

**Town of Greenville
Board of Selectmen
Minutes – February 13, 2019**

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.

6:00 p.m. Meet with Mike Lamarre Re: Application for Water & Sewer

The Selectmen met with Mike Lamarre regarding the proposed connection for water and sewer at the self-storage facility he is developing on Old Mason Road. Mr. Lamarre requested that the Selectmen treat the connection as a (single family) residential connection, as water and sewer will only serve the caretakers cottage on the property. Chairperson Mary questioned the proposed size of the service line, and Mr. Lamarre answered he believed it was designed to be a 1" service. Chairperson Mary noted that, per the Town's rate sheet, the fee was increased for services 1" or larger. The Town Administrator explained that the procedure for approval was being done out of the normal order, as the Selectmen needed to make a decision on whether they would require an escrow to provide for an engineering review, or if the standard residential review by our water/wastewater Superintendent would be sufficient. The Selectmen agreed that the service only required the same review as a residential service, and signed the applications for service. The Town Administrator indicated she would forward the applications and site plan to Utility Partners staff for review. Mr. Lamarre told the Town Administrator he would bring in an additional check for the difference in the connection fee.

Old Business:

Eversource Counsel Engagement

The Town Administrator reported that she had reviewed the contract, and it allowed for withdrawal from the Eversource appeal consortium at any time if the Town so opted. There were no objections to the execution of the contract. Chairperson Mary executed the contract with Donahue, Tucker, & Ciandella, PLLC.

Deed List

The Selectmen reviewed the 2015 lien deed list provided by the Tax Collector, as well as written explanations of amounts that were in error or had noticing issues. The Selectmen agreed to the deeding of the following properties:

Map 2 Lot 4

Map 1 Lot 70 Sub 31

Map 1 Lot 70 Sub 150

Map 6 Lot 68

Map 7 Lot 27

Chairperson Mary questioned what would happen if the owners came in to pay tomorrow. The Town Administrator had to confirm with the Town Attorney, but believed that they would be required to pay the full amount owed and the fee to redeem the deed.

New Business:

Lagoon Dredging Quotes and Information

The Selectmen reviewed 3 quotes obtained by Dave Brennan for dredging both lagoons at the water treatment plant and piling the material on-site. The Selectmen also reviewed an email from Randy Suozzo at DES regarding the DES's approval of the proposed site for the stockpiled material, and the division of DES which would regulate the eventual material removal from the site. Chairperson Mary requested a diagram of the proposed location. The Selectmen agreed to table the matter until the next meeting.

Utility Partners Budget Reconciliation

The Selectmen reviewed Utility Partners 2018 budget reconciliation, which indicated an overage in their maintenance line-item of \$5,337.53, \$1,568.50 of which was lab analysis costs associated with the pilot study. Chairperson Mary questioned the 2 Sheldon Farms invoices, as they were over the \$1,000 threshold which normally should have been authorized by the Selectmen and paid directly by the Town. Selectman Reardon wanted the Town Administrator to review prior meetings/reports to confirm that the Board had not approved the expenditure. The Selectmen agreed to have the Town Administrator contact Rob Lauricella to dispute those amounts.

Grant Funding for Hazard Mitigation Plan Update

The Selectmen reviewed a letter from the Southwest Regional Planning Commission indicating that there are HSEM grant funds available for the Town to update its Hazard Mitigation Plan, with no financial match required from the Town. The Town Administrator noted that she had been in contact with Emergency Management Director Ed White to confirm his willingness to participate in the plan update.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to have the Town Administrator sign the letter to HSEM to accept the grant funds through SWRPC.

Motion carried with 3 in favor, none opposed.

DRA Final Ratio Study Report

The Selectmen reviewed the Department of Revenue's equalization ratio, which indicated a ratio of 99.7%.

Avitar Abatement Response: Scheffer

The Selectmen reviewed the abatement recommendation provided by Evan Roberge of Avitar Associates for the abatement filed by the Scheffers of 31 Hemlock Road.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to deny the requested abatement for 31 Hemlock Road in accordance with Avitar's recommendation.

Motion carried with 3 in favor, none opposed.

