

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
Minutes - March 16, 2020

EMERGENCY MEETING

Call to order in the Selectmen's Office, 46 Main Street, Greenville at 10:00 a.m. Present: Chairperson Carla Mary, Selectwoman Margaret Bickford, Town Administrator Tara Sousa, Emergency Management Director Ed White, Assistant EMD Helen Burke, and Fire Chief Charles Buttrick.

Chairperson Mary explained the purpose for convening the emergency meeting was to address immediate actions required in response to the Covid-19 pandemic. She expressed her feeling that the Town Offices should immediately be closed to the public, but employees should be available to continue to serve the public over the phone and via email. Selectwoman Bickford and Ed White agreed with the Chair's recommendation. Mr. White provided a list of additional department specific mitigation strategies. The Town Administrator shared information received from Library Director Charles Brault about major reductions planned in library hours and services. The Town Administrator discussed the use of paid time off for covid-19 related leave, noting that if we require employees not to work, for example, if they are sick, we must pay them without deducting from accrued sick or other leave. Chairperson Mary indicated that the Board could discuss different options related to leave use at a future meeting should that become necessary.

The details around the Clerk's office continuing to provide motor vehicle registrations and renewals were discussed, including the installation of a drop box, and the delays in processing that should be anticipated by residents. The Town Administrator discussed the potential need for appointments for new vehicle registrations.

Chairperson Mary was concerned about the availability of meals for school-aged children. The Town Administrator explained that the availability of the free and reduced lunch program was specifically addressed in the federal response, and she believed the school district was working to make that available locally. Selectwoman Bickford discussed her communications with the St. Vincent de' Paul Food Pantry Director about precautions they would be taking while continuing operations. Expanded support for their operation was discussed should the economic impact of this crisis continue and increase community need.

Ed White's recommendation to cancel all non-emergency meetings and close Selectmen's meetings to the public was discussed. The Town Administrator relayed the guidance she had seen from the Attorney General's office and the New Hampshire Municipal Association that 91-a requirements still required the ability for the public to attend public meetings in person. The Selectmen agreed to temporarily halt their regular meeting schedule and meet only for items requiring immediate action.

Ed White and Charles Buttrick discussed reduction of Fire Department personnel's participation in medical calls. Mr. White will notify SVAS and County Dispatch.

A draft memo to employees regarding Covid-19 was reviewed. A recommended revision was discussed to request that all work hours related to the declared emergency should be tracked for FEMA reporting purposes.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn the meeting at 10:44 a.m.

Motion carried with 2 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman