

**TOWN OF GREENVILLE, NH  
SELECTMEN'S MEETING  
June 12, 2013  
Minutes**

**5:30 p.m. Open Meeting**

The Chairperson opened the meeting at 5:30 p.m.

**In Attendance:** Chairperson Bergeron, Selectman Reardon, Selectman Ste. Marie, Town Administrator, Kelley Collins

**7:00 p.m. Public Hearing**

**In accordance with RSA 32:5, notice is hereby given that the Board of Selectmen will hold a Public Hearing, in the Meeting Room in the lower level of Town Hall at 46 Main Street, on Wednesday, June 12, 2013, at 7:00 p.m., to review and discuss the Warrant Article(s) to be voted on by Special Town Meeting, tentatively scheduled for Wednesday, July 10, 2013 at 7:00 p.m.**

Chairperson made a motion to open the Public Hearing and read the notice and the Warrant Article at 7:00 p.m. Selectman Reardon seconded. Motion passed 3-0.

Mr. Alix asked why Fairpoint hasn't moved their wires yet it has been 4 months since PSNH moved the poles. TA noted that she was just informed of this yesterday and will be contacting Fairpoint tomorrow to get a status report. The public suggested just calling the Public Utilities Commission and asking them to intervene.

Mrs. Winslow asked how the town is funding this. Chairperson Bergeron noted that the plan right now is to use unassigned fund balance to offset the cost when setting the tax rate. The TA stated that we do not have 2012 audited numbers yet but she anticipates have over \$1million in unassigned fund balance which should put the Town well over the 8 – 15% NH DRA recommends for retention of funds.

A member of the public asked if the Special Town Meeting has been approved by the Court. The Town Administrator answered that the meeting was approved by the Court and is set and noticed for Wednesday, July 10, 2013 at 7:00 p.m. in this meeting room.

Mrs. Winslow asked if the Board has any intention of limiting the traffic on High Street once it is repaired. She understands this will be the main road when High Bridge is New Ipswich is closed for rebuilding and that could put a strain on our newly stabilized road. The TA stated that the town has the right to limit speed (to 25) and heavy trucking but High Street so we won't be able to stop all traffic.

Mr. Alix asked when the project will start. It is the Town's intention to execute the Notice to Proceed with 7 days of getting approval from the Special Town Meeting and we are hoping that the contractor can mobilize before the end of the month. It is still the Town's intention to get this work done this year. The FEMA grant expires 4 years from the date of the event, which would be March 31, 2014.

Chairperson Bergeron asked if there were any additional questions. There being none the public hearing was closed at 7:40 p.m.

**Non Public meeting minutes**

The Town Administrator asked the Board for direction on the Non Public meeting minutes of May 22, 2013. Selectman Reardon made a motion to accept the minutes as written and seal them indefinitely. Chairperson Bergeron seconded. Motion passed. Vote 3-0.

## **Old Business**

### **Review and discuss status of tax deeding**

The Town Administrator made the Board aware that she has paid the park rent for June on 66 Old Hillcrest and GW Shaws is in the process of demolition and removal of that mobile home. In addition, both 4 Vaillancourt and 11 Frost have received Writs of Possession from the Court and are awaiting lock out by the Sheriff's Office.

The Town Administrator would like permission to pursue the last tax deed from 2012 which is 164 Old Ashby Road, in Greenville Estates.

Selectman Reardon made a motion to proceed with the tax deeding of 164 Old Ashby Road. Chairperson Bergeron seconded. Motion passed 3-0.

### **Review and discuss process for recruiting Building Inspector/Code Enforcement Officer's and process in the interim**

The Town Administrator has a few options for the Board. There are a couple of resumes from people who could be interviewed. She also got a price quote from Municipal Resources for using a third-party contract building inspector/code enforcement officer. The Board will interview one candidate at 4:00 p.m. on Monday June 17, 2013. The Town Administrator will post this as a Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee.

### **Review and discuss issues with town hall painting project**

The Town Administrator made the Board aware of a couple of minor issues with the painting. The first is that she would like to get a quote for having kick-plates installed on the bottom of the Library and Town Clerk/Tax Collector's doors. This would help with the damage caused from water splashing up on those doors. She also has asked the contractor to provide a quote for gates at each end of the alley behind town hall. The Contractor made the TA aware that there is roof damage on part of the building and he will be providing a quote to repair that, as well.

The Board reviewed and signed the PO for antique brass kick plates on all doors (8), repairs to the roof, flashing and drainage, as well as using the lift to clean the outside of the (5) windows on the Chamberlin side of the building.

### **Review and discuss update on status of 192 New Hillcrest Drive**

The Town Administrator reminded the Board that this is the property that Greenville Estates told the Board that they had acquired through Court action sometime around October 2012 and that they intended to transfer it to a person who will be doing some rehabilitation on it. Unfortunately, no one has filed a deed at the Hillsborough Registry so the owner of record is still Michael Cole. As such, Michael Cole was billed in the first issue tax bill and it is likely that he will not pay and it will go to lien next year and to deed in three years. In addition, no demolition or building permit have ever been pulled on this property so there should be no work being done on this property.

## **New Business**

### **Review and discuss whether the Board anticipates a public hearing for change to water & sewer rates, including rate change for Green Estates Village District**

The Board would like to review rate information before deciding on holding the public hearing. The Town Administrator should have the audited financials in the next couple

of weeks. Once we know exactly where we finished up we can analyze the data and determine if there is a need to raise the rate(s).

**Review, discuss and accept volunteer list for Beautification Committee**

The Town Administrator provided the Board with the list of volunteers on the Beautification Committee, as submitted by Mrs. Spratt. (see attached list). Selectman Reardon made a motion to accept volunteers for the Beautification Committee, as listed. Selectman Ste. Marie seconded. Vote: - 2 yes and Chairperson Bergeron did not vote.

**Review and discuss process for town-wide assessment update**

The Board reviewed the step by step process for the town-wide assessment update, as provided by the Town Administrator. Chairperson Bergeron told the Board that they should be there for the kick-off meeting. The Town Administrator noted that the date for the kick-off meeting has been set for Tuesday, July 9, 2013 at 9:00 a.m. She stated that the Board does not have to attend but they are certainly welcome to. She will post this as a Selectmen's Meeting.

**Discuss process for requesting "dog warrant" for unlicensed dogs, at request of Animal Control Officer**

The Town Administrator explained to the Board that Doug Case, Animal Control Officer has requested that Selectman provide him with a duly executed dog warrant. This will authorize him to charge the \$25 (plus \$1 for each month) fine for unlicensed dogs. The TA provided the Board with a copy of RSA 466:14 which states in part that the Town Clerk shall provide the Board with a list of owners of dogs that have failed to license their dogs. She must provide this list between June 1 and June 20. The law also states that the Selectman have 20 days from June 20 (or July 10<sup>th</sup>) to issue a warrant to the ACO authorizing him to issue a civil forfeiture for each unlicensed dog. In addition, the dogs may be seized and in addition to the fine the town may collect the cost of boarding them.

Chairperson Bergeron made a motion to send the Town Clerk a memo asking her to please adhere to the requirements and deadlines listed in RSA 466:14. Selectman Reardon seconded. Motion passed 3-0.

**Review Sanborn, Head & Associates action plan, as required for March 19, 2013 violations**

The Board reviewed the action plan and asked the Town Administrator to please forward it to Utility Partners for their review and comments.

**Review request for funding from Granite State Children's Alliance**

The Board reviewed the request for funding from the Granite State Children's Alliance. Chairperson Bergeron will review the request with Chief McTague and the Town Administrator will put it in the file for review with 2014 budget requests.

**Life Guard Hiring**

The Pool Manager, Jan Shultz, noted that they have interviewed Annabelle Meszynski for the position of Junior Lifeguard and they would like to hire her. The Board unanimously agreed to hire Ms. Meszynski as a Junior Lifeguard for the 2013 season. The Board signed her rate of pay form for minimum wage at \$7.25/hour.

### **Land Use Secretary**

The Town Administrator has met and interviewed a candidate to serve as our Land Use Secretary. The Board reviewed Ms. McKinnon's resume and agreed unanimously to hire her as Land Use Secretary at a rate of \$13.00/hour.

### **Fencing for ball courts and Barrett Hill Water Tower**

The first quote has come back for the above referenced fencing projects. The quote for Barrett Hill seems in line at \$9300/\$10300 based on gauge of fencing. The quote for the basketball and tennis court came back at \$8150. This seems a little high since we have all the fencing – it just needs to be re-stretched in places. The TA has written for a clarification on the quote. Selectman Reardon drives by a fence company every day in Nashua, he will get the name to TA for more quotes.

### **Special Town Meeting**

The Town Administrator asked the Board how they would like to handle the town meeting. She assumes they will want the engineers there but do they want a full presentation? The Board does want Robert Durfee and/or Scott Bourcier from Dubois and King to attend, they suggest that they be prepared with a presentation but we will not necessarily provide that unless people still have those specific technical questions. The Town Administrator asked if they want the meeting recorded. She did check with the Town Clerk, Mrs. Valliere, for her feelings on this, since she will be responsible for the minutes of this meeting. Mrs. Valliere was okay with not recording the meeting. The TA also asked about the sound guy. He charges \$400 for his services. The Board does not think we need a sound system.

### **Barrett Hill Water Tower**

The Town Administrator made the Board aware that the Barrett Hill Water Tower has been graffiti'd. Limerick Steeplejacks were supposed to have left us some paint. The Highway Department will take a look at it.

### **Non Public Session under RSA 91-A:3, II (c)**

Chairperson Bergeron made a motion to go into Non Public Session under RSA 91-A:3, II (c) 6:39 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Bergeron – yes; Selectman Reardon – yes; Selectman Ste. Marie – yes.

Selectman Reardon made a motion to leave Non Public Session at 6:53 p.m. Selectman Ste. Marie seconded. Roll Call Vote: Chairperson Bergeron – yes; Selectman Reardon – yes; Selectman Ste. Marie – yes.

Selectman Reardon made a motion that the activities for the Third of July that are paid for by the Town or that are to be held on Town property shall be coordinated by Brenda Bergeron for 2013. A memo will be sent from the Board of Selectmen by the Town Administrator to all Departments of the Town stating that Chairperson Bergeron is the coordinator for 2013 and that all plans for town property will be approved by her.

### **Signature Folder**

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

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

**Review, discuss and sign raffle permit for 50-50 for July 3<sup>rd</sup> celebration**

The Board reviewed, approved and signed the raffle permit for the 50-50 for July 3<sup>rd</sup>

**Review, discuss and approve/deny abatement, as provided by Assessors**

The Board reviewed the abatement as provided by the Assessors.

**Review, approve and sign the extension request for the MS-1**

The Board reviewed, discussed, approved and signed the extension request form for the MS-1

**Review and sign recognition for Eagle Scout**

The Board reviewed, approved and signed a letter and certificate of achievement for an Eagle Scout, as provided by Town Administrator

**Review and sign corrected deed**

The Board reviewed and signed a corrected deed for Map 2, Lot 41A at Attorney William Keefe's request

The meeting was adjourned at 7:57 p.m.

Submitted by: Kelley Collins/Town Administrator

Approved by:

  
Brenda Bergeron/Chairperson

  
Douglas A. Reardon/Selectman

  
Anthony Ste. Marie/Selectman

~~Registration Committee~~

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