

**Town of Greenville
Board of Selectmen
Minutes – December 26, 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.

Old Business:

Tree on Livingston

The Town Administrator relayed that Tom Plourde had obtained a verbal quote of \$850.00 from Wally's Tree Service for removal of the tree in front of 84 Livingston Road. Selectman Reardon noted that he still disagreed with the prospect of the Town paying to remove the tree. Chairperson Mary noted that the quote was supposed to be to drop the tree only, as the homeowner has agreed to do all the clean-up. The Town Administrator will confirm that the quote reflects dropping of the tree only. The Selectmen wanted additional quotes, and the Town Administrator recommended contacting the company that removed trees at the wastewater plant. The matter was tabled to allow time to obtain an additional quote.

Budget Decisions – Salary Requests

The Selectmen discussed salary requests beyond their recommended 3%. Tom Plourde had requested a 7% increase, as previous salary studies had indicated his salary was below average. Chairperson Mary explained to Selectwoman Bickford that there was also a need to create greater separation between the Road Agent's compensation and his subordinate. The Selectmen agreed to recommend a 5% increase for Mr. Plourde.

The Selectmen discussed the Town Administrator's salary, as she had expressed concern that the previously discussed \$5,000 increase might not be advisable given the Town's financial position. Chairperson Mary discussed that Tara Sousa's starting Town Administrator salary was an interim salary determined based on inexperience in the position, which remained in place due to last year's salary freeze. The Selectmen agreed upon a 7% increase, resulting in an annual salary of \$56,710.

The Selectmen discussed the Town Clerk/Tax Collector's request to increase Deb Reardon's hourly rate to \$25. Selectman Reardon reiterated his recusal from this matter. The Selectmen reviewed Mrs. Reardon's recent compensation history, the responsibilities of her position, and how the recommended wage would compare to other administrative positions within the Town. It was noted that Mrs. Valliere could authorize an increase in defiance of the Selectmen's recommendation if the approved department budget(s) allowed. Chairperson Mary and Selectwoman Bickford agreed to support only the blanket 3 % recommended for most employees.

Underwood ESR

The Selectmen reviewed the tabled Underwood ESR (#26). Given Utility Partners' reported progress with getting the sludge collector up and running, and the jar testing performed by Bryan Tanner, the Town Administrator indicated that the scope of what is needed from Underwood has changed. She

recommended requesting a revised ESR that includes the wastewater plant, and would provide for a comprehensive review of both facilities. She expressed that contracting previously discussed on-going oversight at this time would not be advisable, as the need for, and scope of that, may be dependent on the outcome of this initial review. Selectmen Reardon expressed that he felt strongly that Utility Partners should pay for the third-party audit. Chairperson Mary and Selectwoman Bickford agreed that it would be their preference for Utility Partners to fund Underwood's review, but that it is needed regardless, so if Utility Partners refuses, the Town would need to fund it. Chairperson Mary discussed specifying that the water treatment plant review include the location/number and accuracy of turbidity meters. In the interest of expediency, the Selectmen authorized the Town Administrator to sign the revised ESR if Utility Partners agreed to cover the cost.

Chairperson Mary noted that she was contacted by Scott Kelly of Suez, the wastewater contractor for Jaffrey, NH, indicating their potential interest in bidding should the Selectmen seek an alternate contract operator.

New Business:

Encumbrances

The Selectmen reviewed encumbrances requested for previously authorized purchase orders for the Fire and Forest Fire Departments. Chairperson Mary questioned if the Fire Department had been able to expend monies for communications equipment in order to reduce the requested warrant article amount. The Town Administrator indicated that she was aware some radios and pagers had been purchased, but was unsure the impact, if any, on the proposed 15K warrant article. She answered that she would check with Chief Buttrick.

Warrant Article Proposal – Emergency Management

The Selectmen reviewed a letter from Ed White, Emergency Management Director, recommending a warrant article in the amount of \$10,600, to fund the installation of a generator at the Highway Garage. The Selectmen expressed concerns that the amount was high for the work proposed. The Town Administrator explained that the \$10,600 amount came from a quote Mr. White had obtained for a comprehensive install, but that he was seeking additional quotes, so the requested amount could be reduced. Chairperson Mary questioned if the Highway garage could be connected into the existing generator for the wastewater plant. The Selectmen wanted to investigate lower cost options before deciding about the inclusion of the proposed article in the warrant.

Appoint David Orgaz ZBA Alternate

The Selectmen reviewed and executed an appointment form for David Orgaz to serve as an alternate to the Zoning Board of Adjustment.

NH DES Certification for State Aid Grant

The Selectmen reviewed the DES State Aid Grant "Request for Verification." This form required the designation of a representative authorized by the governing body to apply for the grant.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to authorize Town Administrator Tara Sousa to sign the DES State Aid Grant Request for Verification.

Motion carried with 3 in favor, none opposed.

PSNH Appeal Counsel Change

The Selectmen reviewed a letter from Mitchell Municipal Group (the attorneys handling the PSNH appeal) which indicted that, due to staffing concerns, they needed to transfer some of the pre-trial and trial responsibilities to other attorneys (Chris Boldt and Eric Maher of DTC). The Selectmen had no objections to the change in counsel.

Miscellaneous

The Town Administrator reported that Gregg Eastman had requested that he be able to carry-over his unused vacation time, due to his unanticipated absence for a worker's comp injury. He currently has 1 week of unused vacation time.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to allow the carry-over of 1 week of vacation time for Gregg Eastman.

Motion carried with 3 in favor, none opposed.

Public Comment

Rick Miller commented on the concerning information in the press regarding the Town's water plant. He noted that his wife had perceived a change in the water recently. He expressed thankfulness that Chairperson Mary had expertise in this area and confidence that the Selectmen will properly address the situation.

John Reed expressed surprise that, despite the recent news coverage, only 3 townspeople were present at the meeting. He questioned the root cause of the problem at the water plant. It was explained that sludge built up due to an equipment failure that was not addressed in a timely manner. The Town Administrator noted that sludge is a normal part of the treatment process, but it was the failure of the sludge collector to properly remove it that allowed it to build up. Chairperson Mary diagrammed the treatment process for those in attendance, and discussed the potential impacts to the filters had the sediment basin problem continued to go on unresolved. She asked the Town Administrator to check when the filter cleaning was last done (by Blue Earth Labs, she believed). Mr. Reed questioned if the State should be brought in. Chairperson Mary answered that State involvement was not needed at this time. Mr. Reed expressed agreement with the Selectmen that Utility Partners should be responsible for the cost of having the plants reviewed.

Encumbrances

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to encumber \$2294.00 per the slate of open Forest Fire Department purchase orders.

Motion carried with 3 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to encumber \$4029.00 per the slate of open Fire Department purchase orders.

Motion carried with 3 in favor, none opposed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to adjourn at 7:28 p.m.

Motion carried with 3 in favor, none opposed.

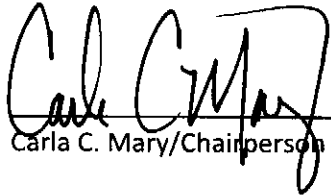
Signature Folder


The Selectmen:

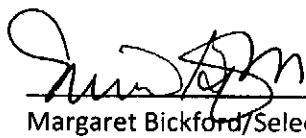
- Reviewed, discussed, and approved the minutes of the December 10, 2018 and December 12, 2018 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Order: Clerk/Tax – Certified Computer.

Submitted by: Tara Sousa/Town Administrator

Approved by:


Carla C. Mary/Chairperson


Douglas A. Reardon/Selectman


Margaret Bickford/Selectwoman

To Be Encumbered

Forest Fire

\$1533.00	PO #585	Fire Tech & Safety
\$761.00	PO #584	Bergeron Protective
Total: \$2294.00 (01-4290.1-191 - \$1894.00; 01-4290.4-630 - \$400.00)		

Fire Department

\$1000.00	PO #596	J+D Auto (01-4220.6-630)
\$578.00	PO #587	MEI Medical Equipment (01-4220.7-690)
\$1995.00	PO #287	Fire Tech & Safety (01-4220.6-680)
\$456.00	PO #338	Bergeron Protective (01-4220.6-680)
Total: \$4029.00		