

**Town of Greenville
Board of Selectmen
Minutes – December 11, 2019**

Call to order at the SAU 87 Mascenic Education Center, 16 School Street, Greenville at 5:30 p.m. Present: Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Meet with Rob Lauricella Re: Utility Partners Monthly Report

Rob Lauricella distributed copies of the November operating report, noting that the phosphorus has come back down (after a brief dosing adjustment), so there were no violations in the past month. He discussed the CPI contract increase for 2020, which is based on the regions Consumer Price Index.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to authorize the Town Administrator to sign the 2020 Utility Partners CPI increase.

Motion carried with 2 in favor, none opposed.

Mr. Lauricella reviewed the maintenance expenditures, discussing that expenses had exceeded the contract's \$25,000 annual limit. The Town Administrator explained that when the year-end amounts are available, the expenditures would be reviewed to determine if the overage should be more heavily weighted to sewer or water, and will be paid from remaining operating budgets if available, or from the expendable trusts.

Mr. Lauricella reviewed the status of the Water Treatment Plant filter issue, noting that the media had been ordered, and that the Board had two contractors' bids to review for the labor required for the media change-out. Selectman Reardon asked if the contractors were equivalent in experience, reputation, etc., and Mr. Lauricella stated that they were. Selectwoman Bickford asked if the scope of work was the same, and Mr. Lauricella answered that it was. He explained that per the State, the old media will need to remain on-site until tested. Selectman Reardon questioned if we had an answer on whether the lagoon sludge would be able to be tested again. Mr. Lauricella stated he did not have an answer yet, but that DES was understanding of the site conditions and that the material would not be able to be removed until, likely, late summer, and that he intended to request retesting in the spring.

Mr. Lauricella discussed the suspension of PFOA testing, due to a lawsuit against the State, but that the Town did have one detection at 2.78 ng/L (parts per trillion). NHDES's proposed limit is 12 ng/L. He discussed assistance provided to Pilgrim Foods with winterization of their hydrants. Mr. Lauricella noted that he had applied on behalf of the Town for a leak detection grant, which covers the full cost to complete a leak detection survey. Selectwoman Bickford questioned what the Town has for estimated water losses, which Mr. Lauricella did not have available. He noted that 15% or less was the goal. The Town Administrator discussed annual DES reporting, which looks at the billed water usage plus known non-metered uses such as fire hydrant use, and compares that amount to the finished water totals for the year to determine a percentage. Her recollection was that the recent years reports have indicated a loss percentage somewhere in the 20s. Selectwoman Bickford questioned how much capacity will be gained by completing the filter rehab. Mr. Lauricella couldn't say definitively, due to the age of the filter structure and other variables, but he expected a substantial improvement over the current operating

condition. The Town Administrator noted that the filters have a design capacity of 300 gallons per minute, and are currently struggling to produce in the 100-120 g/m range.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to accept the quote of Apex Construction for \$20,500 for labor and materials to rehab the first of 2 water treatment plant filters.

Motion carried with 2 in favor, none opposed.

Mr. Lauricella reviewed the quote from EJ Prescott for the chemicals and labor for the underdrain cleaning. The quote was for chemicals for both filters, but he explained that the on-site assistance is planned for the first filter, the experience from which the staff can apply to the second filter.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to accept the quote of EJ Prescott for \$3791.43 for the chemicals and labor required to clean the WTP filter underdrains.

Motion carried with 2 in favor, none opposed.

Water & Sewer Budgets

The Town Administrator presented the proposed 2020 Water and Sewer budgets. She pointed out the increase to the contract operations costs related to the CPI increase, as well as her recommended increase to water unanticipated, noting that the 2019 line-item was exhausted in one event, which was the purchase of unplanned manhole risers for DOT paving. She discussed the budgeted annual water bond payment, noting that one of the Town's two refinanced bonds was being paid in off in 2020. She discussed her research that the original purpose of the bonds was for the water treatment plant, and she explained that she was recommending budgeting the same amount from the water fund as previous years, resulting in a reduction of debt service costs in the general fund. A substantial reduction in chemical treatments for sewer is reflective of the actual costs in 2019. Mr. Lauricella questioned if any capital improvements would be addressed in the upcoming year. The Town Administrator discussed that sewer collection system repairs would continue under the I & I line item, and other small sewer-related projects could likely be funded from the expendable trust. She discussed that water-related items would have to be deferred until the sludge cost issue was resolved.

The logistics and timeline for scheduling the filter rehab was discussed. Mr. Lauricella indicated the tentative date for the first filter was the week of January 6th, though he needed to communicate and coordinate with staff, contractors, and potentially affected entities like Pilgrim Foods.

Old Business:

Basement Restoration

The Town Administrator asked the Selectmen to take action to accept the quote of A+ Painting as the contractor for the work in the meeting room, and to allocate an additional amount for upgraded materials and work in the emergency management area.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to accept the quote of A+ Painting in the amount of \$3650, and to authorize an additional \$3650 for upgraded materials and/or additional work required.

Motion carried with 2 in favor, none opposed.

Investment Policy

The Town Administrator recommended that, rather than readopt the existing investment policy as she had recommended at the previous meeting, the Selectmen document their review and revisit the policy in 2020.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to certify review of the current investment policy, and to revisit for revision in 2020.

Motion carried with 2 in favor, none opposed.

Eversource Settlement

The Selectmen reviewed the settlement agreement document to formalize the previously accepted settlement with Eversource regarding the 2015 and 2016 tax year abatements. The Town Administrator noted the agreement gives the option of cash payments or credits against future property taxes.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept the Eversource Settlement Agreement as presented.

Motion carried with 2 in favor, none opposed.

New Business:

Preliminary General Fund Budget

The Selectmen reviewed a preliminary version of the 2020 General Fund Budget. The Town Administrator noted that final numbers were not yet available for Souhegan Valley Ambulance and the Wilton Recycling Center. She pointed out major increases reflected in the TGPD budget and the estimated Wilton Recycling Center budget, and a reduction in the Debt Service line-items. Selectman Reardon asked what the different salary amounts were based on. The Town Administrator explained that some are based on a 2% cost of living increase, while others, such as the Road Agent salary, is a larger percentage due to efforts to reach an average of comparable town's compensation. In the executive budget, the bookkeeper's proposed increase is reflective of a portion of the vacated office clerk position, as well as a cost of living adjustment, and the Town Administrator's proposed salary was a dollar figure recommended by the Selectmen at a previous meeting. Selectwoman Bickford questioned continuing to fund deeding expense at \$10,000. The Town Administrator answered that she had a new deed list from the Tax Collector, and the cost of those actions wouldn't be incurred until 2020.

2020 Warrant Decisions

The Selectmen agreed to table the discussion of warrant articles, including capital reserve/expendable trust transfers and new or revised credits and exemptions, until the full Board was present.

Health Trust Transmittal Authorization

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to authorize Town Administrator Tara Sousa to sign the HealthTrust Transmittal on behalf of the Town.

Motion carried with 2 in favor, none opposed.

Town Hall Copier Quotes

The Selectmen reviewed 4 quotes, 2 from Ryan Business Systems and 2 from Conway, for replacement of the Town Hall copier. The Town Administrator reported that her office had contacted two additional vendors, but had not received proposals from them. She recommended the Canin IR Advance 4535i III with the optional single pass document feeder at a cost of \$5,245.50, and had requested from Ryan an

annual payment schedule. Ryan had also offered a \$300.00 trade-in on our existing machine. The Town Administrator reported that the annual maintenance contract on the new machine would be substantially less.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept the quote of Ryan Business Systems in the amount of \$5,245.50 and authorize Town Administrator Tara Sousa to sign the lease, and to trade-in the existing copier.

Motion carried with 2 in favor, none opposed.

The Town Administrator requested authorization to sign the 2020 contract with Certified Computer Solutions, to include lease of a new server per prior budget discussions.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to authorize Town Administrator Tara Sousa to sign the contract with Certified Computer Solutions for IT services in the amount of \$8,640 to include the 5-year lease of a server.

Motion carried with 2 in favor, none opposed.

Town Hall Water Heater Quotes

The Selectmen reviewed 3 quotes for replacement of the Town Hall water heater. Wild Dogs Plumbing and Heating was the low bid, however Selectman Reardon wanted details about the brand of water heater (he recommended State or Bradford White) and wanted the expansion tank size increased. The Town Administrator will contact the contractor to determine the impact of these specifications on the bid.

Encumbrances

The Selectmen reviewed a request from the Fire Chief to encumber a slate of previously approved purchase orders.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to encumber the slate of Fire Department purchase orders (#305, 631, 640, & 644) totaling \$11,688.19.

Motion carried with 2 in favor, none opposed.

The Town Administrator requested that, due to the change in the new heating fuel vendor's terms under which the Town did not pay for all its contracted fuel in one lump sum, the Selectmen encumber the remaining amounts in heating fuel for the Town Hall and Fire Department. She noted the Temple-Greenville Joint Police Board had already voted to encumber the Police Department heating fuel budget.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to encumber \$9636.09 from the Town Hall (GGB) heat and oil budget and \$3012.58 from the Fire Building Cost budget.

Motion carried with 2 in favor, none opposed.

Letter from Fire Chief

The Selectmen reviewed a letter from the Fire Chief regarding the need to keep water sources accessible for filling of fire tankers while the water plant is experiencing reduced capacity. The Town Administrator stated that she had discussed this with the Road Agent, and he will coordinate locations with the Fire Chief and keep them free of snow. The Selectmen asked about the recent storm, and the Town Administrator discussed issues with equipment failure as well as the challenge of limited staff with such a larger volume of snow.

7:00 p.m. Public Hearing

Selectman Reardon opened the Public Hearing at 7:01 p.m. by reading the following:

The Greenville Board of Selectmen, in accordance with RSA 31:95-b, will hold a public hearing on Wednesday, December 11, 2019 at 7:00 p.m. in the Mascenic Education Center Meeting Room, located at 16 School Street, Greenville, for the purpose of receiving public testimony regarding accepting and expending unanticipated State of NH Municipal Aid in the amount of \$39,335.92.

He discussed the Selectmen's desire to use the funds to complete small projects, such as the Town Hall steps and security cameras, rather than put them in as warrant articles. The Town Administrator further explained the source of the funds, and the nature of this year's municipal aid as unanticipated funds versus next year's, which will be anticipated. She explained that the Selectmen had been concerned that the funds might be needed for unexpected costs associated with the water sludge removal, but that those costs have been delayed until spring of 2020, and may reduce to original estimates. Selectman Reardon asked if those in attendance had any suggestions or comments.

Fire Chief Charles Buttrick suggested that the Town investigate the cost to convert all the street signs from 4" lettering to 6", as is recommended under new guidelines. He suggested that the Road Agent might have additional information on the matter.

Marshall Buttrick expressed concern regarding the possibility of using general funds for water related expenses, and expressed support for the use of funds to complete projects that would otherwise be presented as warrant articles. There were no other comments.

Selectman Reardon announced closure of the public hearing at 7:16 p.m.

Miscellaneous

Marshall Buttrick requested that the Selectmen reappoint him as the Town's representative to the Local River Management Committee.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to appoint Marshall Buttrick to the Local River Management Committee.

Motion carried with 2 in favor, none opposed.

Signature Folder

The Selectmen:

- Reviewed and approved the minutes of the November 26, 2019 and November 29, 2019 meetings.
- Reviewed and approved check manifests for accounts payable and payroll.
- Reviewed and approved Tax Payment Agreements.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn the meeting at 7:20 p.m.

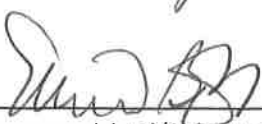
Motion carried with 2 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson


Douglas A. Reardon/Selectman


Margaret Bickford/Selectwoman