Miscellaneous:**Building Inspector Conference Submission**

The Selectmen reviewed information submitted by Scott Tenney for the Building Inspector conference he has attended in the past. The Selectmen discussed the division of costs between Mr. Tenney's full-time employer and the Town, and hours of conference attendance appropriate for a part-time employee. No decision was made.

The Town Administrator relayed that she had discussed with Mr. Tenney reconvening a meeting with the Health Officer and Fire Inspector to work on developing a housing standard. He indicated that the Planning Board would be working on definitions in the zoning ordinance, which would be an important baseline for any housing ordinance. The Town Administrator recommended to Mr. Tenney that the Health Officer be advised of the meetings where that will be on the Planning Board's agenda.

Fireworks

The Town Administrator noted that she had received 1 quote and was anticipating at least one more which would have fireworks cost for this year at or below budget.

7:00 p.m. – Public Hearing on the 2019 Budget and Warrant Articles

Chairperson Mary opened the Public Hearing and alerted attendees to the available handouts, and asked if everyone understood them. She noted that the overall increase in the general fund budget (\$25,581) was consistent with the cost of the 3% salary increases proposed for all employees.

The Selectmen reviewed the individual sections of the General Fund Budget.

Executive: Someone noted that the Selectmen were not receiving an increase, and voiced that they would support an increase for them.

Election and Registrations: There was a question as to whether there were less scheduled elections this year, and the Town Administrator replied that there was only one election this year.

Financial: Town Office: Michael Sadowski asked if the Selectmen had accepted the Avitar contract for Assessing. Chairperson Mary answered that the Selectmen had signed a five-year contract with Avitar. The Town Administrator discuss the reduction of the assessing line-item to reflect a non-revaluation year, but that there were also additional assessing costs associated with the Eversource abatement.

Tax Collector, Treasurer: No questions.

Legal: Chairperson Mary discussed the need to keep a substantial amount budgeted in this line, despite the low prior year expenditures. The Town Administrator discussed that this reflects legal costs that are not budgeted elsewhere, such as Planning Board or Zoning.

Personnel Administration: Rick Miller commented on the increasing cost of health insurance. The Town Administrator explained that most of the increase is attributed to changes in employee enrollment, and that the Selectmen approved a transition to a lower cost plan in 2019, resulting in a 3.1% rate increase versus a 10+% increase had we remained on the same plan.

Planning/Zoning, General Government Buildings, Cemetery, Insurance, Regional Association: No questions.

Timber Control: Someone asked who the Timber Control Officer was, and the Town Administrator answered that it is Charles Buttrick. She noted that there had been a substantial amount of timber activity this past year.

Police: Mr. Sadowski questioned the cost of details, particularly those performed in other towns. Police Chief James McTague responded that details are only performed during officer's time off, and that they are billed to the company requesting the detail. He stated that the Town makes money on details, which helped pay for a portion of the new cruiser and other items such as tires. Mr. Miller asked about the salary increases the Police Department would be receiving, and if it was sufficient to keep staff. Chairperson Mary discussed that the department would be receiving 5%, with the reasoning that the additional 2% (over the 3% for other employees) would be funded by Temple. Selectman Reardon answered that we are not keeping pace with surrounding towns, but the Selectmen have only done what they believe the taxpayers can bear. Chief McTague discussed that there is a shortage of officers throughout the state. He noted that their salary study has indicated we are 14% below average for a sergeant, 12% below average for an experienced officer, and 7% below for new officers. He stated that we are not losing officers to large departments, but to neighboring towns. He discussed the cost of the academy, and how towns are using signing bonuses to steal certified officers. Shirley Winslow asked about the tenure of our officers, and the chief replied that our senior officers have been here 13 and 6 years. Chief McTague discussed that 3-year contracts have been used to attempt to ensure recoupment of academy costs, but that competing departments can offer to pay the difference owed by the officer. Mr. Sadowski questioned why the department was over-budget in overtime. The Chief explained that they have limited part-time officers, so there are shifts which are covered by full-time officers or not staffed. James Lambert asked if we are requiring a 3-year contract. Chief McTague answered yes, we did, for the most recent full-time hire. Deb Spratt asked if detail funds could be used to provide recruitment bonuses. Chief McTague and the Selectmen were unsure if the detail revolving fund could be used in that way. Ashley Saari, of the Ledger Transcript, asked how many officers the department currently had, and the chief answered 4 full-time and two part-time. The Town Administrator noted that the newspaper story about Temple's budget hearing indicated that the Police budget was down, but she believed that was because there was substantial 2018 surplus, Temple's portion of which would be applied to their 2019 cost.

