

**TOWN OF GREENVILLE, NH**  
**SELECTMEN'S MEETING**  
**June 27, 2012**  
**Minutes**

**6:00 p.m. Open Meeting**

The Board opened the meeting at 6:00 p.m.

**In attendance:** Chairperson Blease, Selectperson Bergeron, Selectman Reardon, Town Administrator Kelley Collins, James Hicks and Dale Oja from Souhegan Valley Ambulance Service.

**6:00 p.m. Meet with representatives from Souhegan Valley Ambulance Service, Jim Hicks and Daryl Oja, at their request**

Mr. Hicks and Mr. Oja want to make sure they have an open line of communication with the Board. They want to make sure there is nothing going on with the ambulance service that the Board doesn't know about. They have made some changes to meet the demands of the service. They were having trouble meeting their demands and now they've plugged those holes. They've gained a couple of members of the Greenville Fire Department. They now have a website. The Town of New Ipswich website has a link to the ambulance's website.

Jim Hicks noted that they do a lot of work (they get called out for) but if they don't transport there is no one to bill for those calls. They are still expected to pay their personnel.

The service is now using a collection agency to try to collect all bad debt that goes back as far as two years from date they signed with the agency. In addition, effective January 1, 2012, Blue Cross/Blue Shield is now sending ambulance checks to the patient.

They have also added a paramedic. They used to have to call a paramedic from Peterborough and they paid for that service the minute they left the barn. Now we only pay if we call them and they provide paramedic level skills.

The Board noted that in the past there has been an issue with the increase in the budget and how late it was submitted.

Mr. Hicks noted that more and more people are uninsured. Mr. Oja also noted that they put off purchasing a new ambulance this year. Obviously, it is just not fiscally responsible to do that for this year.

They did have an accident with an ambulance this year and the ambulance was out of service for a while.

Mr. Oja thinks things are going well but he encouraged the Board not to take his word for it, he suggested that the Board talk with their Fire Chief.

Heather Mahoney, a Greenville representative to the Ambulance Service, has resigned from the Board.

**6:30 p.m. Public Hearing to review Greenville's Cross Connection Program, as required by NH Department of Environmental Services**

Chairperson Blease made a motion to open the public hearing on the Cross Connection Program. Selectman Reardon seconded. Motion passed 3-0.

Mr. Charles Buttrick asked for, and was provided with a copy of the Cross Connection Program. Mr. Buttrick asked if the mechanical device is permitted why are the permits non-transferrable. The Town Administrator noted that it is because the business use could change and each business should permit their devices. Mr. Buttrick also asked if the price of the permit has increased. The Town Administrator noted that the program has always stated \$150 for the permit fee but the letters that went out last year stated the permit price as \$125.

Chairperson Blease asked if there was any further public discussion. There being no further comment the Board left this hearing open and moved on to the next public hearing (see below)

Chairperson Blease made a motion to close the Cross Connection public hearing at 7:09 p.m. Seconded by Douglas Reardon. Vote: 3-0.

Selectperson Bergeron made a motion to adopt the Cross Connection Program as required by NHDES, and as submitted Chairperson Blease seconded. Motion passed 3-0.

### **7:00 p.m. Public Hearing to review Greenville Estates Village District's sewer rate –**

Chairperson Blease made a motion to open the public hearing on GEVD's sewer rate Commission Jennifer Nichols and Commissioner Legere were present along with staff members Tara Sousa and Charles Buttrick. The Chairman of the Board is Tom Barrett and he was unable to attend due to a medical condition.

Chairperson Blease asked if there are any questions regarding GEVD's rate. Mrs. Sousa assumes that the rate is the same that the Town Administrator provided to them during the Spring 2012 billing cycle. The Town Administrator noted that it is still \$4.77 per 1000 gallons and will remain at that rate for the Fall 2012 and Spring 2013 billing cycles.

The Chairperson asked if there were any questions or comments from the public. There being none Selectperson Bergeron made a motion to close the public hearing at 7:14 p.m. Selectman Reardon seconded. Motion passed 3-0.

Selectperson Bergeron made a motion to set the rate for GEVD's sewer rate at \$4.77 per 1000. This rate will be effective for the Fall 2012 and Spring 2013 billing cycles, Selectman Blease seconded. Motion passed 3-0.

### **Old Business**

#### **Review and discuss status of Barrett Hill Water Tower project**

The Town Administrator gave an update that Tom Page from Underwood Engineering is working on the bid documents for the Barrett Hill Water Tower project. As the Board knows, this work cannot begin until the Adams Hill Water Tower project is complete.

#### **Review and discuss status of Livingston Road culvert project**

The Town Administrator noted that the field work should be done on the Livingston Road culvert project. We are just waiting for the modeling that needs to be done to figure out the size of the culverts needed. As soon as we get that information we should be able to get a better idea of the costs involved and then we'll know whether the FEMA grant will be enough.

#### **Review and discuss status of High Street slope stabilization project**

As the Board is aware the Town Administrator received an email from Mike Poirier with the NH Department of Homeland Security and Emergency Management (NH HSEM) late Wednesday, June 13, 2012 that the matching funds from the State (\$179,765) were only appropriated for fiscal year 2012, meaning they would expire on 6/30/2012. The Town Administrator called & emailed Senator Bragdon's office as well as contacting the Director of HSEM, Chris Pope. There were several remedies suggested including: seeing if the State could encumber the money into fiscal year 2012 (7/1/12 thru 6/30/12); seeing if the State could pay the \$135,000 pre-construction

engineering invoice, which would go quite a way towards the \$179,765. We received an email from HSEM yesterday (Tuesday, June 26<sup>th</sup>) saying that the Commissioner of Safety and the Commissioner of Administrative Services agree that the matching funds will be encumbered into fiscal year 2013.

**Review and discuss status of Adams Hill Water Tower project**

The Town Administrator noted that all the equipment was mobilized last week and they just need a stretch of good weather to finish up the application of the coating.

**Review and discuss outcome of Town Administrator's meeting with Commissioner Bald from the NH Division of Resources and Economic Development**

The Town Administrator met with Commissioner Bald from the NH Department of Resources and Economic Development (NH DRED) and Business Resource Specialist, Gary Chabot, also from DRED to discuss economic development opportunities for Greenville, on Friday, June 15, 2012. Commissioner Bald has met with Pilgrim Foods. There was some discussion regarding the New Hampshire Economic Revitalization Zone Tax Credit program. This program allows the Town to designate zones as Economic Revitalization Zones and once approved if a business adds to the infrastructure and creates jobs, a business may apply for business tax credits through the State. This does not decrease any money the Town receives. Commissioner Bald will have Robert Barry from his office send us additional information on this program.

**Review and discuss process for possible refinancing of the Town's USDA loans**

The Town Administrator noted that the Board will need to hold a public hearing on the possibility of refinancing our USDA loans through a bond issue before July 20, 2012 in order to be eligible during the next bond issue. The way it appears right now we would save approximately \$109,000 over the life of the loans (through 2029) by this refinancing. We could hold the public hearing and the Board could decide not to refinance after the public hearing. Selectperson Bergeron made a motion to hold a public hearing on the possibility of refinancing our (2) 2000 USDA loans through a bond issue. Chairperson Blease seconded. Motion passed 3-0.

The Town Administrator will make sure the appropriate notices are posted.

**New Business**

**Review and discuss email requests from R. Miller (one of these emails may require Non Public session under RSA 91-A:3, II (b) the hiring of a public employee)**

The Board reviewed (4) emails from Mr. Miller. Specifically, the first email, dated 6/16/2012 at 10:35 a.m., was regarding the date for the pool opening and not putting rusty water in the pool. Since the pool opened today the Board did not think this email required a response.

The second email, dated 6/18/2012 at 10:25 a.m., pertained to the process for paying bills and payroll. Mr. Miller is concerned because bills need to be approved by Lauren and assigned an account number. Anything else results in confusion. The Town Administrator noted that the only bills that get paid without Lauren's approval may be bills that are a reimbursement to the pool manager and even those the committee and/or Lauren and Mr. Miller should have already approved the expenditure. The Town Administrator stated that she will continue to cut checks for reimbursement of employees

so that the employee has the reimbursement before their credit card statement comes due. She will make sure that Parks & Recreation get a copy of any charge against their account so they can account for it or change the account it is charged to, if necessary. Payroll will continue to be paid based on signed time sheets.

The third email, dated 6/18/2012 at 11:19 a.m., is in regards to the hiring of a public employee. The Town Administrator suggested that this email be discussed in Non Public Session at the end of this discussion. The Board agreed.

The final email, dated 6/18/2012 at 11:43 a.m., pertains to repairs to the old lifeguard chair. The Town Administrator noted that Jim Shultz is willing to do these repairs at his house, where he has the appropriate tools. The Board appreciates Jim's assistance with this.

**Non Public Session under RSA 91-A:3, II (b), the hiring of a public employee.**

Selectperson Bergeron made a motion to go into Non Public under RSA 91-A:3, II (b) at 7:35 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Blease – yes; Selectperson Bergeron – yes; Selectman Reardon – yes.

The Board discussed the possible hiring of an additional lifeguard. No decision was made at this time

Selectperson Bergeron made a motion to leave Non Public Session at 7:43 p.m. Chairperson Blease seconded. Roll Call Vote: Chairperson Blease – yes; Selectperson Bergeron – yes; Selectman Reardon – yes.

The Town Administrator reminded the Board that one of the emails above noted that the Parks and Recreation Committee would like to proceed with the sealing of the courts and they would like to meet with the Board to pass on their recommendation. The Board expressed their concerns with the vandalism that has already taken place at the pool house and on the courts this summer. Selectman Reardon noted that we just spent \$30,000 on the pool and we should be all set for Parks and Recreation this year. The Board would like the Committee to stand down from any additional purchasing of large items for the pool or courts and they are happy to meet with Mr. Miller at their next meeting.

**Review, discuss and adopt Cash Receipts policy for Town Pool**

The Board reviewed the policy that the Town Administrator submitted for the handling of cash at the pool.

Selectman Reardon made a motion to adopt the Cash Receipts policy for The Town Pool. Selectperson Bergeron seconded. Motion passed: 3-0.

**Review letter from Antiques and Collectibles Mall of New England, LLC regarding economic development in Greenville, NH**

The Board reviewed Ms. Kosinski's letter and noted it was a moot point because the Town Administrator has already met with Commissioner Bald and Mr. Chabot.

**Signature Folder**

**Review, discuss and approve check manifests**

Selectperson Bergeron made a motion to approve and sign the accounts payable and payroll check manifests. Chairperson Blease seconded. Motion passed: 3-0.

### **EPA Loan**

Selectman Reardon made a motion to authorize the Chairman to sign the annual loan EPA #0991010. Selectperson Bergeron seconded. Vote: 3-0

### **Matt Franks invoice**

The Town Administrator received the invoice for the balance of Matt Frank's bill for the pool repairs and maintenance in the amount of \$14,625. The Board approved payment of the balance of Matt Frank's bill, in addition the Board would like a letter prepared thanking him for a job well done.

### **Agreement of Auditing requirements**

Selectperson Bergeron made a motion to authorize the Chair to sign the agreement of auditing requirements for the reimbursement of FEMA funds for High Street project, DR1913. Selectman Reardon seconded, Motion passed: 3-0.

### **Sign Contract with Woodard & Curran for Preliminary Groundwater Discharge Assessment**

Selectperson Bergeron made a motion to authorize the Chair to sign the Woodard & Curran contracts. Selectman Reardon seconded. Motion passed 3-0.

### **Pelletier Order for Money for Metals junkyard license**

Chairperson Blease closed the public hearing that was opened on June 13, 2012 and kept open pending receipt of documents from Mr. Pelletier's engineer.

The Board reviewed the order for Pelletier as prepared by the town Attorney. Selectman Reardon made a motion to approve the order, sign it and have the Town's attorney send it to Mr. Pelletier and his attorney. Selectperson Bergeron seconded. Motion passed 3-0.

### **Adjourned:**


The Board adjourned at 8:45 p.m.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:

  
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Scott Blease/Chairperson

  
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Brenda Bergeron/Selectperson

  
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Douglas A. Reardon/Selectman