

**TOWN OF GREENVILLE, NH**  
**SELECTMEN'S MEETING**  
**July 11, 2012**  
**Minutes**

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

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

**6:00 p.m. Meet with Peter Vaillancourt, Forest Fire Warden, regarding 2012 budget**

Forest Fire Warden Peter Vaillancourt is here to let the Board know that his budget is over expended \$1182. He also noted that the Town has billed over \$3,000 in forest fire wages to the State, but that money will go to the general fund. Selectman Reardon asked, since he's new, what can the Board do?

The Town Administrator noted that the Board can vote to move money from another budget into the Forestry Budget or they can continue to allow it to overexpend. Her recommendation is to continue to charge relevant expenses to the appropriate forestry line items so that we have an accurate reflection for budget purposes next year. The Board agreed.

Chairperson Blease asked if there is a report on the accident between our Forestry truck and Temple's. Forest Fire Warden Vaillancourt said that there were conflicting reports regarding whether the truck was properly chaulked, or not. Chairperson Blease noted that we just spent \$14K on town vehicles for repairs, maintenance and inspections. Therefore, he assumes there was nothing mechanically wrong with the truck so he would like to know how did this happen. Selectman Reardon noted that he thinks this was just human error.

Selectperson Bergeron thinks it would be nice for the Selectman to get a report from the department instead of the rumor mill. Forest Fire Warden Vaillancourt noted that the Fire Chief did notify the Town Administrator so that an insurance claim could be filed.

Warden Vaillancourt is going to apply for a \$2500 grant for personal protective gear. You can apply for up to \$2500 and he is applying for helmets and goggles.

**6:30 p.m. Meet with Parks & Recreation Committee and Jan Shultz, regarding staffing at the pool**

The Board met with Pool Manager, Jan Shultz. No members of the Parks and Recreation Committee attended. Annette Gallagher, a member of the committee, did notify us that she would not be available.

There was discussion about the basketball and tennis court being closed by the Board, until further notice. The Town Administrator will order (2) signs that say Closed until further Notice by Order of the Board of Selectmen. One for each court.

The Board discussed one additional staff opening at the pool. Selectman Reardon asked if this position was posted or if this was just one person selected. Jan Shultz said that she thought the Town Administrator had posted it on the Town website. Jan and Mary met and looked at scheduling and who will work with whom. They decided that they would need a junior lifeguard for 10-15 hours per week plus any fill in for other guards. When Jan spoke to (2) other applicants one had no experience and one wanted a minimum of 20 hours. She and Mary decided to recommend hiring Caitlin Allison.

Selectman Reardon made a motion to hire Caitlin D. Allison as a part time, junior lifeguard, at minimum wage, effective as soon as she fills out the hiring paperwork. Chairperson Blease seconded. Motion passed 3-0.

Jan would like to increase the pay of another Lifeguard who got his WSI, for any hours that he teaches swim lessons.

Selectman Reardon made a motion to increase Tyler Barney's hourly rate to \$8.25/hr for any time he is teaching swim lessons. (the pool manager will have him fill out separate timesheets for the hours at different pay rates) Chairperson Blease seconded. Motion passed 3-0.

**7:00 p.m. Public Hearing regarding possible issuance of refunding bonds. The proceeds of these bonds would be used to refinance the Town's General Obligation Bonds dated 6/2/2000 that are outstanding in the approximate principal amount of \$613,431 and its General Obligation Bonds dated 6/2/2000 that are outstanding in the approximate principal amount of \$401,839, in order to achieve interest cost savings and to pay related costs and expenses.**

Brenda Bergeron opened the public hearing at 7:03 p.m. Mr. Marshall Buttrick was in attendance.

The Town Administrator noted that we can refinance the (2) USDA loans from 2000, for water projects, and save roughly \$109,000 over the life of the loans. These loans will be paid of in 2029. Normally, you cannot pay off USDA loans or bonds early, but the NH Municipal Bond Bank has permission to pay these off with the proceeds of this bond issue.

In addition, the Town Administrator has permission from USDA Rural Development to use the Water CD, which was originally a grant for the \$550,000 project. We have been using 5% of the CD to pay on the loan annually. We have researched the Water CD and cannot find any vote of town meeting or the Board of Selectmen that would require us to continue this CD.

Mr. Buttrick noted that he is in favor of refinancing the USDA loans. He thinks this is prudent. He also thinks we shouldn't have extra accounts out there and therefore agrees with using the Water CD to reduce the amount of the USDA loan to be financed.

The Treasurer, Linda Huszar, agrees with the Town Administrator that we should apply this against the loan for the water project it was originally intended for.

Selectman Blease made a motion to close the public hearing at 8:00 p.m. Selectperson Bergeron seconded. Motion passed 3-0.

#### **Using the approximate \$184K Water Certificate of Deposit**

Selectperson Bergeron made a motion to use the Water CD balance of approximately \$184,000 - \$185,000K (to be determined when check is cut) to pay down the original \$550K USDA loan from June 2000, prior to refinancing with the bond issue. Selectman Reardon seconded. Motion passed 3-0.

#### **Resolution Authorizing Issuance of Refunding Bonds**

Selectperson Bergeron made a motion to pass the Resolution Authorizing the Issuance of Refunding Bonds (see attached document signed by Board). Chairman Blease seconded. Motion passed 3-0.

Selectperson Bergeron made a motion to authorize Chairperson Blease to sign the authority to bond document. Selectman Reardon seconded. Motion passed 3-0.

#### **Old Business**

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

The Town Administrator noted that the bid documents are still with the Town Attorney for review.

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

The Town Administrator noted that we are still waiting for recommendations from the engineering firm, Pathways Consulting, who was waiting for the modeling being done by Headwaters Hydrology.

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

The Town Administrator gave an update that the trees have been removed. PSNH pole licenses have been completed and PSNH is in touch with resident's for permission to place guide wires.

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

The Adams Hill Water Tower project is almost complete. They are waiting for the tank to cure and then they will begin the refilling. They still have the fence to complete, as well.

**Review and discuss status of finding a Town Treasurer**

The Board discussed the fact that they have now asked several residents, none of whom are interested in serving as Treasurer. The Town Administrator suggested placing an advertisement for this position. The Board would like the TA to draft an ad and run it in a Thursday edition of the Ledger-Transcript.

**New Business**

**Review and discuss issues with restroom facilities at pool (during P&R Committee appointment portion of meeting)**

Selectman Reardon made the Board aware that he has been to the pool house and repaired the toilets.

**Review and discuss resident's request to meet with Board of Selectmen regarding property tax fees and penalties**

The Board asked the Town Administrator to contact the resident and get more details from him, in writing. They will review his response and make a decision about an appointment after that review.

**Review, discuss and approve 504 Self-Evaluation Plan for Handicap Accessibility and appoint a ADA Compliance Coordinator**

Selectman Reardon made a motion to approve the 504 Self Evaluation Plan for Handicap Accessibility and to appoint the Building Inspector/Code Enforcement Officer, Jim Shultz as Handicap Accessibility Compliance Coordinator, Chairperson Blease seconded. Motion passed 3-0.

**Signature Folder**

**Review, discuss and approve check manifests**

The Board reviewed, discussed and approved the accounts payable and payroll check manifests.

**Review, discuss and approve minutes of June 13, 2012 Selectmen's Meeting, including (1) set of Non Public minutes**

The Board reviewed, discussed and approved the minutes of the June 13, 2012 Selectmen's Meeting, including (1) set of Non Public minutes.

**Review, discuss and approve minutes of June 27, 2012 Selectmen's Meeting, including (1) set of Non Public minutes**

The Board reviewed, discussed and approved the minutes of the June 27, 2012 Selectmen's meeting, including (1) set of Non Public minutes.

**Review, discuss and approve pole licenses for PSNH for High Street project**

The Board reviewed, discussed, and approved the pole licenses for the relocation of poles on High Street.

**Review, discuss and approve transfer requests (4)**

The Board reviewed, discussed and approved (4) transfer requests.

**Review, discuss and approve abatements (6), with recommendations from our Assessing firm.**

The Board reviewed, discussed and approved/denied (6) abatements

**Review, discuss and approve purchase order for plumbing repairs at pool \$328.**

The Board reviewed, discussed and approved the purchase order for plumbing repairs at the pool.

**CDBG Reimbursement**

The Town Administrator noted that the Board needed to approve removing former Selectperson Kelle O'Keefe and adding Selectman Reardon as a signer for CDBG reimbursements.

Selectperson Bergeron made a motion to authorize the Chairperson to sign the new authorization to sign CDBG reimbursements. Selectman Reardon seconded. Motion passed 3-0.

**Adjourned at 8:46 p.m.**

Submitted by: Kelley A. Collins/Town Administrator

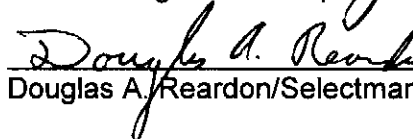
Approved by:



Scott Blease/Chairperson



Brenda Bergeron/Selectperson



Douglas A. Reardon/Selectman