

**TOWN OF GREENVILLE  
SELECTMEN'S MEETING  
December 14, 2011  
Minutes**

**6:00 p.m.      Opened meeting**

Chairperson O'Keefe made a motion to open the meeting at 6:01 p.m. Selectperson Bergeron seconded. Motion passed 3-0.

**In Attendance:** Chairperson O'Keefe, Selectman Blease, Selectperson Bergeron, Fire Chief, Jim Stimans, Fire Ward Charles Buttrick and Town Administrator Kelley Collins

**6:00 p.m.      Meet with Fire Chief, Jim Stimans**

The Chief submitted a quote for a repair to the lower portion of the rear roof. There was a conversation regarding how many layers of shingle are on it and how many he is taking off? It includes stripping shingles, one layer, and replace roof decking. The cost is \$7500, with \$4500 down for materials and equipment.

The Board reviewed the budget with Fire Chief and Fire Ward Charles Buttrick. The Town Administrator will double check gas, diesel and heating fuel. They reviewed their proposed Warrant Article for office equipment. Chairperson O'Keefe asked for an inventory of what they have. They are looking for two computers. They just need (2) that can communicate with the state to do the state reporting. The \$6000 Warrant Article includes (2) computers and a copy machine. They need something that can print manuals, etc. for training. Right now most of the printing is being done at one of the officer's homes.

Chairperson O'Keefe made a motion to give the Fire Department permission to purchase (2) PCs from 2011s budget. Not to exceed \$2K. Selectperson Bergeron seconded. Motion 3-0. Chairperson O'Keefe would also like Chief Stimans to talk to Mike Darnell about where and what to get.

The Town Administrator and Fire Chief will sit down and create additional line items in the budget to more accurately reflect the actual expenses of the Fire Department.

**Review and discuss status of Water and Wastewater Contract Operations**

The Town Administrator explained that this discussion really has two parts: the first being a discussion on the extension of the Woodard and Curran contract and the second being to set up a meeting with Utility Partners to discuss a possible contract.

Extension of Woodard & Curran contract – the Board is willing to sign a month by month contract not to exceed 90 days and agree to make W & C whole on any upfront costs. For example, if they want to terminate this agreement on March 1 and W & C purchased 90 days of chemicals, the Town would pay for the 30 days of chemicals left.

The Town Administrator spoke to Don Jutton from MRI and he suggested a meeting with Utility Partners and the Town Attorney regarding contract negotiations. Selectman Blease and Selectperson Bergeron are available next Wednesday morning. Chairperson O'Keefe needs to check her schedule for availability.

### **Review and discuss status of High Street**

The Town Administrator noted that she has just received the word that the RFP wording for the engineering services is acceptable but it was recommended that we change it to an RFQ. The Town also has to adopt a Code of Ethics for the Community Development Block Grant.

Chairperson O'Keefe read The Code of Ethics into the record, is as follows:

#### **TOWN OF GREENVILLE CODE OF ETHICS**

Introduction: Consistent with provisions of State law and Federal management standards, the Town of Greenville has adopted the following code of ethical conduct for public officials, employees and/or affected contractors. The policies and principals described below are intended to cover all aspects of the CDBG program, whether specifically cited or otherwise.

Adoption: This Code of Ethics was adopted by the governing body.

Provisions:

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
3. Conflicts of interest, or the appearance of such shall be avoided in order to assure public confidence in the operations of government.
4. Every effort will be made to actively recruit women/minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all record thereto will be open to public review.

Chairperson O'Keefe made a motion to adopt the Town of Greenville Code of Ethics. Selectman Blease seconded. Motion passed 3-0.

Selectman Blease made a motion to authorize Chairperson O'Keefe to sign newly adopted Code of Ethics. Selectperson Bergeron seconded. Motion passed 3-0.

