

**Town of Greenville
Board of Selectmen
Minutes – September 26, 2019**

Call to order at the SAU 87 Mascenic Education Center, 16 School Street, Greenville at 3:33 p.m. Present: Selectmen Doug Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Meet with James Hartley Regarding Cemetery Roofing Project

Cemetery Trustee James Hartley met with the Board and discussed the poor condition of 2 roofs at the cemetery. He explained that he had obtained a quote for the work which exceeded the available department budget, and wanted permission to over-expend in order to complete the project this year before pursuing additional quotes. Selectwoman Bickford questioned the percentage of overage and asked the Town Administrator about process to access other funds in the budget. The Town Administrator discussed the option to transfer between line-items, or to over-expend with the knowledge of that amount being earmarked out of another budget. She discussed The Selectmen expressed their preference to not transfer, so that the overage is visible, but can then be explained at Town Meeting. The Selectmen indicated their willingness to approve the expense, and that Mr. Hartley should obtain additional quotes if possible.

Meet with Jason and Kat Seymour Re: Main St. Parking Spaces & Agreement for Fire Station Parking

Jason and Kat Seymour, owner of 47 Main Street, met with the Selectmen and discussed the historic arrangement the Town has had with former owners of their property (which includes land adjacent to the fire Station), wherein the Town has paid one dollar annually to lease the area at the fire station for parking. The Seymours discussed wanting to formalize that arrangement for insurance purposes, and suggested that they would be willing to have the same type of agreement for the parking spaces in front of their building on Main Street. They expressed a desire to help the Town by making those spaces available for the Town Hall and area businesses, but explained that under their insurance coverage, they cannot accept the liability of public parking. The Town Administrator noted that though she was able to find reference to the fire station parking agreement as far back as 2004, she has been unable to find any document formalizing such. She discussed needing to have the Town's attorney draft an agreement. The Selectmen expressed their willingness to have Atty Bedard draft an agreement for both parking areas. The Seymours thanked the Board for meeting with them.

Old Business:

Primex CAP Resolution

The Town Administrator explained that although she had presented the Primex CAP agreement at a previous meeting, and been given the authority to sign the contract, she had neglected to have the Board adopt the required resolution.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adopt the following resolution and to authorize Town Administrator Tara Sousa to sign the agreement on behalf of the Town:

"To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Property & Liability Contribution Assistance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all the terms and conditions of the Primex³ risk management pool membership during the term of the Property & Liability Contribution

Assistance Program (CAP). The coverage provided by Primex³ in each year of membership shall be as set forth on the Coverage Documents of Primex³."

Motion carried with 2 in favor, none opposed.

Stairs, Basement, Pool House

The Selectmen discussed the scope of work for the 2 previously received bids for the Town Hall steps. The Town Administrator shared Mike Lamarre's feedback on the low bid, as well as a testimonial received from the Amherst DPW Director for the contractor with the higher bid.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept the bid of Pendlebury Masonry, at \$13,700, for the repair of the Town Hall steps.

Motion carried with 2 in favor, none opposed.

The Town Administrator discussed that she had been waiting for the final estimate by Primex's 3rd party adjuster for the basement water damage. The Selectmen recommended contacting Primex to alert them to the delayed report and lack of communication.

The Town Administrator discussed an issue with the requested deposit from Tandem Construction for the pool house project. Selectman Reardon relayed his communication with Mr. Torneau that no more than 50% was acceptable as a pre-construction deposit amount. Selectwoman Bickford agreed that the contract could reflect 50% of the total cost at the start of construction, with the balance paid upon completion.

Barrett Hill Road Emergency Lane

The Town Administrator discussed that her research into the possible declaration of Barrett Hill Road as an emergency lane revealed that a bond had been required for future repair of the road at the time of the cell tower approval. She will be contacting the property owner to research the bond further.

