

**Town of Greenville  
Board of Selectmen  
Minutes – August 8, 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.

**Old Business:**

**Sewer Rate Recommendation**

The Town Administrator requested that the Selectmen re-review the information provided regarding her sewer rate increase recommendation and confirm support for the proposed amount or an alternate figure. Noting that the data indicates we will still be below the estimated revenue needed to fund the budget, Selectman Reardon questioned if a higher increase should be considered. The Town Administrator discussed how the pilot and administrative order are unresolved at this time, causing unknowns about future costs. She expressed confidence that the department can come in under budget this year. The Selectmen agreed to support a \$1.00 town sewer rate increase. Chairperson Mary questioned if a motion was needed, and the Town Administrator indicated that the rate change would be motioned after the public hearing. The Town Administrator asked if the Board wanted a handout for the hearing based on the information provided, and they agreed that they did.

**Utility Partners Update**

The Selectmen met with Dave Brennan of Utility Partners. He noted his awareness of a possible pending commercial water disconnection, and indicated he would coordinate with the Town Administrator on that issue. He discussed that he had begun visiting local stores and restaurants to ensure compliance with the Town's Sewer Ordinances related to fats, oils, and greases (FOGs). He suggested a bill insert could be helpful to educate residential users about the impacts of FOGs on the system and ordinance requirements. He discussed the repairs by Eastern Pipe Services, which are scheduled to be completed the week of August 20<sup>th</sup>. He suggested that, with the entire system having been inspected, next year's jetting and inspection could be limited to known trouble spots. Chairperson Mary confirmed that the department is equipped with its own jetter if needed.

Mr. Brennan discussed the ongoing ferric/magnesium hydroxide pilot, which is showing positive results for aluminum and phosphorus. We are still violating copper, but work is on-going to improve settling in an effort to address that issue. Chairperson Mary asked about filaments being viewed under the microscope, and Mr. Brennan answered that they are being viewed. He discussed an upcoming scheduled meeting with Underwood Engineers to develop a plan for winter chemical storage and feeding, on the presumption that the pilot will result in a permanent shift to ferric for wastewater treatment.

**Old Home Day**

The Town Administrator reported that the local American Legion was unable to provide food sales (as a fundraiser) at the event, and the "committee" had accepted Selectman Reardon's offer to grill hamburgers and hot dogs to be offered for sale. She reported that Mr. McCreery was unavailable to

assist arranging a classic car show, due to his own participation in another event. The Town Administrator felt it was not feasible to arrange one given the time-line and competing local events.

#### **TGPD Joint Board – Detail Starter Funds**

The Town Administrator reported that the matter of the detail revolving fund seed money was, as requested at a previous meeting, added to the Joint Board Meeting's agenda and discussed on August 6<sup>th</sup>. She relayed that Gail Cromwell, representative to the Joint Board from Temple, expressed frustration that this matter keeps being brought up. After the meeting discussion, the Town Administrator researched the article creating the fund and found that it was amended at the 2009 Town Meeting to state: "If the Temple Joint Police Department is dissolved, the \$5,000 used as start up money from this fund will be returned to the newly formed Greenville Police Budget." The Town Administrator expressed that any negotiations over this matter, including the recent contract, could not overrule the will of the voters who approved establishment of the fund. Chairperson Mary still wanted to review minutes of a prior Joint Board meeting wherein she believed Temple agreed to return the funds to Greenville, and directed the Town Administrator to contact the former TA for assistance in locating.

#### **Credit Card**

The Town Administrator reported that she had met with our TD Bank Government Services representative to determine what, if any, credit card options are available through our bank. She relayed that he indicated most traditional business credit cards are not available to municipal entities. With TD, the only available options are P-card programs, where all departments transition to card-based purchasing, or high limit cards which require a lengthy underwriting process. Another option is a separate account with a debit card, where a limited amount could be deposited in order to limit risk. That option would require the card be in the name of the Treasurer, as she is custodian of the general fund. The Town Administrator indicated there is no urgency, as the current method of reimbursement of use of her personal card when necessary is acceptable.

#### **New Business:**

##### **Fire Department Live Burn Policy**

The Selectmen were provided with NH DES Form ARD-1003 for review. Selectman Reardon asked what brought this matter up for consideration. The Town Administrator discussed a recent effort by the Fire Department to schedule fire training at a soon-to-be demolished building at the Dollar General site. She relayed that when she became aware that there was an intent to have "live fire" in the building, she had inquired whether the DES form had been filed. Learning it had not, she contacted DES to determine if it was needed in this instance, and was told that it was required. As the form required submission at least 10 days before the training, she determine and relayed to the Chief and Training Officer that the training could not occur as planned. Fire Chief Charles Buttrick, who was in attendance, discussed the limited window of opportunity to utilize the building, and the effort involved in arranging such an opportunity. He concurred that he was now aware that even the limited fire intended to be kindled in this instance required the DES paperwork. The existence of NFPA guidelines for live fire trainings were noted. The Selectmen expressed their support for their office providing any needed administrative support in the future, and their expectation that activities will be conducted in accordance with all requirements. Selectwoman Bickford suggested Chief Buttrick access state-provided training, if available.

The Selectmen expressed support for the Department, the Chief, and for needed training, and did not feel it was necessary to enact a policy to address adherence to state and federal requirements.

#### **Avitar Assessing Preliminary Values**

The Selectmen reviewed Avitar Assessing's preliminary values. The average increase across different property types was discussed. The Town Administrator reported that our assessors will be conducting hearings with property owners here in the meeting room starting August 23<sup>rd</sup>.

#### **Signature Folder**

The Selectmen:

- Reviewed, discussed, and approved the minutes of the July 25, 2018 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved a Purchase Order: EM – Beltronics.
- Reviewed, discussed, and approved a Pole License: Eversource.
- Reviewed, discussed, and approved DRA form PA-16: State Forest Reimbursement.
- Reviewed, discussed, and approved a water disconnection order.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 4:38 p.m.**

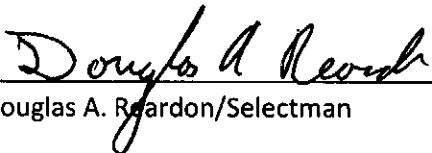
**Motion carried with 3 in favor, none opposed.**

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

**Approved by:**

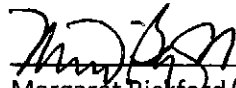
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Carla C. Mary/Chairperson



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Douglas A. Reardon/Selectman



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Margaret Bickford/Selectwoman