### **Review and discuss status of Pelletier (Money for Metals) junkyard permit**

The Town Administrator made the Board aware that Mr. Pelletier's lawyer has been in contact with the Town's attorney and the junkyard permit will be coming soon. Selectman Blease noted that the property appears to be cluttered. The Town Administrator noted that any issues can and should be taken up during the public hearings required to be held once we get the permit application.

### **New Business**

#### **Review and discuss holiday hours of operation**

The Town Clerk/Tax Collectors Office will be closed Thursday, December 22 as well as Saturday December 24, 2011 and Monday, December 26, 2011. The Selectmen's Office will be closed on Monday, December 26, 2011 just as it normally is. Chairperson O'Keefe would like to send the Highway Department home at noon on Friday, December 23 and the Town Administrator can leave at noon on Friday, as well, Selectman Blease agreed.

Selectperson Bergeron would like a to revisit Highway Dept budget with an up-to- date expenditure report.

#### **Review and discuss water shut-offs at Greenville Estates**

Chairperson O'Keefe got an anonymous call that two homes have water shut off and families are living in homes without water. One is an elderly woman with kids. The caller was not willing to call the Health Officer or the Town Administrator.

Chairperson O'Keefe noted that we apparently have a health issue with people living in homes without water. Chairperson O'Keefe checked with an attorney and if you are over 65 it is not lawful to turn off their water, during the winter.

Chairperson O'Keefe made a motion to send Deputy Health Officer, Jim Shultz, to these two properties and see if they have water and if the resident or owner is over 65. The Town Administrator will call GEVD tomorrow and get the names of the 8 properties they originally slated for water shut offs and have a conversation with the residents, to make sure there are no additional health issues. If the residents say no to letting us in, then the Board would have to decide if they want the Deputy Health Officer to pursue an administrative warrant.

#### **Certifying authorization for Chairman to File disbursement request for SRL fund.**

Chairperson read the resolution into the record. Selectman Blease resolved; Selectperson Bergeron seconded. Vote: 3-0.

Selectman Blease made a motion to authorize Chairperson O'Keefe to sign the CCS. Selectperson Bergeron seconded. Vote: 3-0

#### **Non Public Session under RSA 91-A:3, II (a) at 8:35 p.m.**

Chairperson O'Keefe made a motion to go into Non Public Session under RSA 91-A:3, II (a) at 8:35 a.m. Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to leave Non Public Session at 8:50 p.m. Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

#### **Employee Increases for 2012**

Chairperson O'Keefe made a motion to give the following increases for 2012. Bernadette Desmarais and Debra Reardon will be increased from \$13.28 per hour to \$15.00 per hour. The Town Administrator, Kelley Collins, and the Road Agent, Thomas Plourde will receive 2% increases. The other Town employees, Highway: Michael Bergeron, Greg Eastman, the Executive Administrative Assistant, Elise Fitzgerald, the custodian, Chuck Langille and Treasurer, Linda Huszar and the Town Clerk/Tax Collector Kathy Valliere will get 1.5% increases.

#### **Fireworks Contract**

Selectperson Bergeron made a motion to enter into the fireworks contract with Telstar for 2012 at the rate of \$5000. Selectman Blease seconded. Vote: 3-0.

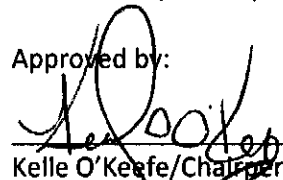
Selectmen's Meeting Minutes  
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**Adjournment**

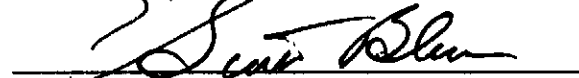
Meeting was adjourned at 9:20 p.m.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:

A handwritten signature in black ink, appearing to read "Kelle O'Keefe", written over a horizontal line.

Kelle O'Keefe/Chairperson

A handwritten signature in black ink, appearing to read "Scott Blease", written over a horizontal line.

Scott Blease/Selectman

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Brenda Bergeron/Selectperson