New Business:

2020 Budget Priorities

The Town Administrator asked the Selectmen to provide her any priorities that they would like her to research for the 2020 department budgets or warrant articles. Selectman Reardon suggested that the pool needed to be repainted. The Town Administrator noted that the monies which were not expended on the previous painting contract lapsed back into the Pool Expendable Trust. Selectman Reardon noted the challenge of finding a qualified contractor to perform this work. Selectwoman Bickford questioned who is responsible for the Main Street bridge, which she felt was in aesthetically poor condition. The Town Administrator and Selectman Reardon concurred that that bridge is State-owned and maintained. The Town Administrator recommended a warrant article be considered to repair walkways at the Library, including the alleyway (down the left side of the building), and the sections of the Main Street sidewalk that are in poor condition. She reported that she had discussed this with the Road Agent, and noted the availability of a sidewalk capital reserve account to partially fund the project. Selectwoman Bickford brought up the Fire Department administration issue raised by the Chief, as well as succession planning, as the Chief had requested an appointment of one year only. Selectman Reardon expressed that the Fire Department should bring any needs or increases as part of their budget proposal.

Budget: Parks & Rec

The Town Administrator presented the 2020 Parks and Recreation budget, which reflected a 1.8% increase over the current year, with small increases in salaries, telephone cost, and the fishing derby. She recommended a line-item be added to provide for non-pool equipment, repairs, etc., such as mulch for the playground. The Selectmen expressed support for adding such, and the Town Administrator indicated she would bring an amount back for consideration after researching anticipated costs.

Complaint Re: Avitar

The Selectmen reviewed a resident's complaint that Avitar had entered their yard for data verification despite the resident's written request to opt-out. The Town Administrator explained that she believed the error was at least, in part, due to miscommunication between her office and Avitar, as the resident's letter had been forwarded to the assessors, but their address was not included on a list compiled after all the opt-outs had been received. The Selectmen felt that a response to the resident which acknowledged the miscommunication with regret was the only remedy needed at this time.

Registry of Deeds Monarch System Agreement

The Selectmen reviewed a letter from the Hillsborough County Registry of Deeds regarding a software change to a system called Monarch, by which the Town will receive its transfer documents going forward.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford to authorize Town Administrator Tara Sousa to sign the Monarch Data Distribution and Services Agreement.

Motion carried with 2 in favor, none opposed.

Notice of Regional Impact: Wilton Asphalt Plant

The Selectmen reviewed and discussed a Notice of Development of Regional Impact from Wilton's Zoning Board regarding a Public Hearing on October 23, 2019 for a proposed asphalt plant.

Adding Meeting Date at Request of DTC Law (Eversource Appeal)

The Town Administrator relayed a recommendation by DTC Law that, in order for any potential settlement offer derived from the upcoming mediation scheduled in the Eversource appeal to be considered and answered in a timely manner, the Selectman schedule a meeting between October 1st and October 8th. The Selectmen agreed to tentatively schedule a meeting for October 2nd.

Closing Selectmen's Office for NHMA Conference November 14th

The Town Administrator requested permission for the Selectmen's Office to be closed Thursday, November 14, 2019 to allow herself and Kelly Fitzwater to attend one day of the NHMA conference in Manchester. There were no objections.

Signature Folder**The Selectmen:**

- Reviewed, discussed, and approved the minutes of the August 28, 2019 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Pool, Police, Fire, Building Inspector.
- Reviewed, discussed, and approved Trust Fund Requests.
- Reviewed, discussed, and approved a Veteran's Credit – Antra.

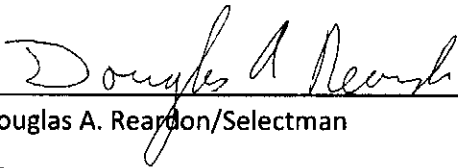
- Reviewed, discussed, and approved Elderly Exemption (denial).

**Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn the meeting at 5:13 p.m.
Motion carried with 2 in favor, none opposed.**

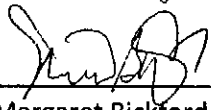
Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman