

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
February 23, 2011
Minutes**

6:00 p.m. Open Meeting

Selectperson O'Keefe made a motion to open the meeting at 6:00 p.m. Selectman Blease seconded. Vote: 2-0.

In Attendance: Selectperson O'Keefe, Selectman Blease, Town Administrator, Kelley Collins and several members of the public. Chairperson Bergeron was absent.

Review, discuss and approve audit RFPs

The Board reviewed the results of the Request for Proposal for Auditing Services as prepared by the Town Administrator. The lowest bidder appears to be Roberts, Greene and Drolet with a proposal of \$15030 for 2010; \$15,427 for 2011; and 15,997 for 2012. The Town Administrator recommended proceeding with the low bidder after calling for references from municipal clients.

Selectperson O'Keefe made a motion to award auditing services to Vachon, Clukay & Company for the 2010, 11 and 12 audits. Selectman Blease seconded. Motion passed 2-0.

New Business

Review and discuss advertisement and job description for pool director from Recreation & Parks Committee

The Board reviewed and discussed the advertisement and job description for Pool Manager, as submitted by Richard Miller/Chairman of the Recreation & Parks Committee. Mr. Miller would like to run the advertisement in the Monadnock Ledger Transcript twice.

The Board made a few changes to the advertisement and would like to see it run in (2) Thursday editions of the Monadnock Ledger.

Review and discuss status of Adams Hill Water Tower and next steps (see email from Paul Roux)

Paul Roux with Woodard & Curran has sent copies of the original fire suppression test that was conducted in 2007, prior to Greenville Estates going on the system and Pilgrim Foods drawing additional water for their operations. Mr. Roux has given the Town a price of \$3000 to conduct an updated fire flow test. In addition, the engineering company has taken a look at the Adams Hill Water Tower for the purpose of evaluating its condition since the leak.

Resident, Kathy Washburn, noted that Pilgrim Foods was asked if they would ever need more flow. They were offered an opportunity to assist the Town with the cost of the water tank. Pilgrim Foods, noted at the time, that they would never need more flow and Mrs. Washburn believes they signed something saying they would not use additional water and that the town could shut off their water if they ever did.

Selectperson O'Keefe asked about obtaining two more prices. The Town Administrator asked for a waiver from this rule in order to have something from Woodard and Curran by Town Meeting – the Board agreed. It was noted that if the study shows that we are border-line on fire suppression requirements we may be eligible for grant funds.

Selectperson O'Keefe made a motion to hire Woodard & Curran to conduct a fire suppression flow study before town meeting on March 9th. Selectperson Blease seconded. Vote: 2-0

Review & discuss Souhegan Instream Flow Program and Conservation Commission

The Board reviewed and discussed the email regarding nominating someone to serve on the Souhegan Instream Flow Program. The Board asked the Town Administrator to send the information to Marshall Buttrick to see if anyone from the Conservation Commission is interested in serving on this Committee.

Review and discuss visitors to town departments (see Selectperson O'Keefe's email of 2/3)

The Town Administrator prepared a memo for the Board's review regarding limiting non-employee visitor's to town department facilities. Selectperson O'Keefe noted that a memo had been sent previously outlining that our property insurance states that there is a liability in having visitors, other than vendors, customers, etc., visiting town facilities.

Review and discuss Southwest Region Planning Commission's grant for updating our Hazard Mitigation Plan

The Board asked the Town Administrator to have the Emergency Management Director, Marcel Bernier handle this.

Review and discuss issuance of a key to office for Building Inspector/Code Enforcement Officer.

The Town Administrator has discussed this with the Town Clerk/Tax Collector and she is fine with Jim Shultz being issued a key to the office. Selectperson O'Keefe would like a sign-out log for all keys. She would like the Town Office staff to call people who have keys and have them come in and sign for the keys they have. Selectperson O'Keefe would like this done by the end of April 2011. Rather than issuing a new key to Jim Shultz, the Board asked the Town Administrator to see if they can key Mr. Baldinelli's key for him.

Review and discuss Selectmen's Meeting minutes on website.

Selectperson O'Keefe thinks we should be posting 2010 to present. The Town Administrator noted that the Town used to post the minutes on the website and due to constant complaints a previous Board had them removed. Selectperson O'Keefe made a motion to put minutes on website effective from January 2010 to present by April 8, 2011.

Bob Collins from Greenville Estates

Mr. Collins noted that he believes this item falls under New Business. He wants to get a clarification of a rumor that is going around where he lives and where he has coffee. It has to do with one of the nights the Board was going through budgets and got to line with welfare budget and the question was asked about what will we do about welfare people. He understands the comment was made, by a Board member not present tonight, to send them to Greenville Estates. Mr. Collins stated that he is a retired military man and he finds this statement, if it was indeed said, offensive. Selectman Blease does not recall that statement being said. Mr. Collins believes the statement was allegedly made on February 8th. Does the Board feel that the people in Greenville Estates are below others? Selectperson O'Keefe does not feel Greenville Estates is below anyone. Mr. Collins asked the Town Administrator if she remembered the statement. The Town Administrator said she never heard such a thing. Selectperson O'Keefe does remember it being said. She was in conversation with Kelley Collins and she believes she heard it. She apologizes for the Board, she cannot apologize for that person. She is going to table this until that person can speak for herself.

Memo to Road Agent regarding preparation of Vehicle Maintenance & Snow/Winter Maintenance Policy

The Town Administrator submitted a memo to be sent to the Road Agent, as requested by Selectperson O'Keefe. Selectperson O'Keefe suggested that in view of the fact that the Road Agent is still in the winter plowing season, they change the memo to require "draft" policies by March 23, 2011.

Take down or shut off the Christmas lights at the police station.

Selectperson O'Keefe asked the Town Administrator to please ask the staff at the police department to either shut off or take down the Christmas lights. She is concerned due to the high cost of electric bills at the police station.

Old Business

Review and discuss Attorney Sargent's email (may require Non Public Session)

The Board reviewed email from Attorney Sargent. The Board agreed with all items, as specified on email. The Town Administrator will convey this to Attorney Sargent.

Review, discuss and approve/deny request for PO for toilet lids for Recreation & Parks

The Board authorized the purchase of the toilet lids. The Town Administrator will contact Mr. Miller and have him submit a PO for Board approval.

Review, discuss if any Board member is attending the Wilton Recycling Meeting on Thursday, March 3, 2011.

Selectperson O'Keefe will attend this meeting.

Signature Folder

Review, approve and sign check manifests

The Board reviewed, approved and signed the check manifests.

Review, discuss, approve and sign Wilton Recycling contract

The Board reviewed, approved signing the contract. Selectperson O'Keefe made a motion to authorize Chairperson Bergeron to sign the contract for Wilton Recycling. Selectman Blease seconded. Vote 2-0.

Review, discuss, approve/deny absentee request for Town Administrator

The Board reviewed, approved and signed an absentee request for the Town Administrator for April 2011.

Review, discuss and approve minutes of February 8, 2011 Selectmen's Meeting/Worksession and minutes of February 9, 2011 Budget Public Hearing.

The Board reviewed, approved and signed the minutes of the February 8, 2011 Selectmen's meeting/budget Worksession and the minutes of the February 9, 2011 budget public hearing.

Certification of ARRA buy American provision

Selectperson O'Keefe made a motion to authorize Chairperson Bergeron to sign the certification of ARRA buy American provision SB seconded. Vote 2-0.

Adjourned

The meeting was adjourned at 7:15 p.m.

Submitted by: Kelley Collins/Town Administrator

Approved by:



Brenda Bergeron/Chairperson



Kelle O'Keefe/Selectperson



Scott Blease/Selectman