Ambulance: No questions.

Fire: Mike Sadowski asked if the Fire Budget reflected the communications upgrade that has been discussed. The Town Administrator answered that the department had purchased some high-band equipment under the communications line-item, but that most had been expended as part of a 2018 warrant article, and that an additional warrant article was proposed this year to finalize the project. Selectman Reardon asked Fire Chief Charles Buttrick how many members the department currently has on the roster, and he replied roughly 18. Chief Buttrick noted they could still use additional volunteers. Mr. Sadowski questioned the reduction in the EMS training line. Chief Buttrick answered that the trend has been limited numbers of volunteers interested in pursuing EMS training.

Building Inspection: Mr. Sadowski asked about the purpose of the dollar in the assistant inspector line. The Town Administrator answered that the line is maintained in the event the Building Inspector were unavailable, and we, for example, needed to contract coverage with another town's inspector.

Emergency Management, Forest Fire, Other Public Safety: No questions.

Highway Admin, Streets, & Street Lighting: Chief Buttrick asked why the flood insurance line had been reduced to zero. The Town Administrator explained that those costs had been shifted to more accurate locations in the budget in a prior year, but this budget had not been reduced to reflect that. Mr. Sadowski asked if the electricity line had been raised enough, considering the over-expenditure in 2018. The Town Administrator answered that the Road Agent uses a 5-year average to determine his funding requests. Mr. Lambert asked anything could be done about the potholes on Main Street. Selectwoman Bickford noted that they had been filled (by the State), but the repair did not last. Mrs. Spratt asked if the Town staff could fix the holes and bill the State. Chief Buttrick said that there was an RSA (in the past) which governed this type of issue. The Town Administrator agreed to look into the existence of any RSA. She noted that one side of Main Street had been scheduled for paving last summer, and that she or the Road Agent may be able to find out if the part of Main Street in questioned was scheduled to be paved.

Wilton Recycling: James Hartley asked if there had been any movement toward changing to G.W. Shaw for solid waste, noting his concern that there may be an RSA which requires a municipal recycling center be available to residents. The Town Administrator explained that Greater Waste (Shaw) did not yet have their transfer station permitting in place, so the Town is bound to the Wilton Recycling Center through 2019. Any changes would need to be noticed by June 30th to go into effect for 2020, and Greater Waste has not offered anything in terms of a proposal to provide the Town's services. The Town Administrator expressed that she would not expend anything, on legal advice, for example, to explore this option until the facility was fully permitted.

Health Officers, Animal Control, & Health Agencies: Someone asked who the Animal Control Officer was, and what type of calls to which she responds. The Town Administrator answered that the Animal Control Officer is Katherine Newton, and that she responds to different types of domestic and wild animal calls. The Town Administrator noted she had requested a report with a breakdown of calls for the Town Report, but had not yet received one.

Town Assistance: No questions.

Parks & Recreation: Mr. Sadowski questioned what is encompassed in pool salaries. The Town Administrator answered that the pool manager and lifeguards are reflected in that amount. All of the pool staff is paid hourly, with 2 to 3 lifeguards on duty whenever the pool is open. Regarding the proposed warrant article to repair the pool house, he noted that there have been substantial annual costs, with money going in and out of the Expendable Trust Fund. Selectman Reardon responded that the pool house was built 30+ years ago, and the building has not had any major improvements since. The Town Administrator noted that major expenses have been with the pump equipment and pool painting. Selectman Reardon expressed his strong support of keeping and maintaining the pool.

Library, Patriotic Purposes, Conservation, & Economic Development: It was asked what is encompassed in Economic Development. The Town Administrator answered that in the past it had been used to support the Community Profile, and that it is meant to support or improve the business environment in town.

Chairperson Mary noted the anticipated tax impact of the General Fund budget increases as \$0.22.

Article 4 – Wastewater Department: Mr. Miller commented on the 7% increase, questioning how Utility Partners justified the increase in light of the recent issues at the water plant. Chairperson Mary explained that the contract operation fees are only increasing by 2.3%, which is dictated by the CPI (Consumer Price Index). The Town Administrator explained that the major increase is in the chemical treatments line-item, which the Town pays directly, and is a result of the good results achieved with piloted chemicals to meet our permit limits for aluminum. He asked if the issues at the plant have been resolved. Chairperson Mary answered yes, that the Board has been satisfied with Utility Partners response. She noted that another provider they investigated would have cost substantially more and resulted in large rate increases. Richard Eaton expressed his appreciation for having Carla Mary, with her background in water and wastewater, on the Board of Selectmen.

Article 5 – Water Department: Mr. Lambert commented on the mineral build-up he witnessed on a humidifier. Chairperson Mary discussed the types of minerals prevalent in New Hampshire's water.

Article 6 – Capital Reserve Funds: Mr. Sadowski asked how much is in the Green Bridge Capital Reserve, and if there has been any consideration of a timeline to address the needed repair or replacement. The Town Administrator answered that there is \$215,970 in the Green Bridge Capital Reserve. She explained that she had reached out to the State Bridge Aid program for an updated repair/replacement figure, but the program is currently reviewing its commitments to determine the timeline for any new projects. She had estimated it would take a \$50K annual commitment for 10 years for the Town to have its matching funds for replacement.

Article 7 – Expendable Trust Funds: Mr. Sadowski commented about the large annual amounts added to Pool Repair & Improvement. The Town Administrator noted that although the total allocation is the same as last year, less is coming from unreserved fund balance, so there is an estimated tax impact.

Article 8 & 9 – Water/Wastewater ETF: Mr. Eaton asked if the Town will have fund balance numbers available at Town Meeting. The Town Administrator answered that the audit will not be fully completed, but she should be able to have good estimates by Town Meeting.

Article 10 – Highway Block Grant: Mr. Sadowski asked about the paving planned for 2019, noting the poor condition of Livingston Road and wanting to know how roads are prioritized for paving. The Town Administrator relayed that the only paving noted in the Road Agent's annual report was shoulder work on Adams Hill, Nutting Hill Road, and Greenville Road. Chairperson Mary stated the Road Agent was not here due to plowing, but he would be at Town Meeting.

Article 11, 12, & 13 – Pool House Repair, Fire Communications, Highway Dept. Generator: No questions.

Article 14 – Keno: Chairperson Mary announced that there would be a public hearing on the Keno article February 27, 2019 at 7:00 p.m. Mrs. Spratt asked if Keno proceeds come back to the Town. The Town Administrator explained that Keno helps fund full-day kindergarten, which the school district does not offer, and that if we did have full-day kindergarten, we could receive funds without approving Keno in Town. Chairperson Mary noted that the retailer receives 8%, and she supports it to help the businesses in Town. Mr. Lambert questioned why Keno was not on the ballot. The Town Administrator explained that the statute does require a ballot vote, but does not require it be on the official ballot, so it will need to be a paper ballot vote at Town Meeting.

Mr. Sadowski commended the Board for limiting the increase in the budget and the anticipated tax increase. Mr. Miller commented that the Board did a good job in reducing budget amounts to reflect actual expenditures last year. Mrs. Spratt expressed kudos and thanks for the meeting room having been renovated.

Signature Folder

The Selectmen

- Reviewed, discussed, and approved the minutes of the January 23, 2019 and February 6, 2019 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved an Elderly Exemption.

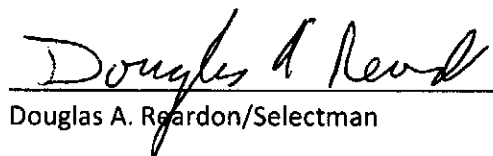
Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn at 8:23 p.m.

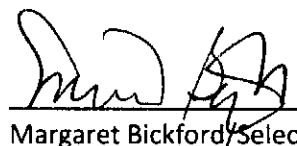
Motion carried with 3 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman

Margaret Bickford/Selectwoman