

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
June 22, 2011
Minutes

5:30 p.m. Open Meeting

Chairperson O'Keefe opened the meeting at 5:30 p.m.

In Attendance: Chairperson O'Keefe, Selectperson Bergeron, Town Administrator, Kelley Collins, Water & Sewer Operations Manager, Carla Mary.

Absent: Selectman Blease was unable to attend.

5:30 p.m. Open re-bids for Ford F450

Chairperson O'Keefe read the re-bid advertisement out loud. The Town Administrator made the Board aware that they received one bid on the re-bid. She noted that a staff member checked the post office for mail today at approximately 10:30 a.m. and she personally checked the post office for mail at 3:00 p.m. including verifying with the Post Mistress that all mail received today had been sorted and distributed to the appropriate box.

Chairperson O'Keefe opened the single bid received.

Dave Parker from Amherst, NH bid \$7056.

Selectperson Bergeron made a motion to accept the only bid received tonight, from Dave Parker in the amount of \$7056. Chairperson O'Keefe seconded. Vote 2-0.

Selectperson Bergeron made a motion that in the future any bids, or quotes, RFPs, not opened or questions answered about bids. Chairperson O'Keefe asked if we can even do this – isn't it part of

5:40 p.m. Meet with Water & Sewer Operations Manager, Carla Mary, to discuss of sludge removal at water lagoon

The Water & Sewer Operations Manager, Carla Mary, provided the Board with a hand out for the review regarding the sludge removal at the water lagoon. She believes that this will buy us about 10 years and this lagoon is ready to go when the next lagoon is full.

6:00 p.m. Meet with J. B. Mack from Southwest Regional Planning Commission to discuss their Brownfield's Project

The Board met with JB Mack from Southwest Regional Planning Commission and Steve Dyer a consultant for the Planning Commission. They provided the Board with information on the Brownfield's Program. They have sites all over their 35 communities. There are 15 sites that meet the criteria for Brownfield sites in Greenfield. There is a lot of clay in the area so the petroleum products do not move. In NH if anyone owns property that exceeds levels of contaminates they are on this Brownfields list. The reason that they are coming to the Town is because the Town is a member community and they would not support the owner's request to use their grant funds for an assessment if the Town did not approve for any reason. They believe the site on Mill Street will meet the criteria of the grant and the owner, who lives in Mason (Mr. Anderson) is interested in seeing what can be done with the property.

New Business

Review and discuss Water and Sewer rates for 2011

The Board of Selectmen will hold a public hearing to discuss Water and Sewer rates for 2011 on August 10th at 6:30 p.m. in the Town Hall Meeting Room. The Board will discuss this further at their meeting of July 13th.

Review and discuss setting up an appointment to meet with Mark Stetson from Avitar regarding assessing

The Board set a date and time to meet with Mark Stetson from Avitar on July 13th at 6:30 p.m.

Review & discuss status of chlorine removal at pool

Chairperson O'Keefe wants to make sure there are MSDS sheets at the pool for any chemicals, and she would like to see them get some training for staff on chemicals. Chairperson O'Keefe would like to meet with members of Recreation & Parks Chairperson and the Pool Manager and Pool Assistant manager and Fire Chief Stimans on July 13th. The Town Administrator will set that up.

Review & discuss process for making payments on Water Meter ARRA grant through water expendable trust fund

The Town Administrator asked the Board how they would like to handle the first payment for the Water Meter project. The Board voted in April 2011 to make progress payments on this loan due to other projects that needed to be paid for from the Water Expendable Trust. Now that it seems unlikely that the Adams Hill Tower project will be done this year the Town Administrator wants to know if the Board wants to pay the entire \$62,346 from the ETF or if they want to make the single \$6856.60 payment that is due July 1st.

Chairperson O'Keefe made a motion to pay the single \$6856.60 payment due on July 1st and review again at the end of July after decisions are made on other projects. Selectperson Bergeron seconded. Motion passed. Vote: 2-0.

Review and accept Don Baldinelli's resignation from the position of Building Inspector/Code Enforcement Officer

Chairperson O'Keefe made a motion to accept Don Baldinelli's letter of resignation. Selectperson Bergeron seconded. Motion passed. Vote 2-0.

The Town Administrator asked the Board if they want to consider a replacement for the Building Inspector/Code Enforcement Officer. Chairperson O'Keefe made a motion to offer the Building Inspector/Code Enforcement Officer position to the Acting Building Inspector/Code Enforcement Officer under the terms he is currently working under. Selectperson Bergeron seconded. Motion passed 2-0. The Town Administrator will send Mr. Shultz a formal offer of permanent part time employment.

EPA Audit

The NH Department of Environmental Services made the Town aware that our ARRA Secondary Clarifier Project has been chosen to be audited by the Environmental Protection Agency (EPA). The Board would like the Town Administrator to email Paul Roux and David Hughes about having David Hughes come out and review all our documentation to make sure we are prepared for this audit.

Old Business**Review and discuss process for MRI's request for proposal (RFP) on Water & Sewer Operations**

The Town Administrator has been in touch with Municipal Resources, Inc (MRI) about the RFP process for the Water & Sewer Operations contract, which will expire at year end. MRI is suggesting a 2 step process. Step 1 would be a Request for Qualifications (RFQ) process where we could narrow down those companies who are qualified to provide a proposal. Step 2 would be the Request for Proposal (RFP) process.

Chairperson O'Keefe made a motion to go ahead with 2 step process. Selectperson Bergeron seconded. Motion passed 2-0.

Review and discuss status of Adams Hill Tank process**Review and discuss status of High Street funding**

The budget has not been signed by the Governor yet. There is no new news from the Department of Revenue Administration.

Review and discuss status of roads/way to Adams Hill and Barrett Hill water towers

The Town Administrator noted that Marshall Buttrick had read in our minutes on-line that we were researching the roadways that lead to the towers. He was able to clarify that Bacon Street is a town road up until the 90 degree turn. At that turn the rest of the way to Adams Hill Water

tower is actually a town-owned driveway of sorts. It is not a road but it is owned, and therefore can be maintained, by the Town. The situation is similar at the Barrett Hill Water Tower. There is a 50 foot right of way or easement that passes through the Taft property so that the Town has access to the tower. The Board greatly appreciates Mr. Buttrick's help with this.

Review, discuss and approve rates of pay for lifeguards

The Town Administrator suggested the following pay rates based on certifications, experience and skills. Mike Whittier and Xavier Guar will make \$7.25/hour, Robert Anderson will make \$7.75/hour, Mary Anderson will earn \$8.75/hour. The Selectmen reviewed, approved and signed pay rate forms for these pool employees.

GEVD Resident

The Town Administrator made the Board aware that the Tax Collector received a tax payment this week from a resident at Greenville Estates and the resident included a note saying she did not have a condo and she wasn't paying the amenity fee and she deducted \$91.98 from her tax bill. The Town Administrator is worried about this. We just got a tax bill from tax payer and they deducted \$91.98. As the Board knows, the remedy for challenges your taxes is to request an abatement failure to pay taxes will only cause the property to eventually go to lien and eventually tax deed. The Town Administrator has prepared a letter to the taxpayer for the Board to sign. In addition, she strongly suggests that we write a letter to GETC and ask them to help us get the word out that their residents should not deduct money from their tax payments. The Board signed the letter to the resident but will take writing a letter to GETC under advisement.

Pool

Chairperson O'Keefe reviewed the Purchase Order for paint for the pool. She would like a price on having the pool sand blasted and painted by a professional. The Town Administrator will let Rick Miller know.

Non Public Session under RDA 91-A:3, II (d)

Chairperson O'Keefe made a motion to go into Non Public Session under RSA 91-A:3, II (d). Selectperson Bergeron seconded at 7:24 pm. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to leave Non Public Session at 7:29 p.m. Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Non Public Session under RDA 91-A:3, II (e)

Chairperson O'Keefe made a motion to go into Non Public Session under RSA 91-A:3, II (e). Selectperson Bergeron seconded at 7:29 pm. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to leave Non Public Session at 7:37 p.m.. Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Signature Folder

Review, approve and sign check manifests

The Board reviewed, approved and signed the check manifests

Review, discuss, approve and sign minutes of 6/8/2011 Board of Selectmen's Meeting with Non Public Sessions (2) and minutes of 6/14/2011 Selectman's Meeting

The Board reviewed, and approved the minutes of the 6/8/2011 Selectmen's Meeting including Non Public minutes. The Board reviewed and approved the minutes of their 6/14/2011 meeting.

Review, approve and sign revised agreement with State Revolving Fund for Water Meter project

Selectperson Bergeron made a motion to authorize Chairperson O'Keefe to sign the 0991010-1001 loan through the State Revolving Fund for the ARRA for water meter upgrade project. Chairperson O'Keefe seconded. Vote 2-0

Review, approve and sign abatement

The Selectmen reviewed, approved/denied various abatement requests.

Review, approve and sign NH DRA form regarding PA – 28 inventory forms

The Selectmen reviewed, approved and signed the NH DRA form stating that the Town does not require completion of PA-28 inventory forms.

Review and approve various purchase orders

The Board reviewed, and approved purchase orders

Review, approve and sign appointment forms for Charles Buttrick and Debbie Bouley, for membership on the Fire Station Committee

Chairperson O'Keefe signed the appointment forms for Mr. Buttrick and Ms. Bouley. They now have two signatures. The Town Administrator will pass them along to the Town Clerk so she can swear them in.

Adjourn

Chairperson O'Keefe made a motion to adjourn at 7:40 p.m. Selectperson Bergeron seconded. Motion passed – Vote: 2-0

Submitted by: Kelley Collins/Town Administrator

Approved by:


Kelle O'Keefe/Chairperson

Scott Blease/Selectman


Brenda Bergeron/Selectperson