

**TOWN OF GREENVILLE, NH**  
**SELECTMEN'S MEETING**  
**August 10, 2016**  
**Minutes**

**3:30 p.m. Open Public Meeting**

Chairperson Mary opened the meeting at 3:30 p.m.

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

**Old Business**

**Review and discuss award of EMPG for revision of Town's Local Emergency Operations Plan (LEOP)**

The Town Administrator noted that the message has been forwarded to our Emergency Management Director (EMD), Ed White and she will assist in any way she can.

**Review and discuss Underwood Engineering's status report on various projects**

***The Action Items on this list are:***

Approve Underwood putting the Ashton Place project out to bid, with bids due to them for 9/6 and agenda for bid award at BOS meeting on Wednesday, 9/14/16 (note contractor will be responsible for coordinating installation of residential expansion tanks)

The Board unanimously agreed to allow Underwood to put the Ashton Place Water Project out to bid at the end of this week with the timeline above.

Approve going out to bid for Water Pump Project (pending NH DES approval by end of next week – 8/19/2016) with bids due around 9/19 and agenda bid award for BOS meeting on 9/28/2016.

The Board unanimously agreed to allow Underwood to put the Water Pump Project out to bid at the end of next week (August 19<sup>th</sup>) pending NH DES approval, with the timeline above.

Approve WasteWater ESR #7 for chemical testing reviewed at meeting with EPA and DES. Underwood would like to start ASAP as EPA and DES were interested in getting as much seasonal data as possible and flow if low now.

The Board reviewed the Engineering Services Request (ESR) for further chemical testing at the WasteWater Plant. Selectman Reardon made a motion to approve ESR #7 and authorize the Town Administrator to sign the ESR. Chairperson Mary seconded. Motion passed 3-0.

**Review and discuss Treasurer position**

The Board reviewed Elisa Fitzgerald's email, stating she is willing to perform this function for the Town. The Board signed the appointment form making Mrs. Fitzgerald Treasurer until the March 2017 elections. They also approved and signed the form to pay Mrs. Fitzgerald \$650 per month for this position.

**Review and discuss traffic counts for Master Plan use**

The Board reviewed the traffic count information provided as part of the Master Plan project. The Town Administrator suggested sending this to the Planning Board for their review. The Board agreed.

**Review and discuss handout for the 8/24/2016 public hearing for GEVD water & sewer rates.**

The Board reviewed the handout that the Town Administrator has prepared for the Greenville Estates portion of the Public Hearing regarding Water & Sewer rates for 2016. The Board discussed, in very general terms, whether they need to increase the sewer rate for the town.

**Review and discuss new date to meet with Planning Board (8/25/2016)**

The Planning Board has cancelled its August 11, 2016 meeting. They will meet with the Board on August 25, 2016 if the Planning Board is available. The Board reviewed the letter they asked the Town Administrator to draft on their behalf and signed the letter.

**New Business**

**Review and discuss email from NH DES regarding NH drought conditions**

The Board reviewed the email and would like the Town Administrator to put out a gentle reminder to residents that southern NH is experiencing a drought and to please be mindful of water consumption.

**Review and discuss status report on the pool**

The Board reviewed the Pool Manager's email regarding the status of the pool and that they are practicing doing swim lessons, in the hope that we can reinstate swimming lessons next summer. The Town Administrator noted that the Pool Manager wants to keep the pool open until September 1<sup>st</sup>. She noted that Mascenic Schools are in session starting Monday, August 29<sup>th</sup>. She suggested opening just afternoon (after school hours) on Tuesday, August 30<sup>th</sup> and Wednesday, August 31<sup>st</sup>. The Board agreed.

**Review and discuss where to charge retainer for audit**

The Town Administrator suggested charging the audit to the audit line in the budget knowing that it will be over-expended. Chairperson Mary would like 1/3 charged to general fund, water and sewer.

**Review and discuss Wilton's request for a resident to serve on the Recycling Committee**

The Board has no problem trying to find a resident to serve on this committee. They asked the Town Administrator to post this on Channel 21, the Post Office and Town bulletin boards.

**Review and discuss vehicle damage to employee of Utility Partners**

The Town Administrator made the Board aware that an employee of Utility Partner's windshield was damaged (needs to be replaced) due to a falling branch while parked on town property, during working hours.

The Board asked why any employee would be parked under a tree if they thought it was dead. The Town Administrator isn't sure because neither the Road Agent nor the

Water & Sewer Operations Manager spoke to her about this and she was unable to reach them before this meeting. The employee has obtained an on-line quote of \$208 to replace his windshield with Safelite. The Board asked the Town Administrator to get a photo of the damage. The Board agreed to reimburse the employee of Utility Partner for the damage but they want to make sure no one down there parks under anymore trees and that the trees have been taken care of.

### **Miscellaneous**

#### **Review and discuss status of Chamberlin Street expansion tank leak**

The Board would like the Town Administrator to try to set up a time for a licensed plumber to install an expansion tank. We will then bill to owner's account.

#### **Review and discuss letter from Mr. Buttrick to Selectman Spratt re: 5 lot subdivision on Old Wilton Road and culvert on Main Street**

The Town Administrator noted that she had prepared the "Voluntary Lot Merger" documents over a year ago but the Board held off on filing these with the Planning Board pending the dispute over ownership.

The Board would like the Town Administrator to prepare a letter for their signatures to NH DOT expressing their concern over the condition of the culvert on Main Street (in front of house #66).

#### **Review and discuss abatement request for interest associated with incorrect address**

We received a call from a Ms. Sharon McDonnell who owns 55 Main Street. She noted that although she received her property tax bill, she did not receive her Spring 2016 water and sewer bill. Upon further investigation, it was noted that we had her in our system as Sharon McConnell, with an address of 1349 Centre Street Realty Trust, PO Box 24, Easton MA 02356. The Town Administrator pulled the deed that we use for owner's name and address and the deed has the information as in the system. She notified Ms. McDonnell that her name is wrong on her deed.

Although the Town did not make a mistake, in an effort to keep good will with a new property owner in town, they are willing to abate the interest on this one time. They would like the Town Administrator to make it clear to Ms. McDonnell that this was not the town's error and that they will not abate again.

Chairperson Mary made a motion to abate the interest and any penalties from the water and sewer bill and note that no error was made by the town, but since the taxes were paid timely and she is new to owning in town they will give her the benefit of the doubt. Selectman Reardon seconded. Motion passed 2-1.

#### **Non Public Session under RSA 91-A:3, II (c) to discuss a matter, which if discussed in public, may adversely affect the reputation**

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 4:40 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

No action was taken in Non Public Session.

Chairperson Mary made a motion to leave Non Public Session at 4:47 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

**Pool Valve left open overnight**

The Town Administrator made the Board aware that the pool staff opened the valve yesterday to re-fill the pool and accidentally left it open all night. It overfilled the pool and flooded out into the parking lot. The TA has spoken to the Pool Manager about the cost of water and the fact that the Adams Hill Water Tower did not recover last night and it is important this not happen again, especially in view of the drought.

**Signature Folder**

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

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

**Review and discuss abatement for Mrs. Fraturelli**

The Board reviewed approved and signed the abatement for Mrs. Fraturelli, due to an overpayment.

**Review and discuss NH DES Request for Certification**

The Board reviewed, approved and authorized the Chairperson to sign the DES request for certification of our water pollution grant

**Review and discuss Request for Trust Funds for Ashton Place Water Project**

The Board reviewed, approved and signed the request for expendable trust fund reimbursement for the Ashton Place Water Project

**Review and sign police contract for our files**

The Board reviewed and signed the Police Contract

**Review and discuss Notice of Intent to Cut for 988 Greenville Road**

The Board reviewed, approved and signed the "Notice of Intent to Cut" for 988 Greenville Road.

**Status of Tax Deeding**

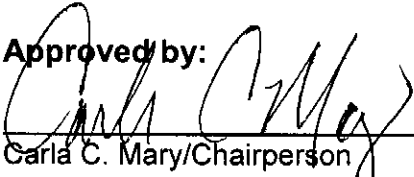
The Town recently tax deeded (3) properties. Two of them have been redeemed for the full amount of all past due taxes, plus fees. The Town received \$4,456.74 last week and \$3,960.49 today. There is only one recently deeded property left and the Sheriffs have the eviction notice for delivery to the owners.

**Adjourned**

The meeting was adjourned at 5:30 p.m.

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

**Approved by:**

  
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Carla C. Mary/Chairperson

  
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Douglas A. Reardon/Selectman

  
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Stephen Spratt