at a cost of \$16,500.**

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

The need for substantial public outreach prior to smoke testing was discussed, including the use of door tags. Volunteers spotters will be needed on the day of the test.

Selectwoman Bickford reported that she had been contacted by the owner of the antiques mall with a complaint about water. Mr. Brennan discussed his visit to that location and failed efforts to meet with their plumber to review potential sources of a recurring clog in one fixture. The Town Administrator noted that we agreed to provide courtesy notice of flushing activities.

Taking advantage of the dry conditions, Mr. Brennan contracted Sheldon Farms to pump down one of the sludge tanks, as they have had difficulty decanting and removing solids. Pumping down to a level of 18" revealed debris to be removed.

Mr. Brennan discussed operations at the water plant, noting issues with instrumentation, which Chairperson Mary expressed the need for and support of contracting those repairs. He discussed issues with cleaning the contact tanks, and the recommendation by Scott Clang (of GSRW) that a diver be contracted. In his continued efforts to obtain quotes for lagoon sludge removal, RMI is the only company which has committed to providing a quote. RMI performed the last dredging, and as a New Hampshire company, would likely be the most competitive price. Selectman Reardon asked if Utility Partners has adequate staffing. Dave Brennan discussed the current excellent staff members, one of which recently obtained his grade 1 license. He noted that part-time summer help to perform mowing and other summer grounds maintenance tasks would be helpful and suggested sharing a part-time temporary person with the Highway Department. Being late in the growing season, the Selectmen were not interested in considering such for this year. Mr. Brennan reported he has been in contact with the Chief of Police regarding a trespassing issue at the reservoir. Replacement signs are needed to replace signs which have been removed. Dave Brennan was introduced to Scott Tenney, who was in attendance, in order for them to collaborate on inspection for grease traps.

#### **Meet with Ed White and Scott Tenney Regarding Planning Board Needs**

Ed White and Scott Tenney met with the Selectmen to discuss the need for the Planning Board Secretary, Deb Butcher, to have a laptop and access to work space at Town Hall. Ed White discussed efforts to improve the Board's process, which has highlighted the need to have continuity of record storage. He recommends a laptop and external hard drive, so if staff changes, all Planning Board records are returned to the Town. The Selectmen signed a purchase order for the laptop, software, and accessories. The Planning Board is also considering scheduled office hours for submission of applications. Chairperson Mary suggested their secretary share Mr. Tenney's workspace in the Town Clerk's office, which Mr. Tenney agreed was a feasible solution. The Town Administrator indicated the Mrs. Butcher could certainly have access to the Selectmen's Office after hours for use of the postage machine and other equipment needs, but that there is not room for an additional dedicated workspace within that office. Chairperson Mary commended the Planning Board's work to improve their practice. Mr. White questioned the Board's required process for approval of water and sewer connections, as the Planning Board has a current application which will involve a residential connection as part of a commercial site development. The Selectmen agreed that, as Commissioners of Water and Sewer, they would require an engineering review by the Town's engineers for connection at any commercial site, and that questions or concerns about that practice can be forwarded to them.

## **Old Business:**

### **Conference Attendance Policy**

The Selectmen reviewed the proposed draft of the "Conference and Training Attendance" Policy.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to approve the Conference and Training Attendance Policy as presented.**

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

### **Food Truck on Town Property**

The Town Administrator reported that, in the absence of a local ordinance, a State issued "Hawkers and Peddlers" license would regulate transient businesses such as a food truck/cart. The Selectmen did not wish to pursue developing an ordinance at this time but may revisit the matter in the future.

### **Pool Policy – Resident & Nonresident Use**

The Selectmen reviewed the draft policy. The Town Administrator stated the changes reflect suggested revisions discussed last season. She noted the addition of specifics related to New Ipswich residents. The Selectmen signed to adopt the policy.

### **Sewer Abatement Request: Cary, 11 Baker Ave**

The Selectmen reviewed a requested sewer abatement submitted by Stephanie Cary of 11 Baker Ave for the filling of a 15' by 45" pool.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to abate sewer at 11 Baker Ave for a 15' X 45" pool.**

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

The Town Administrator will calculate the abatement for the Selectmen's signatures after the 2<sup>nd</sup> issue water and sewer billing.

### **Right-to-Know Request**

The Selectmen reviewed a Right-to-Know request submitted by William Torres regarding water and sewer abatements approved/denied in the last two years. The Town Administrator reported that she is gathering the requested documents.

### **Obtaining a Town Credit Card**

Chairperson Mary discussed the need to obtain a credit card for expenses which can only be paid electronically, as the Town Administrator is currently having to use her personal card to then be reimbursed. Selectwoman Bickford expressed her willingness to have a card held by the Town Administrator, but not one which is given to others to make purchases. A suitable limit was discussed, but not determined. Chairperson Mary directed the Town Administrator to investigate options which would avoid interest with payment in full monthly.

### **Signature Folder**

#### **The Selectmen:**


- Reviewed, discussed, and approved the minutes of the June 13, 2018 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved the State PA-28 Certification.

- Reviewed, discussed, and approved a pay rate form for Zack Allen (P&R).

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 5:15 p.m.**  
**Motion carried with 3 in favor, none opposed.**

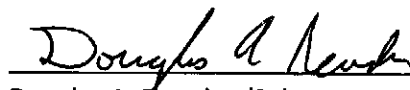
**Submitted by:** Tara Sousa/Town Administrator

**Approved by:**



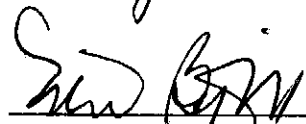
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Carla C. Mary/Chairperson



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Douglas A. Reardon/Selectman



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Margaret Bickford/Selectwoman