

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
August 10, 2011
Minutes

4:15 p.m. Open Meeting

Chairperson O'Keefe opened the meeting at 4:15 p.m.

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

4:15 p.m. Non Public Session under RSA 91-A:3, II (c) with Water & Sewer Operations Manager, Carla Mary

Chairperson O'Keefe made a motion to go into Non Public Session at 4:15 p.m. Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to come out of Non Public Session at 4:25 p.m. Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe noted that Paul Roux, VP at Woodard and Curran asked that the following be read into the meeting minutes. "Project Manager Carla Mary is and has been present as a technical resource to water quality data for both water facility and wastewater facility and only offers recommendations to the Board. Anything beyond would be sourced out to the respective expert or engineer."

4:30 pm Conference Call with Attorney Greg Sargent (4:30 p.m. – approximate 4:55 p.m)

In accordance with RSA 91-A:2 meeting with Legal Counsel is a "non meeting" and therefore minutes are not required.

5:00 p.m. Public Hearing for:

- The Town's submittal of an application to pursue a Community Development Block Grant for Emergency Funding to the NH Community Development Finance Authority (CDFA) in an amount of up to \$250,000. If awarded, the funding would go towards emergency slope stabilization needed for High Street, which suffered damage from a landslide on March 31, 2010.
- Review and re-adoption of the Town's Housing and Community Development Plan.
- Review and re-adoption of the Residential Antidisplacement and Relocation Plan.

Chairperson O'Keefe read the public notice as posted into the meeting minutes:

Public Hearings Notice
Town of Greenville
Community Development Block Grant Application

The Greenville Board of Selectmen will hold three consecutive public hearings on Wednesday, August 10, 2011 at 5:00 p.m. at Greenville Town Hall (46 Main St.) in the meeting room to hear public comment on a Community Development Block Grant (CDBG) proposal. CDBG funds are awarded on a competitive basis in NH and must directly benefit low and moderate income persons. Eligible activities include housing rehabilitation, certain public facilities and economic development activities. A community may apply for up to \$500,000 annually for housing and public facilities, up to

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\$500,000 annually for economic benefit, up to \$500,000 annually for emergency funding, and up to \$12,000 annually for feasibility study grants. The proposal to be heard includes:

1. The Town's submittal of an application to pursue a Community Development Block Grant for Emergency Funding to the NH Community Development Finance Authority (CDFA) in an amount of up to \$500,000. If awarded, the funding would go towards the emergency repairs needed for High Street, which was damaged on March 31, 2010 by a landslide event.
2. Review and re-adoption of the Town's Housing and Community Development Plan.
3. Review and re-adoption of the Residential Antidisplacement and Relocation Plan.

Interested persons are invited to attend and comment on the proposed application and planning documents. Please contact the Selectmen's Office, (603) 878-2084 or via Relay NH at 1-800-735-2964, five days in advance if you have a disability and need assistance to attend or participate in the hearing.

Anyone wishing to submit written comments prior to the hearing should address them to the Greenville Board of Selectmen, P.O. Box 343, Greenville, NH 03048.

Public Posting Place:

1. Post Office, 15 Main Street, Greenville, NH 03048
2. Laundromat, 79 Main Street, Greenville, NH 03048
3. Bulletin Board at Town Hall, 46 Main Street, Greenville, NH 03048

Public Posting Certification:

Posted by: Elisa FitzGerald

Date Posted: July 25, 2011

Chairperson O'Keefe made a motion to open the first public hearing for discussion of the CDBG project at 5:04 p.m. Seconded by Selectman Blease. All in favor. 3-0. Motion passed.

Rebeckah Bullock, Assistant Planner, with SWRPC explained that Community Development Block Grant (CDBG) funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate income persons. The Town of Greenville is eligible to receive up to \$500,000 a year for housing and public facility projects, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000. Rebeckah Bullock provided a handout describing the NH Community Development Block Grant Program eligible activities that included the 2010 area income limits.

The proposed application to the Community Development Finance Authority (CDFA) is for up to \$250,000 in Emergency Community Development Block Grant (CDBG) funds. The majority of the funds will be used by the Town of Greenville for the emergency slope stabilization needed for High Street, which suffered damage from a landslide on March 31, 2010.

This project conforms to the Town of Greenville's Housing and Community Development Plan priority of:

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1. "Provide a safe network of highways and sidewalks that effectively meet the needs of the citizens of Greenville".

Rebeckah Bullock explained the Low-Moderate Income Benefit of the Project. To qualify for grant funds, the project must benefit a minimum of 51% low to moderate income individuals and families in the town where the project is to occur. The Town of Greenville fulfills this requirement; based upon the 2000 Census data this project will benefit at least 57% low to moderate income individuals and families residing in the Town of Greenville.

The Chair opened the floor to public comment on the projects.

Resident Diane Steele asked whether the town will be pursuing other funding? Will you start as soon as you know.? The Town Administrator noted that we are not aware of any other funding to pursue. Yes, the project would begin with additional borings that are needed prior to writing the bid documents.

There was a question regarding how long this will take? Rebeckah noted that the deadline for the CDFA's September meeting is August 25th. She would like to get the application in as soon as possible though.

Shirley Winslow asked about the administrative fees. Rebeckah explained that the administrative fees could be as high as 15% but usually they are somewhere around 7%.

Diane Steele asked whether you have to have other hearings. Rebeckah answered no.

Mark Winslow stated that since this hearing is for public input, his input is to move forward with the application.

Chairperson O'Keefe made a motion to close the Public Hearing on the Project portion of the CDBG Hearing. Selectperson Bergeron seconded. Vote: 3-0. Motion passed.

Chairperson O'Keefe made a motion to open the second public hearing for discussion of the proposed Housing & Community Development Plan. Seconded by Selectman Blease. Vote: 3-0, Motion passed.

Rebeckah Bullock, SWRPC, explained that the H&CD Plan is required to be reviewed and re-adopted every three years to qualify for CDBG funds. Rebeckah Bullock noted that the current H&CD Plan was adopted in 2005, and was based on the town's master plan. She asked that the Board re-adopt the updated plan for this CDBG project.

Chair called for public comment. There were no public questions or comments.

Chairperson O'Keefe made a motion to close the second public hearing for discussion of the proposed Housing & Community Development Plan. Seconded by Selectperson Bergeron. All in favor. 3-0. *Motion passed.*

Chairperson O'Keefe made a motion to open the third public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Selectman Blease. All in favor. 3-0. *Motion passed.*

Rebeckah Bullock of SWRPC explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Rebeckah Bullock noted that no displacement or relocation is planned at this time. Under the certification section of the application, the Town will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

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Chair calls for public comment. There were no public questions or comments.

Chairperson O'Keefe made a motion to close the third public hearing for discussion of the proposed RARA Plan. Seconded by Selectperson Bergeron. All in favor. 3-0. Motion passed.

Chairperson O'Keefe made a motion to approve the submittal of the application and vote to authorize Kelley Collins, Town Administrator to sign and submit the CDBG application, and upon approval of the CDBG application, authorize Kelley Collins, Town Administrator, to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Selectperson Bergeron. All in favor. 3-0. Motion passed.

Chairperson O'Keefe made a motion to adopt the August 2011 Housing and Community Development Plan and authorize the Town Administrator, Kelley Collins, Town Administrator to sign the Plan. Selectperson Bergeron seconded. All in favor. 3-0. Motion passed.

Chairperson O'Keefe made a motion to adopt the Residential Anti-displacement and Relocation Assistance Plan and authorize the Town Administrator, Kelley Collins, to sign the Plan. Selectperson Bergeron seconded. All in favor. 3-0. Motion passed.

The Chair closes the public hearing at 5:34 p.m.

Jack Moorhouse with NH Homeland Security and Emergency Management

Jack Moorhouse stopped by to see where we are with the High Street project. Town Administrator noted that she had spoken to Mike Poirier at HSEM several weeks ago about applying for an extension to the FEMA grant. Jack will start the paperwork on that.

5:45 p.m. Meeting with Tom Plourde, Road Agent

The Board met with the Road Agent, Tom Plourde, to review the proposals for the work to be done on Richardson Road. There were two written quotes previously submitted (July 27th meeting) from Saari Excavation \$12,000 and Accura Construction Corp \$17,500. At that time Tim Washburn (Oxbow Construction Co.) had given a verbal quote of \$8,000, plus or minus \$2,000. Tonight Chairperson O'Keefe opened a written quote from Hawkins Construction Company for \$2,500, Oxbow Construction Co. written quote for \$8,000 plus or minus \$2,000, and Saari Excavation for \$12,000 (this was a copy of the quote submitted on 7/27).

The Road Agent suggested throwing out the high bid and the low bid. He feels, after talking to a couple of people in the industry, that this is a 3 day job. If you take the Saari bid and minus out the materials he would be down to \$8,500 and the other quotes do not include materials. He would like to start the project this Friday but if we get torrential rains may put it off until Monday.

Selectperson Bergeron made a motion based on the Saari bid and what it entails and its inclusive to total project that the town award it to Saari Excavating of Rindge NH. Chairperson O'Keefe seconded. All in favor 3-0.

The Road Agent made the Board aware that they finished the culvert on High Street

6:30 p.m. Public Hearing on 2011 Water & Sewer rates

Chairperson O'Keefe read the public notice into the meeting:
The Greenville NH Board of Selectmen, who also serve as Water & Sewer Commissioners will hold a Public Hearing on Wednesday, August 10, 2011 at 6:30 p.m. in the Meeting Room.

Chairperson O'Keefe made a motion to open the public hearing.
Marshall Buttrick asked what the proposal before us was. He wants to know if the Board has a handout for

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Marshall Buttrick notes that public hearings are historically scheduled for 7 pm and you would get more participation from a working class community by keeping them at that time so that people can make it after work. Shame on you for not providing us with written documentation of what you're asking for.

Marshall Buttrick asked if there is money to fix Adams Hill in this rate. Town Administrator answered yes and no. We will be using the Water Expendable Trust to do Adams Hill water tower. The expendable trust money came from year-end balance that was from the rate.

Shirley Winslow brought the article from *The Monadnock Ledger* showing that Peterborough is raising their rate 20-30%. The Town Administrator noted that their rate is \$4 or \$5 not \$11.70. Mrs. Winslow agreed, but noted that the rate is the rate and the rate users should be paying for the cost of water & sewer services.

Irving Cable is fed up with being gouged for usage. They totally disagree with their last reading. They have met with a representative of the Water Department. They have read their meter every day, he disagrees with his reading. Chairperson O'Keefe suggested that Mr. Cable call and get a sit-down appointment with the Water & Sewer Operations Manager and the Town Administrator.

C Deane asked what the average daily usage is. The Board and the Town Administrator were not able to answer that question. Ms. Deane asked why the Water & Sewer Department aren't represented to answer these questions.

Chairperson O'Keefe noted that the Water & Sewer Department is not here because they are not in charge of rate setting.

C Deane suggested having another public hearing to answer the questions asked tonight that cannot be answered.

S. Winslow asked for more information on current rates. The Town Administrator pointed out they are in the handout.

C Deane went on record to say that GEVD pays the same amount to the Town, but the users pay \$2-3 more to service their debt.

Ms. Deane suggested that we need a standard repair and replacement fund. The Town Administrator agrees but said that would be tough while the sewer fund is in the red.

Chairperson O'Keefe made a motion to close the Public Hearing on 2011 Water and Sewer rates. Selectman Blease seconded. Vote: 3-0. Motion passed.

New Business

Review and discuss Town acceptance of GEVD's water system

Chairperson O'Keefe made a motion to accept the GEVD water system as part of the Town Water System, effective Monday, August 15, 2011. Selectman Blease seconded. Vote: 2 yes; 1 abstention – Motion passed

Review and discuss process for application of welfare housing payments to landlords who are delinquent on property taxes, water and/or sewer bills (RSA 165:4-a. RSA 540:9-a)

Selectperson Bergeron made a motion that in accordance with RSA 165:4-a, and RSA 540:9-a the Board instructs the Town Welfare Office to check for delinquent tax, water and sewer bills and apply welfare payment for eligible applicants to those arrearages first. Chairperson O'Keefe seconded. Vote: 3-0. Motion passed

Review & discuss liability insurance ramifications of renting a Bounce House

After reviewing the minutes of the most recent Parks & Recreation Committee's meeting, the Town Administrator explained that she took the liberty of contacting the Town's Property Insurance carrier and seeing if there were any limitations on the Town's coverage. This turned out to be timely, since the Parks & Recreation Committee has submitted a PO for \$1500 to rent (3) bounce houses for the Carnival Day. According to the memo the Town Administrator submitted to the Board, the Town's usual \$5 million liability coverage is limited for rebounding devices to \$275K per person with a limit of \$975K per event. In addition, the insurance company noted that the Town is responsible for the set-up of the device. This means that if it is improperly deployed we are still liable.

The Board took up the purchase order for the bounce houses, as submitted. While the Board appreciates that the vendor gave us a \$400 discount they are concerned with the cost of the bounce house rental \$1500. The Board pointed out that the "Water Wars" were a big hit and only cost the Town about \$160. They are wondering why we cannot use more imagination and do things that cost less money like sack races, ring toss, etc.

Between the liability of a bounce house and the cost all three Board members were unwilling to approve the purchase order.

Chairperson O'Keefe is willing to discuss this with Ms. Nelson if she wants. The other two Board members were fine with Chairperson O'Keefe explaining this, if necessary. The Town Administrator will send the Parks and Recreation Committee members a email.

Old Business

Update Board on status of RFP process for Water & Sewer Contract Operations

Chairperson O'Keefe noted that she had a memo from Paul Roux to read into the minutes, the Town Administrator asked Chairperson O'Keefe if she wanted to do this in an open meeting. Chairperson O'Keefe said she was asked to read it into the meeting.

Chairperson O'Keefe read a memo from Paul Roux who is the Vice President of Woodard and Curran noting that the President of MRI, the company the Board has chosen to conduct the RFP process for Water & Sewer Contract Operations, Don Jutton has had a personal and professional relationship with a principal of one of the companies that has expressed their qualification and interest in bidding on the project.

The Town Administrator noted that due to this allegation/accusation, Don Jutton suggested using a committee to review the RFPs. He has spoken to Rodney Bartlett, the DPW Director in Peterborough, who is responsible for Water & Sewer Operations. We have also asked Wes Ripple who works in the Wastewater Division of NH DES and will be asking John McLean, Town Manager in Keene. This will allow Don Jutton to serve as coordinator and facilitator and allow the committee to make a recommendation to the Board.

The Town Administrator also made the Board aware that she had made a request to Water & Sewer Operations Manager, Carla Mary, for various records for the Water Plant and Sewer Plant. Among the requests were 2 years of electric bills and fuel oil/gas bills. Ms. Mary had to check with her boss, Paul Roux. Mr. Roux is unwilling to provide this information to be included in the RFP for competitors. The Town Administrator did try to get this directly from PSNH but since the customer of record is Woodard & Curran, PSNH is also unwilling to give us this information.

Review and discuss status of Money for Metals operation

Chairperson O'Keefe made a motion, based on Fieldstone Land Consultant's, August 2, 2011 response to the Town's inquiry and based on Town Counsel recommendations, to proceed with further action to enforce town/state statutes, administrative orders and regulations. Selectperson Bergeron seconded. Vote: 3-0. Motion passed.

Review & discuss performance evaluations for town staff

Table for now

Review & discuss close out report for July 3, 2011 celebration

The Town Administrator noted that at the Board's request she has sent (2) of email requests for a close-out report. So far the only response is the Christine Johnson has it. The Board would like a certified letter sent to both Jane Peters and Christine Johnson making a third request for the closeout information on the July 3rd celebration.

Signature Folder

Review, approve/deny and sign (3) abatements

The Board reviewed, approved and signed (3) abatement requests

Review, discuss and approve minutes of the July 21, 2011 Selectmen's Meeting, including (1) set of Non Public Minutes

The Board reviewed, approved and signed the minutes of July 21, 2011 with (1) set on Non Public meeting minutes and the minutes of the July 27, 2011 meeting

Review, discuss and approve transfer from Water Fund

The Board reviewed, discussed and approved a transfer from the Water Fund

Review, discuss and approve Purchase Order for the Fire Department

The Board reviewed, discussed and approved a purchase order for the Fire Department.

Review, discuss and authorize the Chairperson to sign contract for remainder of EPA Administrator Order work for this year

Selectperson Bergeron made a motion to authorize the Chairperson to sign the contract for the remainder of the EPA Administrator Order work for this year. Selectman Blease seconded. Vote 3-0. Motion passed.

Review, discuss and approve MS-1 extension application

The Board reviewed, discussed and signed the request for MS-1 extension.

2011 Water & Sewer Rates

There was some discussion about 2011 Water & Sewer rates. Selectman Blease made a motion to raise the rate \$1.50 per 1000 gallons, fails for lack of a second

Chairperson O'Keefe made a motion to raise the rate \$1.35 per 1000 gallons, fails for lack of a second.

The Board asked the Town Administrator to prepare a worksheet for them showing the impact of \$1.20/1000 gallon to \$1.50/1000 gallon impact on an average household in 10 cent increments.

Adjourn

Chairperson O'Keefe made a motion to adjourn at 7:35 p.m. Selectman Blease seconded. Vote: 3-0. Motion passed.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:


Kelle O'Keefe/Chairperson


Scott Blease/Selectman

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Brenda Bergeron/Selectperson