

**Town of Greenville
Board of Selectmen
Minutes – October 20, 2021**

Call to order at 3:30 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Old Business:

Consideration of Tax Deeded Property Sale: Duck Pond Lot

The Selectmen reviewed an email from the Town Attorney recommending the process under 41:14-a, which the Town Administrator reported had not yet been adopted by Town Meeting, if the Town wished to sell the "Duck Pond Lot". The Town Administrator discussed Attorney Bedard's concerns about the language of the article adopted in 1994 regarding disposal of tax deeded property, which does not cite the RSA authorizing such. She provided a copy of that language to Dan Hynes, who was present for the discussion. She discussed Mr. Hynes inquiry about an auction versus a sealed bid sale, and reported that Attorney Bedard recommended sealed bid for cost-saving purposes. The Town Administrator discussed the option of a lease for a portion of the lot necessary to provide the required parking spaces for Mr. Hynes proposed event center. Selectwoman Bickford asked Mr. Hynes if he would be interested in a lease, and he indicated he would. Building Inspector Denise Madden discussed the sand/salt shed and collection of vehicles, equipment, etc. she observed on the site, and the Town Administrator discussed the need to address the clean-up of the lot. The Selectmen asked the Town Administrator to have the Road Agent view the site to provide a scope and cost estimate to clean up the lot. Mr. Hynes questioned the need to return to the Planning Board for site plan approval, and the Board confirmed that to be the proper procedure. Mr. Hynes questioned the ability to obtain site plan approval if a lease could not be finalized until Town Meeting. The Town Administrator discussed the possibility of an approval that would be conditioned on securing a long-term lease of the proposed parking area. The Town Administrator stated she would contact Peterborough for a copy of a similar lease she believed they had entered, as a potential starting point for drafting the lease language. She recommended that the Selectmen put an article on the warrant to adopt 41:14-a, as recommended by Attorney Bedard. Mr. Hynes departed.

Ms. Madden Introduced herself to Board members she had not yet met, and updated the Board generally on her first few months as Building Inspector. She discussed the walk through she had done at 8 Dunster Ave, and the need for the Town to have written plans/drawings of the proposed use.

Parking Ordinance Revision

The Selectmen reviewed substantial revisions of the proposed Parking Ordinance amendment recommended by Attorney Bedard. The Town Administrator noted Attorney Bedard's comment regarding the definition of "restricted zone" under Section C, which needed additional research to resolve. The Selectmen expressed support for the revisions and requested that the Public Hearing be scheduled as soon as possible.

New Business:

H2O Innovation Monthly Operating Report

The Selectmen reviewed the H2O Innovation Monthly Operating Report for August, quotes for Water/Sewer related projects and equipment, and information regarding the finalized EPA permit and resultant costs. The Town Administrator discussed notice she received from Senator Shaheen's office that the Town's funding request was included in the appropriation committee bill which was moving to the full Senate. She discussed potential funding options for the remain chemical feed building cost, explaining that she needed to do further research on which State and/or federal funds could be combined. Selectwoman Bickford asked if we were still looking at broadband expansion as a potential use for ARPA funds. The Town Administrator indicated that she had requested information about unconnected addresses from Comcast, but had not yet received it. The Selectmen reviewed information Rob Lauricella had compiled regarding additional testing costs required under the approved small system permit. The Town Administrator noted that the Town would have to formally opt-in to that permit by next month. She also shared that a substantial CPI related increase of roughly 5% was anticipated to increase the water/sewer contract operations costs.

In reviewing the operating report, Chairperson Mary noted the high turbidity values associated with the reported influent issue due to high rainfall in August. Selectwoman Bickford asked if the report could note exceptions or violations to make it easier for laypeople to understand. The Town Administrator discussed the required notifications to NHDES if a violation occurs, and that on those rare instances, the notice to the State is always included in their report. She explained that report the Selectmen were reviewing was the same that goes to the State, but she suggested that Brian Golec could provide a marked-up version to the Board to denote any anomalies. There were no violations in August. The Town Administrator relayed that Pilgrim Foods had been reporting issues with water clarity and low pressure. She noted that the aggressive hydrant flushing effort happening these past two weeks was an aimed at addressing the occasional appearance issue, and that the PRV installer had been called back in to check its operation, and that the Town is providing 100 PSI. Chairperson Mary discussed that historically, Pilgrim Foods had had issues with the pressure being too high.

In reviewing the provided quotes, the Town Administrator noted that the water tank inspection quote was for informational purposes, as those required inspections would be included in next year's budget. Chairperson Mary indicated that the price, which included the clearwell and contact tanks, was reasonable. The Selectmen reviewed the IDEXX quote for replacement of the failed Sealer unit, which is used for internal wastewater sampling. The Town Administrator noted that samples were needing to be sent out 3 times per week while the unit is down.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept the IDEXX Sealer quote of \$4,750. Motion carried with 3 in favor, none opposed.

The Selectmen reviewed a quote by Andrew Grant's Tree Service for the tree cutting at the water plant, for the purpose of creating a new sludge holding area. Chairperson Mary questioned the large size of the proposed cutting area. The Town Administrator indicated she would get further information from Mr. Golec and bring the matter back to a future meeting.

Cemetery Quote

The Selectmen reviewed a quote submitted by Cemetery Trustee Jim Hartley for repair of the gate at the Route 31 cemetery entrance. Chairperson Mary questioned if the repair would be paid for with the Cemetery budget, and the Town Administrator answered that it would.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept the quote of \$1100 by Better Neighbor's Fence, for repair of the cemetery gate.

Motion carried with 3 in favor, none opposed.

Town Report Quotes

The Selectmen reviewed quotes for the Town Report printing. They looked at Temple, NH Town Report as an example of low bidder R.C. Brayshaw's work. The Town Administrator discussed the option of receiving a limited number of spiral-bound books for town office use, with the bulk of the order being a fixed binding, to further reduce the cost. The Selectmen were in agreement to keep the spiral binding for all copies, maintaining the format residents are accustomed to.

Motion by Selectman Reardon, 2nd by Chairperson Mary, to accept the quote of \$1248 by R.C.

Brayshaw, for the printing of the Town Report.

Motion carried with 3 in favor, none opposed.

Dam Operator Request: Concrete Block on Town Property

The Selectmen read an email from the Otis Dam operator, requesting permission to place a concrete block on Town Property (Fire Station) as an anchor point for a "positive restraint barrier". The Selectmen did not have any objections. The Town Administrator recommended that she contact the Town Attorney to determine if any written contract, such as a hold-harmless agreement, was recommended.

Trick-or-Treat Time

The Selectmen discussed and agreed to set the Town's Trick-or-Treat hours from 6:00 to 8:00 p.m.

Appoint Chair of 150th Anniversary Committee

The Town Administrator reported that Town Clerk Kathleen Valliere had requested to be appointed Chair of the 150th Anniversary Committee. She discussed the other volunteers that had come forward, and that Mrs. Valliere intended to seek volunteers from various Town Departments as well as other Town residents.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to appoint Kathleen Valliere as Chair of the 150th Anniversary Committee.

Motion carried with 3 in favor, none opposed.

Audit Governance Letter

The Selectmen reviewed the annual governance letter from Roberts & Greene. The Town Administrator discussed that the audit went very well, giving kudos to Bookkeeper Kelly Fitzwater for the work she does to make the audit go smoothly. She pointed out the noted issue with the timing of the audit and the unavailability of deferred tax revenue associated with the 60-day rule. There were no questions.

Avitar Letter Re: Utility Valuation Work

The Selectmen reviewed a letter from Loren Martin of Avitar Associates, indicating that utility property updates and defense of values before the BTLA would be charged at the rate of \$150/hour.

SWRPC Road Safety Audits

The Selectmen reviewed a letter from Southwest Regional Planning Commission seeking applications for Road Safety Audits. The Town Administrator commented that the only area of concern she was aware of was Route 31 at Blanch Farm Road, which was recently reviewed by NHDOT. The Selectmen did not have any additional areas of concern requiring application to SWRPC.

Water/Sewer Abatement Requests

The Selectmen reviewed an abatement application for Map 5 Lot 18 (Heywood), which requested abatement of sewer. Though unclear on the request, the Town Administrator relayed that the applicant was looking for a reduction of the minimum sewer charge. The Selectmen discussed need for the minimum charge, in order to provide even small amounts of usage.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to deny the sewer abatement request for Map 5 Lot 18 (Heywood).

Motion carried with 3 in favor, none opposed.

The Selectmen reviewed an abatement request for Map 8 Lot 14 (Chen), for sewer usage related to a pool, indicating that the pool water had been changed multiple times during the season. The Selectmen discussed their standard practice of granting abatement for 1 fill only, and requested the Town Administrator calculate the volume of the pool for approval at their next meeting.

The Selectmen reviewed water and sewer invoices for the Town Pool, which the Town Administrator recommended be considered for abatement, due to the sewer charges related to the filling of the pool in fall of 2020, and again before opening this year. Chairperson Mary requested historic usage amounts. The matter was tabled until that information was available.

Budget: 2022 COLA

The Town Administrator shared a notice from the Social Security National Press Office regarding the 2022 cost-of-living increase, which has been calculated at 5.9%. As the Social Security COLA had previously been used as metric to guide budgeted salary increases, she inquired what directive, if any, the Board had for her and other department heads regarding salary recommendations for the 2022 budget. Chairperson Mary requested a calculation of the total cost, including

Miscellaneous

The Selectmen reviewed hours submitted by Fire Chief Charles Buttrick for coverage provided when the Highway Department was understaffed. The Town Administrator recommended compensation for the actual hours worked, as well as an additional amount for being on call.

Motion by Selectman Reardon, 2nd by Chairperson Mary, to compensate Charles Buttrick \$500 for hours worked and on-call coverage of the Highway Department.

Motion carried with 3 in favor, none opposed.

Signature Folder

The Selectmen:

- Reviewed, discussed, and approved the minutes of the September 22, 2021 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.

- Reviewed, discussed, and approved Purchase Orders: Highway.

**Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn the meeting at 4:53 p.m.
Motion carried with 3 in favor, none opposed.**

Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman