

**Town of Greenville  
Board of Selectmen  
Minutes – November 13, 2019**

Call to order at the SAU 87 Mascenic Education Center, 16 School Street, Greenville at 6:00 p.m. Present: Chairperson Carla Mary, Selectwoman Margaret Bickford, and Town Administrator Tara Sousa.

Chairperson Mary thanked everyone for attending the ceremony to designate Greenville as a Purple Heart Town. Selectwoman Bickford read the proclamation. The Town Administrator thanked Michael Sadowski, a Purple Heart recipient, for encouraging the Town to seek this designation, and listed all the Town's known Purple Heart recipients who had passed. She introduced Marie Grella, who is facilitating New Hampshire towns' addition to the national register of Purple Heart towns, and provided Mrs. Grella with signed proclamations for that purpose. Mrs. Grella provided information about the road sign cost, noting that military organizations or private individuals often want to donate toward the signs. Mr. Sadowski expressed he and his wife Tracey's willingness to purchase all the signs. Chairperson Mary thanked him for his offer, which the Board would consider, but that others may want the opportunity to donate toward this cause as well.

**Timing of Fire Stipends**

Chairperson Mary expressed her willingness to reconsider the timing of the payment of the Fire Department stipends. Fire Chief Charles Buttrick discussed that many Fire Department personnel use their stipend to either pay their taxes, or do their Christmas shopping, and that receiving their stipend in December is not conducive to those uses. Chairperson Mary questioned the Town Administrator about any concerns she had about paying annual stipends before the end of the year. The Town Administrator expressed that all annual stipends should be paid late enough to ensure that the full-year commitment is received from the recipient, but she did not have any objections to a mid to late November timeframe, after the tax rate is set. Fire Ward Ed White explained that the early submission of the stipend list was in conjunction with the Fire Department's budget submission. Chairperson Mary and Selectwoman Bickford agreed to have the Fire Department stipends issued November 21<sup>st</sup>.

**Budgets: Fire, Forest Fire**

The Selectmen met with Fire Chief Charles Buttrick, Deputy Chief Peter Vaillancourt, and Fire Wards Ed White and Gregg Eastman to review the Fire Department's 2020 Budget. An increase in the fire salaries line was noted. There were no questions from the Selectmen. Chief Buttrick explained that he was also proposing a warrant article to purchase new air packs. The current Survive-Air packs are roughly 20 years old, and due to the unavailability of a local vendor for service, they are being shipped to West Virginia for repairs, certifications, etc. He requested that the Town acquire 14-15 Scott air packs, each with an additional tank, at a cost of approximately \$105,000. He discussed financing options the Department had explored, and he recommended spreading the cost over 4 or 5 years. Chairperson Mary asked the Chief if he was opposed to using the Fire Equipment CRF for this purchase, and the Chief answered that he was opposed, due to the need for a new fire truck in 8 years. The Chief expressed that the amount currently being put into the fund annually would not be enough to fund a new truck, and Fire Ward Ed White stated the amount being added to that fund yearly had been reduced. Chief Buttrick discussed that it is not ideal to be purchasing all the units at the same time, but he would be concerned

about having 2 different brands that are not interchangeable on scene at a fire. Chairperson Mary expressed her preference to limit the amount put into annual budgets by using fund balance and/or encumbered funds. The Town Administrator discussed that an encumbrance could not be done without a contract in place, which cannot be committed to without voter approval, but that the use of fund balance can be increased by the amount that the department is under budget, as those funds would drop into fund balance. The determination of available fund balance was discussed, as well as potential alternate financing sources. Chairperson Mary asked the Town Administrator to provide figures for the warrant article when available. Fire Ward Gregg Eastman asked if the Fire Equipment (CRF) contribution would be increased, and Chairperson Mary asked the Town Administrator to note it for the Selectmen's consideration when the CRF warrant articles are discussed.

Chief Buttrick discussed the poor condition of Barrett Hill Road, and the resulting inaccessibility of the tower for communications work. He noted that the road did not need to be a smooth ride, but that the tower should be reachable by regular vehicles. The Selectmen relayed previous discussions about declaring the road an emergency way. The Town Administrator discussed that there was potentially a bond for the tower owner to maintain the road, but that she had not had the time to research the matter further. She committed to doing so.

The Selectmen met with Peter Vaillancourt regarding the Forest Fire budget. The budget was the same as 2019, and there were no questions. Chairperson Mary asked if he was happy with the new (refurbished) truck, and Mr. Vaillancourt answered that he was.

#### **Old Business:**

##### **Planning Board Budget**

The Selectmen met with Planning Board Chairman Ed White to question the need for training funds, as the Planning Board had not used its current year funding. Mr. White discussed the challenge of accessing training with people's work schedules, and the often-short notice about available training. The Selectmen agreed to maintain the funding as requested, and encouraged use of that budget.

##### **Wilton Asphalt Plant**

The Town Administrator discussed her attendance at the Wilton Zoning Board Public Hearing regarding the variance application for the proposed Wilton asphalt plant. She explained the limited scope of the variance, and that if granted, there would still be an opportunity for the Town to provide official comments during the Planning Board's site plan review process.

#### **New Business:**

##### **Budgets – Executive, General Government Buildings**

The Selectmen reviewed the Executive Budget. The Town Administrator explained the recommended increase for the Bookkeeper/Administrative Assistant as being a merit and cost-of-living increase, as well as a portion of the vacated office clerk position wages, as those duties have been taken on by Ms. Fitzwater. The Selectmen discussed that they wanted to increase the proposed Town Administrator salary to reflect a now experienced Town Administrator. Chairperson Mary asked what the former Town Administrator had been making, and Mrs. Sousa replied she believed it was around \$67,000. The Selectmen agreed upon \$62,000. The Town Administrator discussed the quotes received to replace the

aging copier. She explained that there is money available in the office machines and service contract line-items to make the purchase this year, and that the contract has a non-appropriation clause. She expressed that she wanted to determine if there are any other vendors who provide sales and service in New Hampshire before committing to Conway, our current provider. The Selectmen expressed support for replacing the machine this year. The Selectmen reviewed the General Government Buildings budget, and there were no questions.

#### **Utility Partners Monthly Report**

The Selectmen reviewed Utility Partners monthly report, as well as an email from Rob Lauricella regarding near-continuous backwashing of filter 2 at the water plant. His email noted that they were waiting on quotes for both cleaning or replacing of the media, and recommended purchasing new material as soon as possible to have on-site, if that was determined to be the preferred resolution. Chairperson Mary expressed that the Board could not make a decision without knowing the cost.

#### **Adopting 466:30-a Dog Control Law**

The Town Administrator presented information regarding the adopting of RSA 466:30-a via a warrant article at Town Meeting, as recommended by the Police Chief to Greenville's Joint Police Board representatives. Chairperson Mary expressed her agreement that this item should be included in the 2020 warrant.

#### **Holiday Meeting Schedule**

The Selectmen discussed the timing of the Thanksgiving and Christmas holidays and its effect on their standard meeting schedule. They agreed to shift the 2<sup>nd</sup> November meeting to Tuesday, November 26<sup>th</sup>, meet as previously scheduled on December 11<sup>th</sup>, and cancel the 2<sup>nd</sup> December meeting, which would fall on Christmas Day. The Town Administrator noted that she may need to call a 2<sup>nd</sup> December meeting if all encumbrances are not known and approved at the meeting on the 11<sup>th</sup>.

#### **Pool Quote – Materials Cost Increase**

The Selectmen reviewed a requested revision in the contract with Tandem Construction for the pool house exterior, indicating that the materials cost had increased by \$700, due to unanticipated tariffs. The Selectmen approved the revised total.

#### **Water/Sewer Abatement Request – Hill**

The Selectmen reviewed an abatement request by Wilfred Hill (Map 6 Lot 88). The provided documentation included a bill for plumbing repairs related to an expansion tank. As the leak did not appear to go down the sewer, the Selectmen indicated their willingness to abate sewer down to the user's normal average. The Town Administrator will calculate the amount and bring back for approval.

#### **Miscellaneous**

The Town Administrator discussed an employee's inquiry regarding vacation time, which had gone unused due to worker's comp. leave. The Selectmen discussed pay-out, carryover, or a combination of the two. They decided to payout any remaining time.

#### **Signature Folder**

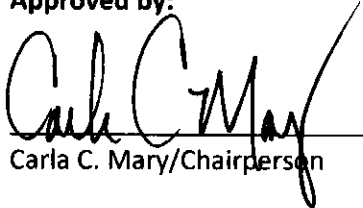
**The Selectmen:**

- Reviewed, discussed, and approved the minutes of the October 23, 2019 and October 31, 2019 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Fire, GGB.
- Reviewed, discussed, and approved a Water Disconnect Order.

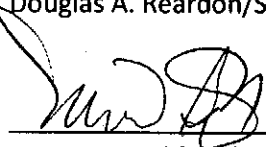
**Chairperson Mary adjourned the meeting at 7:32 p.m.**

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

**Approved by:**

  
\_\_\_\_\_  
Carla C. Mary/Chairperson

\_\_\_\_\_  
Douglas A. Reardon/Selectman

  
\_\_\_\_\_  
Margaret Bickford/Selectwoman