

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
May 14, 2014
Minutes**

3:30 p.m. Open Meeting

Chairperson Ste. Marie opened the meeting at 3:28 p.m.

In Attendance: Chairperson Ste. Marie, Selectmen Reardon, Selectperson Mary, Town Administrator Kelley Collins, Chuck Crawford and Mike Jorgensen from Kimball Physics

3:30 p.m. Meet with Chuck Crawford and Mike Jorgensen regarding water systems in mill buildings on Chamberlin Street and Mill Street, at their request

Mr. Crawford made the Board aware the he owned Kimball Physics in Wilton and that he and Mr. Jorgensen appreciated the Board meeting with them. They came to discuss their properties in Greenville. These buildings, which they call the North Building (17 Mill Street) and the South Building (21 Chamberlin Street) were originally purchased to be remodeled and used for manufacturing. Mr. Crawford ran through the history of these buildings.

He noted that the South Building (21 Chamberlin Street) does not have any water service and the Town is billing him for a sprinkler system. In addition, he notes that the State of NH Plumbing Code exempts dry pipe fire protection systems (sprinklers) from the local Cross Connection Programs. In other words, they are exempt from needing a backflow preventer. Selectman Reardon, who is a plumber by profession, agrees that placing a backflow preventer on a dry-pipe system would impede the flow during fire suppression activities. Mr. Crawford is pleased that Selectman Reardon is a plumber and that in Greenville the Selectman are the Water & Sewer Commissioners because in Wilton, where his business is located, New England Backflow required businesses to spend thousands of dollars on backflow prevention equipment they did not need.

There was general discussion about the buildings and the type(s) of service available to the buildings and what was actually being used. The Board agreed to have the Water & Sewer Operations Manager, Gerry Curran contact Mr. Jorgensen to confirm the lack of water service to 21 Chamberlin and then issue an abatement for the most recent sprinkler system bill. In addition, there won't be any backflow preventers required for these buildings with the dry-pipe systems.

Building Inspector/Code Enforcement Officer, Scott Tenney

The Building Inspector/Code Enforcement Officer, Scott Tenney, stopped in to see if the Board had a minute for him. Mr. Tenney noted that he has a question for the Board regarding the new signage at Marcus P's, across the street. The owner had approached Mr. Tenney about a month ago about his intention of obtaining a new, lighted sign. Mr. Tenney provided the owner with a copy of the requirements and the need to go to the Planning Board because it is in the downtown district and because he was moving to a lit sign. Mr. Tenney was dismayed that the owner did not go through the Planning Board and just put up the lit sign. Mr. Tenney has sent the owner a certified letter and received no response so he walked over this evening and the owner stated that Selectmen Reardon told him he could just go ahead.

Selectman Reardon noted that he had a short discussion with the owner when he was there a few weeks ago but he was unaware that the sign was going to be lit. Mr.

Tenney will go back over and explain the misunderstanding and let the owner know that he has to go through the Planning Board for his lit sign.

Old Business

Review and discuss Lifeguard pay rate adjustments for the 2014 season

The Board reviewed, approved and signed the pay rate adjustments for the 2014 pool season, as follows:

	2013	2014
Mary Anderson /Assistant Pool Manager	11.70/hour	12.50/hour
All other duties	9.70	10.50
Tyler Barney -lessons & swim team	8.40	8.65
Guarding	8.02	8.30
Robert Anderson -lessons & swim team	---	8.50
Guarding	---	8.15
Annabelle Meszynski – junior guard	7.25	7.45

Review and discuss status of High Street Project

The Board briefly discussed a Grand Re-opening celebration and decided to keep the re-opening a little more low-key. The construction meeting originally scheduled for Thursday, May 29, 2014 at 9:00 a.m. has been moved back to Wednesday, May 28, 2014 at 9:00 a.m. in the Meeting Room. Chairman Ste. Marie will attend the meeting.

Review and discuss status of 2013 audit field work

The field work for the audit was completed on Thursday, May 8, 2014. The Auditors spent (4) days in the office the week of May 5, 2014 as well as one full day in February of 2014. They will provide the MS5 by the end of this week for our review and the Board's signature. As the Board will recall, this is one of the documents we need to provide to the Department of Revenue Administration to set our tax rate.

Review and discuss status of Hazardous Mitigation Plan update

The Town Administrator gave the Board an update, noting that we had Meeting #2 yesterday, which was attended by her, the Emergency Management Director (EMD), the Road Agent and Gerry Curran & Rob Lauricella from Utility Partners, representing the Water & Sewer Departments. We are moving along with the update and it appears we will complete prior to the August expiration of the grant.

Review and discuss status of Livingston Road Culvert Project

The bid advertisement went out and the non-mandatory meeting was held on May 1, 2014. The deadline for the bids is 1:00 on May 20, 2014 and we should have a recommendation, from the Town's engineers, Pathway Consulting, for the Board's meeting on May 28, 2014.

New Business

Review & discuss who is going to speak for Memorial Day

All three Selectmen have served in the Military. Since Selectperson Mary and Selectman Reardon will be out of town, Chairperson Ste. Marie will gladly speak at this year's Memorial Service.

Review and discuss draft of RFP for auditing services for 2014, 2015 and 2016

The Town Administrator refreshed the Board's memory that we had originally put the auditing out for and RFP for 2010, 2011 and 2012 and then she had approached the Board requesting to stay with the auditors, Vachon & Clukay for 2013 because due to the fact that the Town would be expending more than half a million dollars in federal grants we would also need a Single Audit for 2013. The Board agreed to that last year. She has prepared a draft RFP for auditing services for 2014, 2015 and 2016 including the possibility of a Single Audit for 2014.

Review and discuss Water Conservation Plan

The Board reviewed the "draft" of the Water Conservation Plan, as prepared by Gerry Curran, our Operations Manager. The Board also reviewed the water audit, as prepared by the Town Administrator, at Selectperson Mary's request. We are currently at approximately 12% unaccounted for water, which includes an estimate for flushing operations but does not include anything for fire suppression activities.

Selectperson Mary would like the Board to consider quarterly billing. The Town Administrator feels there are barriers to quarterly billing including labor for Utility Partners, her office and the Tax Collector's Office. The Board would like the Town Administrator to try to estimate the additional labor hours it would require to bill quarterly.

Review and discuss flowers in planter in front of Town Hall

The Town Administrator noted that she has spoken to former Selectperson, Brenda Bergeron, and Mrs. Bergeron would very much like to continue to plant the flowers in front of town hall. Selectperson Mary contributed funds to help pay for the flowers. The Town Administrator noted that she doubted Mrs. Bergeron would accept any funds but she would certainly make them available to her. Selectperson Mary would like the Town Administrator to make sure that Mrs. Bergeron has the handle for the faucet, so that she can water the planter and she and Selectman Reardon feel strongly that the flowers should be purchased from Masonbrook Nursery in Mason.

Review and discuss contracting with new Solid Waste removal company

The Town Administrator provided the Board with a cost comparison between our current solid waste removal company and two others. We can save approximately \$200 per month by moving to a local provider. The Board approved the move to Shaw's, as soon as we can legally end the current contract.

Fire Station Roof

Selectman Reardon asked the Town Administrator to check in with the Fire Chief to see if he has made contact with the vendor to have missing shingles replaced on the Fire Station.

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

Chairperson Ste. Marie made a motion to go into Non Public Session under RSA 91-A:3, II (c), Selectperson Mary seconded at 5:37 p.m. Roll Call Vote: Chairperson Ste. Marie – yes; Selectman Reardon – yes; Selectperson Mary – yes.

Chairperson Ste. Marie made a motion to leave Non Public Session and seal the minutes at 5:46 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Ste. Marie – yes; Selectman Reardon – yes; Selectperson Mary – yes.

Review and discuss assignment of tasks for Staff and Vendors and how items are agenda'd for Selectmen's Meetings

The Board dismissed the Town Administrator at approximately 6:00 p.m. (the minutes for this item were supplied by Chairperson Ste. Marie)

General discussion was had regarding employee management as a board. Topics included reinstituting reviews and attaching those to some sort of monetary incentive. Selectperson Mary mentioned a possible review by Town Counsel that may still need to happen for the employee handbook. Selectperson Reardon mentioned it should be signed off on as well. The board decided to obtain more information regarding these topics in future meetings.

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 for this week.

Adjourned

A motion to adjourn was made by Chairman Ste. Marie at 6:07 and seconded by Selectperson Mary. 3-0

Submitted by: Kelley A. Collins/Town Administrator (except where otherwise noted)

Approved by:

Anthony Ste. Marie/Chairperson

Douglas A. Reardon/Selectman

Carla C. Mary/Selectperson