

**Town of Greenville
Board of Selectmen
Minutes – October 11, 2018**

Call to order in the Town Hall Meeting Room, 46 Main Street, Greenville at 3:00 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Meet with Road Agent Tom Plourde Re: 2019 Highway Budgets

The Selectmen met with Road Agent Tom Plourde to discuss the highway administration and streets budgets. Chairperson Mary asked if anything had moved forward regarding Mike Lamarre's offer to contract electrical work to provide back-up power for the highway garage. Mr. Plourde answered that he had not been contacted by Mr. Lamarre. The Selectmen asked questions about line-items that were substantially under budget. Some had been expended, such as paving, but were not reflected on the budget worksheet. Chairperson Mary asked the Town Administrator to provide year-to-date expenditures for future budget reviews. Mr. Plourde indicated other lines would be expended with year-end purchases. Chairperson Mary questioned if the proposed amount for heat and oil would be sufficient, given the over-expenditure this year. Mr. Plourde explained his use of 5-year averages to determine his budget amounts. He explained that he plans for 11 plowable events when calculating overtime and temporary help.

The Selectmen asked about the proposed salary amounts. Mr. Plourde answered that the salary line reflected a 4% increase for his staff and a 7% increase for himself, as prior salary studies have indicated his compensation is below average. Chairperson Mary indicated the Selectmen would be discussing salaries when the full budget picture is known.

Selectwoman Bickford asked how many trucks the department has in operation. Mr. Plourde answered that there are 3 6-wheelers and 2 1-ton pick-ups. He expects in the future to get rid of the largest 6-wheeler and get another 1-ton with a sander. In reviewing the Highway Streets budget, it was noted that roadside mowing was not expended. Mr. Plourde explained that the work had been delayed, and it is now late in the year to have it done. He recommended encumbering those funds to allow for two rounds of mowing next year. In discussing winter maintenance, he noted he has been able to keep an even budget, despite material cost increases, by stockpiling in years with less usage. There were no other questions.

Old Business:

Eversource Appeal: Sancoucy Contract

The Town Administrator reviewed a letter from George Sancoucy addressing the contract revisions we requested based upon our Assessors recommendations. As the Selectmen's prior approval of the contract was contingent upon the requested revisions, all of which were not fully incorporated in the document, the Town Administrator requested a motion to accept the contract as presented.

Selectwoman Bickford asked about the potential loss of revenue if utility values were abated. The Town Administrator did not have the figures, but believed it would be substantial based upon Mark Stetson's comments at the last meeting.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the contract with George Sancoucy as presented.

Motion carried with 3 in favor, none opposed.

Green Bridge Info

The Town Administrator provided the Selectmen with a preliminary estimate previously received from NH DOT, in July of 2013, indicating the then cost of replacement versus rehab of the green bridge was \$3,220,000 or \$1,520,000 respectively. Having spoken with the current State Bridge Aid program director, she relayed that the State is currently in process of reviewing the currently committed projects, as costs have increased at a rate higher than previously estimated, to determine if the 9 to 10 year estimate for available aid is accurate. When that review is complete, the State will re-estimate the project, either utilizing a multiplier on the previously determined cost, or by re-evaluating the bridge. We do not need to file the new request that was signed at the last meeting. The Town Administrator estimated that our annual contributions to the capital reserve account would need to increase to at least \$50,000 annually to fund the Town's 20% match. Chairperson Mary questioned the option of rehab versus replacement, as the bridge was (according to the State paperwork) rebuilt in 1986. The Town Administrator noted that the original estimates were done before the bridge was red-listed for poor substructure. Chairperson Mary expressed that the Town should plan for replacement rather than rehab. The Town Administrator discussed the challenge of funding the project, as the Town will need to almost fully fund the project, then await the State's reimbursement at different stages. When the new estimates are available, we will have to further investigate how to meet the bridge aid program requirement of raising or appropriating the funds so far in advance of construction.

Meeting Room Renovations

The Selectmen reviewed a quote from Water Fire Mold to safely remove the meeting room carpet, treat the walls and ceiling, investigate possible areas of water intrusion, and treat the area of the cells behind the meeting room. The Town Administrator discussed the device the company owner used, which indicated more moisture at the floor level of the exterior wall than at the mid-point, though the amount was moderate (not actively wet). The Selectmen did not want to commit funds to address the area of the cells with the cause of the underlying issue still unknown.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept the quote from Water Fire Mold to remove the meeting room carpet only.

Motion carried with 3 in favor, none opposed.

