

**Town of Greenville  
Board of Selectmen  
Minutes – December 27, 2017**

Call to order at 3:30 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Scott Tenney (arrived 3:33 p.m.), and Town Administrator Tara Sousa.

**Old Business:**

**Revised Highway Budget**

The Selectmen met with Road Agent Tom Plourde regarding the Highway Administration budget. Mr. Plourde agreed to revise the previously presented salary line in accordance with the Selectmen's directive that departments not include salary increases for 2018. It was noted that due to year-end storms, the overtime line item will be over budget this year. Mr. Plourde questioned where the clothing allowances were paid from, as he budgets them in separate Admin line. The Town Administrator answered that a change in IRS rules several years ago requires that the allowance be paid as taxable wages, unless it is a reimbursement with receipts turned in. She answered that the amount can be reallocated to a different line item, as intended by the Road Agent's budgeting.

**New Business:**

**Meet with Road Agent Re: Loader**

The Selectmen met with Tom Plourde regarding the state of the Town's 20 year old loader, and his recommendation that the purchase of a new one be planned for 2018. He stated that the current loader, if kept, will require substantial investment in the coming year, including tires, a radiator, and other repairs upwards of 30K. He obtained a quote from John Deere for approximately 154K, and was hoping to get a lower quote from Chappell for a Hyundai, which is what we have currently. The anticipated trade value of the current loader is roughly 20K. The Selectmen discussed available capital reserves and expendable trusts, as well as financing options. The Selectmen discussed and agreed upon a tentative plan for a warrant article, utilizing 5K from both the Water and Wastewater Expendable Trusts (10K total), 29K from the Loader/Backhoe Expendable Trust, and 6K from the Public Works Equipment Capital Reserve, with the balance to be financed as a lease purchase. Mr. Plourde will work on obtaining the quote from Chappell Tractor, as well as information on terms and finance rates.

**Encumbrances**

Highway Department - Tom Plourde requested the remaining budget in the Highway Maintenance line be encumbered to allow for stockpiling of salt. He stated that that practice has saved our budget in years with abnormally high salt usage.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to encumber \$7665 form the Highway Maintenance line item for the purchase of road salt.**

**Motion carried with 3 in favor, none opposed.**

**Highway Vacation Carry-over**

The Town Administrator relayed a conversation she had with a Highway Department employee, who believed he was able to carry over 1 week of vacation into the following year. Tom Plourde expressed that that was his understanding as well. The Town Administrator stated that the personnel policies do not indicate that. Chairperson Mary discussed the change made to the vacation policy in the prior year,

which calls for “use or lose”, but indicated the Selectmen have voted to allow roll-over in certain circumstances. The status of Highway Department staff throughout the year, and their ability to use their vacation time was considered. The potential to pay for unused vacation was discussed, but dismissed, as the intent of the policy is for employees to have time away from work rest/relaxation.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to allow carry over of 1 week of vacation for Mike Bergeron and Gregg Eastman.**

**Motion carried with 3 in favor, none opposed.**

Chairperson Mary directed Mr. Plourde to address the confusion about the policy with his staff, to ensure they understand that the ability to carry over vacation is an exception, and should not be expected. Mr. Plourde agreed to do so.

## **Encumbrances**

### **Police Department**

The Town Administrator reported that the Police Department had obtained and accepted a quote from Lowes for the replacement of windows at the station, but were requesting the amount be encumbered, as they were uncertain the invoice would be issued before the end of 2017, due to the nature of the Lowes contract (using 3<sup>rd</sup> party contractors).

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to encumber \$5,518.98 of the Police Department budget for the replacement of station windows.**

**Motion carried with 3 in favor, none opposed.**

### **Fire Department**

The Selectmen reviewed the Fire Department’s open purchase orders.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectman Tenney, to encumber Fire Department purchase order numbers 540, 541, 542, 543, and 548, totaling \$6975.24.**

**Motion carried with 3 in favor, none opposed.**

Taking into consideration the open purchase orders, the Town Administrator relayed that the Fire Chief was requesting to encumber an amount up to 15K to continue work on the high band radio conversion. This was a 3 phase project, the first portion of which was encumbered at the end of 2016. The Selectmen discussed the amount estimated to be remaining in the Fire Department budget upon payment of all the outstanding 2017 invoices.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Tenney, to encumber \$13,000 of the Fire Department Budget for the conversion to high band radio.**

**Motion carried with 3 in favor, none opposed.**

## **Budgets: Planning, Zoning, Emergency Management, Health Agencies**

The Selectmen reviewed the budgets submissions for Planning, Zoning, Emergency Management, and Health Agencies. They noted that the Planning Board is requesting to reduce their consulting line item by \$1,000 and utilize the same amount for a new training line item. The Town Administrator noted the Zoning Board budget has been increased to budget for 1 case annually. The 3 matters which came before the Zoning Board this year, substantially over-expending their budget, were an anomaly which is not anticipated to reoccur. The Emergency Management budget proposal was the same as the current budget. The Health Agencies budget was increased to accommodate a request for increased funding for

the Meals on Wheels program. The selectmen expressed support for the increase, as the program served 83 elderly and disabled residents. There were no objections to the presented budgets.

**Warrant Articles: Capital Reserves and Expendable Trusts**

The Selectmen reviewed the 2017 allocations to capital reserves and expendable trusts and made the following recommendations for 2018:

Green Bridge Improvement – 10K

Public Works Equipment – 10K

Pool Repair and Improvements – 20K

Fire Equipment – 10K

Police Cruiser – 15K

**Assessing of Solar Panels**

The Town Administrator presented information from our Assessor, Mark Stetson, indicating that solar panels will be assessed as taxable property improvements in 2018. Currently, 5 properties are known to our assessors as having solar panels. Mr. Stetson had provided a sample letter which will inform the affected property owners of the change, as well as sample warrant articles should the Selectmen wish to propose an exemption of solar panels through RSA 72:68. The Selectmen discussed the possibility of a warrant article, expressing that the panels do add value as would any other improvement, and deciding to take no action at this time.

**Signature Folder**

The Selectmen:

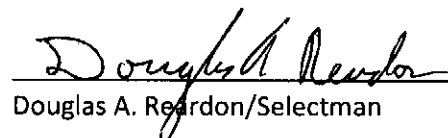
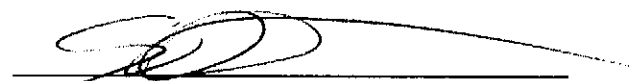
- Reviewed discussed and approved the December 13, 2017 minutes.
- Reviewed discussed and approved check manifest for accounts payable and payroll.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 4:39 p.m.**

**Motion carried with 3 in favor, none opposed.**

**Submitted by:** Tara Sousa/Town Administrator

**Approved by:**

  
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Carla C. Mary/Chairperson  
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Douglas A. Reardon/Selectman  
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Scott Tenney/Selectman