

**Town of Greenville  
Board of Selectmen  
Minutes – November 26, 2019**

Call to order at the SAU 87 Mascenic Education Center, 16 School Street, Greenville at 3:30 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

**Old Business:**

**Basement Restoration**

The Selectmen reviewed a quote from A+ Painting for work to restore/replace the walls and trim in the meeting room. They also discussed a verbal quote the Town Administrator received to install an epoxy floor over the concrete in the meeting room, which she had investigated at Selectwoman Bickford's request. Tri-State Epoxy's quote of \$6900 would provide a finished, non-skid surface that would not require the ramp and adjustment of doorways required for the thicker concrete floor previously discussed. Selectman Reardon asked about the warranty, and the Town Administrator did not have that information. Colors and finish option were discussed.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the quote of Tri-State Epoxy in the amount of \$6,900 for the meeting room floor surface.**

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

No action was taken on the quote for the wall repair and painting.

**Revised Library Budget**

The Selectmen reviewed the finalized budget submitted for the Library, which reflected a minimal increase from the preliminary submission. The areas of increase were noted, and there were no other questions.

**Unanticipated State Funding: Schedule Public Hearing**

The Chair suggested that this item be discussed in conjunction with the Water Treatment Plant Filter under new business.

**New Business:**

**Budgets: Town Clerk/Tax Collector, Patriotic Purposes, Health Agencies**

The Selectmen reviewed the Town Clerk/Tax Collector budgets. Options to address the Selectmen's concerns about the elected positions retaining funding as a full-time benefited position were discussed, including reduction of the proposed budget or presentation of a warrant article to adopt a compensation policy, which would give the voters say in the hours and expectations of that office, as well as the compensation and benefits. Chairperson Mary expressed her preference to maintain status quo for the time being. The Town Administrator will review year-end expenditures to confirm the requested budget.

The Selectmen reviewed the Patriotic Purposes and Health Agencies Budgets. The Town Administrator noted that if the Selectmen wish to again have 4" fireworks shells, she would have to increase the budget to pay for porta-potties. After discussion, the consensus was to keep the budget as presented

and plan to return to smaller fireworks shells. Selectwoman Bickford questioned the St. Joseph's line-item in the Health Agencies Budget. The Town Administrator answered that that agency provides the "Meals on Wheels" program for this area. There were no other questions.

#### **WTP Filter Media Analysis & Quotes**

The Selectmen reviewed an analysis of the WTP filter media, and a quote from EJ Prescott for the chemical cleaning of the media at a cost of \$30,967. The lower of two quotes (also EJP) to replace the media in both filters was \$10,503. Utility Partners staff was still waiting on 2 quotes for the labor, vector truck, etc., to change out the media rather than clean it. Chairperson Mary expressed that it would be worth changing the media if the total cost were not more than roughly double the cleaning cost. The Selectmen agreed to call a meeting if the quotes became available to make that decision, in order to expedite the ordering of the media.

The Town Administrator asked the Selectmen to set the public hearing regarding the unanticipated municipal aid for December 11, 2019, despite the current unknowns related to the water plant. She noted that this is an opportunity for public testimony, and that they need not be set in their intentions for the use of the funds. The Selectmen agreed to set the hearing for December 11<sup>th</sup> at 7:00 p.m.

#### **Investment Policy**

The Selectmen reviewed the Town's current investment policy, which the Town's Auditor had noted needs to be reviewed annually. With no wording changes suggested, the Selectmen questioned if any action was necessary. Due to Board member changes, the Town Administrator recommended official action to re-adopt the policy. The Town Administrator will update with a re-adoption date, for approval at the next regular meeting.

#### **IT Contract Operations**

The Selectmen reviewed the 2020 contract from Certified Computer Solutions (CCS), which reflected an increase of \$585 over last year's contract, and included the first year of a 5-year lease of a new server. The Town Administrator explained that she had also requested a quote for the purchase of the server and the resultant contract price, in the event the Board wanted to go out to bid for an IT contractor in the next year or two. Chairperson Mary asked the Town Administrator if she was satisfied with CCS as the IT provider, and she answered that she was. It was the consensus of the Board that they preferred to lease the server, which would protect the Town from unplanned costs if there were a hardware failure. The Selectmen also reviewed additional quotes for recommended IT items, such as alternate email hosting and enhanced security software. The Town Administrator explained that the email hosting had a one-time conversion cost, plus monthly charges, but would provide cloud back-up for better RSA 91-a compliance. Chairperson Mary suggested that the Town Administrator confirm the number of required emails, and add any justified funding needs to the appropriate budget.

#### **Contract Plowing Services**

The Town Administrator discussed the Road Agent's upcoming vacation, and her recommendation that the Town contract with an independent plow operator to assist the remaining staff in the event of plowable snow during his absence. She reported that she had contacted 2 two local plowing contractors, William Brooks and Tim Anderson. Mr. Brooks had provided his insurance information, but needed to

investigate the cost of the additional coverage the Town would require. She discussed her study of the "going rate" for a contractor with their own truck, and the Road Agent's concurrence that \$65.00/hour was appropriate for a plow truck and operator. It was noted that the Selectmen would not be meeting again until after the dates the contractor would be needed for.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to contract for plowing services during Tom Plourde's vacation, and to authorize the Town Administrator to sign a contract up to \$65.00/hour for that purpose.**

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

#### **Holidays – Closures, Employee Get-together**

The Selectmen discussed the upcoming holiday, and affirmed their policy that for departments under their control, Department Heads had authority to release employees early and, if business needs allowed, give the day after Thanksgiving off with pay. The Town Administrator questioned if the Selectmen wanted her to arrange an alternate location for an employee/volunteer holiday get-together, or if they wanted to delay until the meeting room was available. Chairperson Mary and Selectmen Reardon expressed their preference to plan something when the meeting room was available. Selectwoman Bickford expressed her disappointment that the event would have to take place after the holidays.

#### **Signature Folder**

##### **The Selectmen:**

- Reviewed, discussed, and approved the minutes of the November 13, 2019 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders for Highway and TGPD.

**Motion by Chairperson Mary, 2<sup>nd</sup> 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:**

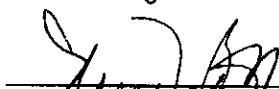
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Carla C. Mary/Chairperson



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Douglas A. Reardon/Selectman



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Margaret Bickford/Selectwoman