

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
October 24, 2012
Minutes**

5:00 p.m. Open Meeting

Chairperson Blease opened the meeting at 5:02 p.m.

In Attendance: Chairperson Blease, Selectperson Bergeron, Selectman Reardon and Town Administrator Kelley Collins, Robert Durfee and Scott Bourcier from Dubois and King, several residents from the High Street area.

Old Business

Review and discuss status of Barrett Hill Water Tower project

The work is complete and Utility Partners has filled the tank. The water has been sent out for testing and the tank should be back on line today or tomorrow. Check with insurance company about liability.

Review and discuss status of complaint on Mill and Main Street

The Town Administrator noted that the Code Enforcement Officer, Jim Shultz, has reviewed the site. He sent an email stating that there is some clutter, mainly children's toys. He did not find rubbish or trash. He notes there is no public health issue here. The Selectmen would like the Town Administrator to send a letter to the owner, notifying them that the town has received a complaint and requesting they talk to their tenants about cleaning up the area and perhaps providing some storage for toys, etc.

Review and discuss status of complaint on 66 Main Street

The Town Administrator noted that the Code Enforcement Officer, Jim Shultz has reviewed the site. There are two unregistered vehicles at 66 Main Street. Upon review of the files it appears that this property owner has received numerous requests to comply with state law over the last ten years by having no more than 1 unregistered vehicle on his property. Since he has failed to comply to those previous requests, the Code Enforcement Officer suggests involving the Town Attorney.

The BOS would like the Police chief to enforce vehicle codes. If that doesn't work have Town Administrator have Attorney prepare a cease and desist order.

Review and discuss setting a date to meet with Paula from GETC to consider abatement of taxes on 192 New Hillcrest Drive

The Board reviewed the letter from GETC regarding the possibility of abating taxes on 192 New Hillcrest Drive.

Town Administrator noted that GETC thought the previous owner abandoned in 2009. The unpaid taxes go back to 2006. Selectmen will consider abating all taxes if that unit is demolished and removed and the park waives three months of park rent on the other units they intend to tax deed.

Review and discuss placing ad for town hall painting project in the Ledger-Transcript

The Town Administrator noted that we received no interest in the ad placed in the Union Leader. She would like to try the Ledger-Transcript. She presented a revised advertisement with new deadline dates. The Board agreed to an additional advertisement.

New Business

Review and discuss status of probationary Treasurer

The Board re-appointed The Treasurer through the March 2013 election. If she has any issues getting deposit slips, she should put her requests in writing to the Town Clerk/Tax Collector and cc: the BOS.

Review and discuss 2012 Tax Rate

The Board reviewed the figures using various amounts of fund balance. There was considerable discussion. Selectperson Bergeron feels good with using \$135,000 of unassigned fund balance to reduce the taxes.

Selectperson Bergeron made a motion to use \$135,000 of unassigned fund balance to reduce taxes. Selectman Reardon seconded. Motion passed 3-0.

Selectmen's Office closed on Thursday, November 15, 2012

The Town Administrator would like to close the office on Thursday 11/15/2012 so that she and the Administrative Assistant can attend training at the LGC Annual Conference in Manchester. The Board approved closing the office. They would like this notice placed on website and Channel 21, as well as a note placed on the front door the day of the closure.

Signature Folder

Review, discuss and approve check manifests

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

Review, approve and sign minutes of September 26, 2012 Selectmen's Meeting including Non Public minutes

The Board reviewed, approved and signed the minutes of the September 26, 2012 Selectmen's Meeting, including (2) sets of Non Public Meeting minutes.

6:00 p.m. Meet with Robert Durfee, P.E. from Dubois & King to review 35% preliminary design plan for High Street slope stabilization project

The Board met with Robert Durfee, P.E. and Scott Boucher, P.E. from Dubois and King to review the 35% preliminary design plan for High Street.

Mr. Durfee and Mr. Bourcier, P.E. made a presentation from the plans submitted. The sheet pile wall is in three segments. . To stabilize wall, it will require tie backs, underground. Tie backs connect to wall in the front and go back into the ground on a downward slope – braces top of wall and required at all three segments. There will be a concrete cat beam at top of wall. There will also be a 4' chainlink fence. For segment #1 anchor is 28 feet long. The tie back under Lot 43, Philip Alix will extend 28 feet underground from 7 feet to 16 feet. They are installed from equipment on front of wall. Lot 53 and 47, Walker and Griggs, 5-6 feet beyond town's right of way and depth of those rods will be 22 feet and will require easements. There will also be a steel beam guardrail. Between guardrail and wall can grade and let grass grow, etc.

Mr. Durfee explained the closed drainage system. There are a lot of cross culverts and to mitigate that they will be installing a bituminous curb which is pretty common when you have a steep slope beyond a guardrail. That will keep water from shedding off. This will run all the way from 46 High Street all the way to Daryl Fournier's lot. As a result of preliminary alignment of drainage it will impact current water and sewer. They want a 6 foot offset from water and sewer and between water and sewer you need 10

foot offset. There is a small section of sewer main that has to be relocated. A lot of drainage are made with conic or centered structures. Most of High Street will be a patch job and will be horrendous.

Chairman Blease asked how many pipes come out of there now. Scott Bourcier answered at least 5.

Sean Sweeney from Headwaters Hydrology discussed permitting requirements. The project will need a wetland Permit for impact in River, Shoreland permit from DES for working within 200 feet of a body of water and an Alteration of Terrain permit from DES for disturbances larger than 50,000 square feet. No applications have been filed yet. An endangered species review has been filed. Mr. Sweeney will be submitting to Historic Review based on age of buildings, tomorrow. He has a meeting with Greenville Conservation Commission on November 20th. He also will be meeting with the Souhegan River Committee on November 15 - they have some standing in the process. If they make negative comments it can delay permitting. That is why they meet with them in advance. The longest review is for the Wetlands Bureau. It is not feasible to access lower slope from above, so they are proposing coming across from Lot 30 (park on other side). The project would permit one of two options: lower water level and create causeway – there would be several cross culverts, the other option is to barge materials. There would be two barge docks one on either side of river.

Town Administrator asked if we are lowering the level will there be a limit on the time of year we can do that. Sean noted that there are discharge limits that have to be met. NH Fish and Game and the Dam Bureau must be notified.

Bob discussed two cost alternatives. One includes improvements in drainage down to the church and one that does not.

We have completed re-establishing the Right Of Way on High Street to move utilities. PSNH is paying for this, which is a savings of about \$30K to the town. Dubois and King did an exhaustive search of records and found no record of the laying out of High Street. Based on the survey and where utility poles are now (on average between 27 and 32 feet apart) so they concluded that at some point there was a 2 rod or 33 ft ROW, which is the smallest ROW for a 2 lane road. Dubois & King suggested that we reclaim that ROW from Fournier to Alix and went one lot more. Establishment was filed with Town Clerk and Secretary of State's Office. Now PSNH can move ahead. They need a guide wire on one of the poles and it will be outside the towns 2 rod ROW. They need a guide easement from Esther Walker. That is being addressed by PSNH. It typically takes PSNH's legal department 6 months to finalize a guide easement.

Easements – The project will require (4) easements. Three will be for tie backs for the sheet pile wall and one will be a drainage (outlet pipe) easement. 1) 46 High Street Philip Alix needs a construction easement which would allow contractor to go across their property to build wall and stone stabilization. Second would be a subsurface tie back from 7 – 16 feet below the basement ground and need right to access and maintain these tie backs.

45 High Street – The Walker property – the tie back will extend 45 beyond wall about 22 feet below grade. Recommending 10 foot subsurface easement for maintenance easement.

Davis property also would need a subsurface construction and maintenance easement for tie backs.

Fournier property will require an easement for outlet for closed drainage system at bottom of hill for construction and culvert maintenance.

Town has draft easement for town attorney's review. Once attorney approves they will draft easements for all four abutters. Town Administrator asked if there is a plan B if any of the abutters refuse easements. Yes, if Mr. and Mrs. Alix are not interested in

providing an easement, Dubois & King explained that they could not build segment A of the sheet pile wall on the Alix's property and we could start wall farther down hill and deeper to make tiebacks shorter. For Fournier's we could stop drainage on Sacred Heart Church's property.

Schedule – critical path is guide easement and this could unfavorably delay the process. We could be looking at end of June for start of construction and 5-6 mos. Other constraints are permits. NH DES has 115 days (4 months) to comment. Sean Sweeney noted that we can request an expedited review from the Commissioner of DES which may shorten it up. The River Committee is a wildcard in this. Will require written permission from the Alix's for working on that property. The construction easement will work.

Chairperson Blease asked if they will be re-routing the channel at the toe of the slope? No but they will be putting in a coffer dam (temporary sheet piling) at the bottom of the slope and will pump the water out of the channel. The stone on the toe will extend deep below the slope.

Easements are another time constraint.

Going ahead with designs and bid documents. Hoping to put it out to bid February 1st, open bids March 1st and execute contract by March 15. Could have easements and PSNH easements in hand by 3/15 as well as permits. That would put us into mid May.

Recommendation at this time is to work all these issues concurrently. Try to expedite PSNH easements, have town attorney approve easements, meet with abutters, submit permits by end of November. Best case would be notice to proceed by April 1, 2013.

Diane Steele asked if the money goes away? No, we just have to get extensions on funding.

Mr. Alix noted that there is a typographical error in the original Re-establishment on R1. The note said the limit for the start of the 2 rod ROW which was the westerly property line of lot 47 should have said lot 52. Dubois & King gave the Town Administrator revised drawings to be filed with the Secretary Of States Office and Town Clerk's office.

George Alix asked how deep the sewer is on the High Street side. He thinks it could be 20 feet and if the tie backs are 22 feet.....

George Alix said that depending on where you start you could de-stabilize the slope. The sewer line for 46 High Street is 5 feet behind stone wall at basement level. The engineers will take that under consideration and locate the sewer lines. The Alix's noted that they do not have to pump the sewer up from their basement apartment.

When do you anticipate having the 95% plan done - sometime in January.

Selectperson Bergeron suggested putting together a "No dumping" ordinance for the embankment on High Street.

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

Selectperson Bergeron made a motion to go into Non Public Session under RSA 91-A:3, II (e) at 7:40 p.m. Selectman Reardon seconded. Roll call vote: Chairperson Blease – yes; Selectperson Bergeron – yes; Selectman Reardon – yes.

Selectman Reardon made a motion to leave Non Public Session and seal the minutes at 8:05 p.m. Chairperson Blease seconded. Roll call vote: Chairperson Blease – yes; Selectperson Bergeron – yes; Selectman Reardon – yes.

Selectmen's Meeting Minutes
October 24, 2012

Adjourn

The meeting adjourned at 8:05 p.m.

Submitted by: Kelley Collins/Town Administrator


Approved by:



Scott Blease/Chairperson



Brenda Bergeron/Selectperson



Douglas A. Reardon/Selectman