New Business:

Ferric Pilot & To-Do Lists/Underwood ESRs for Commercial Projects

The Selectmen reviewed the Pilot Study Report Recommendations Schedule, structural improvement cost estimates, and ESRs for engineering oversight of ongoing commercial projects, all from Underwood Engineers. The Town Administrator reported that she had requested cost estimates on the pilot Study recommendations and was concerned about the aggressive timelines for completion. Chairperson Mary believed substantial investment would be needed to bring the plant water system back online, as the pump is no longer in place. Selectman Reardon questioned the additional engineering costs, wanting to understand the basis for the engineers' quotes and what items could be done in-house or contracted directly. The Selectmen wanted further information from either Dave Brennan or Underwood in order to proceed with any commitments for work at the plant. The Selectmen reviewed ESRs for Greater Waste Solutions and Dollar General. The Town Administrator reported that a sub-contractor on the Dollar

General project made the utility connections without authorization or inspection. Selectman Reardon expressed strongly that the only sufficient resolution would be to have the work unearthed and verified. He felt that the inspections could be performed by the Water/Wastewater Superintendent and the Road Agent, rather than Underwood. The other Selectmen agreed, and the approval of the utility applications was tabled. Regarding the ESRs, the Selectmen discussed then need for Town engineering oversight, in general, only for work which impacts Town property or rights-of-way. The Selectmen requested clarification about the purpose of the proposed ESRs before taking any action.

Town Report Bids

The Selectmen reviewed bids for the 2018 Town Report. The Town Administrator noted that she would prefer to continue with the same size booklet for the next two years, because of the 5-year binding of reports for preservation purposes. The Town Administrator noted the quote of last year's vendor was the lowest to continue with the coil binding style that had been ordered the past several years, or we could go with a saddle stitch binding through another vendor for a savings of a couple hundred dollars. The Selectmen agreed to accept Gary Fuller's quote of \$1240 for the 6 X 9 book with coil binding.

Clarification Re: Water/Sewer Application Fees Returned If Denied

The Town Administrator reported that she was contacted about a potential new water service at a residential property on Rousseau Hill Road. The resident questioned if the \$3,000 fee required to be submitted with the application would be returned if the connection were not approved. The Selectmen agreed that, in the circumstance of a residential connection where the water is available at the street, the application fee should be paid after the Water Department determined that the connection could be made.

Christmas Banners

The Beautification Committee requested comment from the Selectmen regarding the purchase and installation of Christmas Banners for approximately 6 poles on Main Street. The Selectmen expressed support for the project, so long as the Highway Department had the time and capability to attach the banners, and the proper permissions were obtained from utility company. The Town Administrator will check with the Road Agent.

Pilgrim Foods President Requests Meeting Re: Accepting Flow

The Town Administrator relayed that Mr. Charles Santich, President of Pilgrim Foods, visited her office to respond to her request that the company consent to hydrant flushing without the requisite 60-day notice. He agreed to provide written notice waiving the 60 notice in this instance. He also requested that the Selectmen reconsider beginning discussions on Pilgrim Foods discharging process wastewater to the WWTP. He cited his plant's improvements, such as the ability to control the ph of such discharge, as reasons for the Town to consider their connection. Chairperson Mary expressed that any future industrial discharge from Pilgrim Foods would require a holding tank and other WWTP improvements funded by the company. Selectwoman Bickford expressed a willingness to explore the possibility of Pilgrim Foods discharging to the WWTP. Both Chairperson Mary and Selectman Reardon expressed that they had no interest in pursuing an industrial connection at this time.

Preliminary Tax Rate

The Selectmen reviewed preliminary tax rate information from the Department of Revenue. With the new town valuation, county and state school tax rates are down, \$1.15 and \$1.96 respectively, but the local school rate is increasing to \$13.53. With zero fund balance and limited overlay, the municipal portion would be \$12.58 per thousand, down from \$14.45. The Selectmen discussed the impact this combined rate would have for various properties, as assessments increased at widely varied percentages. The Town Administrator discussed the need to manage cash as we approach the end of the year as the basis for her opinion, which is shared by the Treasurer, that no fund balance should be used to offset taxes. She explained that with the use of 300K last year, and budget savings of roughly half that, our net position change is negative. With the tightening of budget lines, there will be less year-end surplus, making use of fund balance unsustainable. Chairperson Mary asked for the fund balance total. DRA shows the Town's fund balance at \$1,043,866. The Town Administrator noted our year-end receivables were \$770,000. Chairperson Mary questioned the current status of outstanding receivables. The Town Administrator will obtain those figures. The Selectmen expressed agreement that no fund balance should be used.

Signature Folder

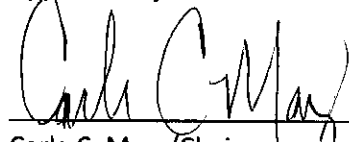
The Selectmen:

- Reviewed, discussed, and approved the minutes of the September 26, 2018 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed and discussed Water/Sewer Service Applications: Dollar General – tabled.
- Reviewed, discussed, and approved Pool Abatements: Martin, Leroy.
- Reviewed, discussed, and approved Pole Licenses: Eversource.

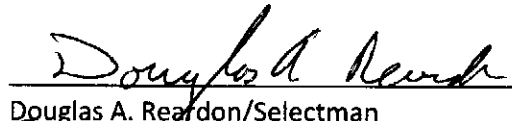
**Motion by Selectman Reardon, 2nd by Chairperson Mary, to adjourn the meeting at 4:58 p.m.
Motion carried with 3 in favor, none opposed.**

Submitted by: Tara Sousa/Town Administrator

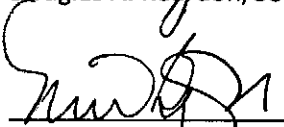
Approved by:



Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman