

**TOWN OF GREENVILLE, NH  
SELECTMEN'S MEETING  
July 27, 2016  
Minutes**

**3:30 p.m. Non Meeting with Town Attorney and Karen Carew/CPA**

**5:00 p.m. Open Public Meeting**

Chairperson Mary opened the public portion of the meeting at 5:00 p.m.

**In Attendance:** Chairperson Mary, Selectman Reardon, Selectman Spratt and Kelley Collins/Town Administrator

**Old Business**

**Review and discuss enforcement issue with expansion tank leaking at 14/16 Chamberlin Street**

The expansion tank at 14/16 Chamberlin has been leaking for months now. We were originally notified by the tenant but the Town Administrator confirmed this with the Water & Sewer Department who confirmed they had gone out and looked at this a month prior to us being notified.

The TA sent a letter giving the owner 14 days to rectify the situation and notify the Town. As of Friday, July 22, 2016 they had not been in touch with the Water Department. Their deadline was the 23<sup>rd</sup>. The Board spoke to the Town Attorney about this and he will review the Water Regulations to see if the Town can install an Expansion Tank and just bill them with their next bill. Under no circumstances will they receive an abatement for the leak.

**Review and discuss Underwood Engineering's ESR 8 for services needed to oversee utility project at Greenville Recycling – status**

The Board briefly reviewed ESR #8 again and agreed that the road work needs to be reviewed by an engineer or they would feel uncomfortable accepting the road.

The Town Administrator noted that she has not heard anything from Fieldstone in answer to her email stating that the Town Attorney has issues with the bond. We also do not have the escrow for the Water and Sewer portion of the project. The Board reiterated that no work is to begin on the utilities until the bond and escrow are both in place.

Chairperson Mary made a motion to authorize the Town Administrator to sign ESR #8 authorizing Underwood Engineering to oversee the road, water and sewer work at the Greenville Recycling Project. Selectman Spratt seconded. Motion passed 3-0.

**Review and discuss status of Greenville Recycling, LLC's project with regard to utility bond and escrow account**

(see discussion above)

**Review and discuss bonding for Water Pump Project and asbestos abatement**

The Town Administrator has sent Town Attorney's comments on the bid documents to Underwood and they have made the necessary corrections, or pointed out where the item may have been referenced in the documents. There was some discussion regarding bid, construction and performance bonds and the fact that these increase the

cost of the project, but the State of NH requires bonds for projects in excess of \$35,000. The Town Administrator noted that Underwood would like us to agree to start the asbestos review so this is done prior to awarding the project. That will assist us in getting a more realistic cost of the project. The Board authorized the Town Administrator to approve the proposal for \$600 to have the asbestos review done.

### **Review and discuss status of Planning Board membership**

Based on research conducted by the Town Attorney, the Building Inspector cannot serve if a Selectman serves. The Board could make the Building Inspector their ex-officio member, but this is seldom done in Towns this size.

The Board would like to meet with the Planning Board during the next Planning Board meeting on Thursday, August 11, 2016 and would like the Town Administrator to make this request to the Planning Board.

### **New Business**

#### **Review and discuss grant application for completion of revision to Local Emergency Operations Plan (LEOP)**

The Board of Selectmen review and discussed the grant application to update the Town's Local Emergency Operations Plan. We would use the grant to hire Southwest Region Planning Commission to assist us with the update. We have budgeted \$2500 to match the grant and will use a combination of the funds and in-kind match.

Selectman Spratt made a motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$4,450.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board acknowledges that the total cost of this project will be \$8,900.00, in which the Town will be responsible for a 50% match (\$4,450.00). Further, the Board authorizes the Town Administrator to sign all documents related to the grant. Chairperson Mary seconded. Motion passed 3-0.

#### **Review and discuss having Virtual Town & City build a new town website**

The Town Administrator notified the Board that our email and website have been down a good portion of the last 2 – 3 days. Bluehost's servers are under attack and that has affected their ability to host both our email and our website. That coupled with the fact that the Assistant Town Administrator was the person familiar with FrontPage and responsible for posting on our website, brings the TA to recommend that the Board consider purchasing website building and hosting services for Virtual Town and Schools. She was going to recommend this for the 2017 budget but thinks it is time to do it now. The cost will be around \$2300 this year and then \$3250 for year two and three and then \$1750 per year thereafter.

Chairperson Mary made a motion to hire Virtual Town and Schools to rebuild our website and host both the website and our emails. Selectman Reardon seconded. Motion passed 3-0.

#### **Review and discuss Town Administrator's absentee needs during short staffing**

The Town Administrator noted that she has an appointment on Thursday, August 4, 2016 at 8:00 a.m. in Manchester but should be in to open the office for 10:00 a.m. She also has an appointment in Manchester on Thursday, September 1, 2016 at 9:00 a.m. and anticipates not getting to the office until 10:30 or 10:45 a.m. Our new hire can open the office. Selectman Reardon noted that if the office has to close or open a little later just put a sign on the door.

**Non Public Session under RSA 91-A:3, II (c) to discuss a disabled tax deferral application**

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) to discuss a disabled tax deferral application at 5:28 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Chairperson Mary made a motion to approve the 2014 and 2015 disabled tax deferrals applications under RSA 72:38-a. Selectman Reardon seconded. Motion passed 3-0.

Selectman Reardon made a motion to leave Non Public Session at 5:31 p.m. Chairperson Mary seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

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

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 5:32 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Chairperson Mary made a motion not to re-employ former Asst. Town Administrator to assist or train. Selectman Spratt seconded. Motion passed 3-0.

Selectman Reardon made a motion to leave Non Public Session at 5:38 p.m. and seal the minutes until the next Selectmen's Meeting on August 10, 2016. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

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

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 5:38 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Chairperson Mary made a motion to make a conditional offer of employment to Tara Sousa as the Town's new Bookkeeper/Administrative Assistant at a rate of \$18.50/hour now and up to \$19.25/hour after a six month probationary period, upon a satisfactory background check. Selectman Spratt seconded. Motion passed 3-0.

Selectman Reardon made a motion to leave Non Public Session at 5:45 p.m. and seal the minutes until August 29, 2016. Chairperson Mary seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

**Treasurer position**

The Town Administrator noted that since we will have an opening in the position of Treasurer, former Assistant Town Administrator, Elisa Fitzgerald may be interested in filling the position until the March elections. She did request that the rate be increased from \$572/month to \$650 per month.

Selectman Reardon made a motion to offer to appoint Elisa Fitzgerald as Treasurer effective August 29, 2016 for a rate of \$650/month. Selectman Spratt seconded. The motion passed 2-1.

**Gates for Selectmen's Office and Town Clerk/Tax Collector's Office at Town Hall**

The Board reviewed another proposal for gates at Town Hall as required by the NH Department of Labor. The quote from BRT Services is \$4650 and includes the buzzer

system. The Quote from Custom Carpentry, LLC was \$9800 and did not include the buzzer system.

Chairperson Mary made a motion to hire BRT Services to do the gates at town hall, Selectman Spratt seconded. Motion passed 3-0. Chairperson Mary signed the proposal.

**Signature Folder**

**Review, discuss and approve check manifests for accounts payable and payroll**


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

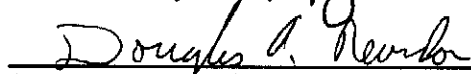
**Adjourned**

This meeting was adjourned at 5:55 p.m.

**Submitted by:** Kelley A. Collins/Town Administrator

**Approved by:**

  
\_\_\_\_\_  
Carla C. Mary/Chairperson

  
\_\_\_\_\_  
Douglas A. Reardon/Selectman

  
\_\_\_\_\_  
Stephen Spratt/Selectman