

**Town of Greenville
Board of Selectmen
Minutes- July 22, 2020**

Call to Order at 3:35 p.m. This meeting was being conducted in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04. Present at Town Hall: Selectman Douglas Reardon and Town Administrator Tara Sousa. Attending via Zoom conference call: Chairperson Carla Mary and Selectwoman Margaret Bickford. Town staff and members of the public were in attendance via speaker phone (Town Clerk/Tax Collector Office) and conference call.

Motion Chairperson Mary, 2nd by Selectwoman Bickford, to accept the minutes of the June 3, 2020 Selectman's meeting.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, yes.

Old Business:

Front Steps, Basement

The Town Administrator reported that she and Road Agent Tom Plourde had met with Graham Pendlebury to review the Town Hall front step project. Mr. Pendlebury indicated he plans to start in September, which coincided well with the completion of the Highway Department's paving projects.

The Town Administrator reported that A+ Painting had resumed work on the meeting room walls. She discussed efforts to get another epoxy contractor to repair the basement floor. Only one contractor came to view the project, and found areas of epoxy lifted in addition to the known issue of the uneven surface. It was the opinion of Armour Coatings' (New Ipswich) owner that the only way to achieve a properly leveled and adhered epoxy floor would be to remove the epoxy that was done. The Town Administrator recommended pursuing the previously discussed alternative of going over the epoxy with a vinyl plank floor. She relayed that she had ordered an epoxy product meant to fill floor defects. Chairperson Mary supported the use of the floor leveler, but felt strongly that a contractor rather than an employee should work with the product. The Town Administrator stated she would request a quote for such from the contractor performing the other work in the basement. The Selectmen expressed support for moving forward with the vinyl plank floor plan.

GOFERR Grant Options

The Town Administrator discussed new guidance from the Governor's GOFERR Task Force regarding hazard pay, in that across-the-board stipends for Town employees are not approvable, but that stipends/pay rate increases could be paid when employees face increased personal risk. She felt that such would only be appropriate for Town Hall staff such as the Town Clerk/Tax Collector's office when we reopened to the public. The Selectmen reviewed cost estimates for hazard pay stipends for customer facing employees. Chairperson Mary suggested that the Board reconsider this option if and when Town Hall reopens to the public, and there were no objections.

Water Treatment Plant Sludge Removal

The Town Administrator reported that the water plant sludge test result was not low enough to change the disposal method, and that a contract for the previously approved quote from Englobe needed to be

signed. She discussed provisions in the contract, such as additional costs should the Canadian exchange rate deviate substantially from its current position. She reported that she had just spoken with the Town Attorney prior to the meeting, and his review of the contract language yielded a recommendation regarding termination that she would bring back to Englobe.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to authorize Town Administrator Tara Sousa to sign the contract with Englobe for removal of the water treatment plant sludge.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, yes.

New Business:

Utility Partners Operating Report

The Selectmen reviewed the Utility Partners operating report for June. The Selectmen reviewed an email from Plant Manager Brian Golec recommending that we contract Eastern Pipe at a cost of \$1750/day to camera several areas of concern in the collection system.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to authorize payment of \$5,250 to Eastern Pipe Services for 3 days of sewer camera work.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, yes.

The Town Administrator discussed a complaint received from a resident who experienced pressurized water being ejected from their toilet while sewer jetting was being done. The Town Administrator relayed that she and Bryan Leblanc of Utility Partners discussed with the homeowner the possibility that their plumbing vent could be blocked. In response to the resident's concern that there was no public notification of the jetting work, the Town Administrator offered that the Town could post notice locally and on the website in the future, similar to our hydrant flushing notice. The Selectmen agreed that public notice for jetting could be implemented.

Mid-year Budget Report

The Selectmen reviewed a General Fund budget to actual report for period of January 2020 through June 2020. Selectwoman Bickford noted that she had contacted the Town Administrator with questions while reviewing the agenda packet and had no unresolved concerns. The Town Administrator noted that the Animal Control Officer's budget had already been exceeded due to prolonged animal care costs, but that other budget lines will be underused so there is no issue with the bottom-line budget.

Town Hall Reopening Plan Document

The Selectmen reviewed a document drafted by the Town Administrator detailing procedures for employees and requirements for the public entering Town Hall when the Selectmen authorize reopening to the public. Chairperson Mary expressed that she was satisfied with the document as written when and if the Town Hall reopens during the pandemic. Selectwoman Bickford suggested the addition of no public restroom access. The Town Administrator recommended that if the reopening date was going to be undetermined at this time, that the Board to adopt the "COVID19 Daily Operations Checklist" to document procedures for employees occupying the building. Chairperson Mary expressed that there is no rush to open. Selectman Reardon felt that the Town Hall should be open now. Selectwoman Bickford agreed with Chairperson Mary, expressing that her decision was based on protecting employees. Chairperson Mary felt that residents have been generally understanding and satisfied that they are able to complete their necessary town business through a variety of methods. She discussed additions she felt were needed if the checklist were going to be adopted separately, such as the requirement that

masks be worn by employees whenever meeting with members of the public, or when social distancing is not possible between co-workers.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adopt the COVID19 Daily Operations Checklist with the recommended additions regarding masks.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, no.

Covid-19 Impacts

The Selectmen discussed Governor Sununu's Emergency Order #25, which gave Selectmen the authority to grant blanket abatements for interest on all late or unpaid property taxes during the State of Emergency. Chairperson Mary expressed that she did not agree with a blanket abatement for all taxpayers and wanted to continue to consider hardship abatements on a case by case basis.

Selectwoman Bickford expressed that she did not want the Board's decisions on forgiving interest to be arbitrary. The Town Administrator explained the hardship abatement process, and suggested that the Board could apply the same decision-making criteria and amount/percentage/etc. to all COVID related hardship applications. The Selectmen agree to take no action relative to Emergency Order #25.

The Town Administrator explained the authority granted to the Selectmen under the Governor's Emergency Order #56, wherein the approved budget could be reduced. She noted a limited number of line items which could be reduced, such as those associated with the pool or patriotic purposes.

Chairperson Mary questioned if amounts could be encumbered, to provide, for example, a larger firework display next year. The Town Administrator explained that any such encumbered expenses would need to be contracted by the end of this year. She also relayed that a public hearing would be required for any proposed budget reduction. The Selectmen agreed to relook at this option later in the year.

The Selectmen discussed the scheduling or cancellation of Old Home Day. Chairperson Mary suggested that a fall date could be considered, and that a decision whether or not to hold the event could be made at a later Selectmen's meeting. Selectman Reardon discussed that the date has traditionally been about a month from now, and given the other closures and cancellations, the decision should be made now to cancel for this year and revisit for 2021. The Selectmen agreed to not holding a 2020 Old Home Day.

The Selectmen reviewed a quote for installation of gutters at the pool house. Selectman Reardon questioned the number of downspouts indicated on the quote. The Town Administrator believed the quote indicated the number of downspout pieces required, not complete downspouts. Downspout locations and drainage options and needs were discussed.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to contract Aho Seamless Gutters, LLC to install gutters (Quote 183 & 184) on the front and rear of the Pool House at a cost of \$1553.00.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, yes.

Chairperson Mary suggested that the Town could reimburse Heather Schoff for the materials she is using to create craft kits which patrons of her annual Town-sponsored arts & crafts program have been picking up outside of her home. Selectman Reardon expressed concern with supporting some events but cancelling others. The Town Administrator recommended that the Town only provide financial support for something which is offered or distributed at a Town controlled location, particularly from a liability

perspective. She suggested that Mrs. Schoff might be able to partner with the library. The Board had no objections to funding an official program. Chairperson Mary asked the Town Administrator to contact Mrs. Schoff regarding the Board's willingness to support a remote program distributed through an official channel.

Complimentary Chamber of Commerce Membership

The Selectmen reviewed an email from the President of the Greater Merrimack – Souhegan Valley Chamber of Commerce offering a complimentary membership with the GMSVCC for a year. The Town Administrator reported that she had attended some helpful seminars regarding grants at the chamber's offices in the past. There were no objections to accepting the complimentary membership offer.

Avitar Abatement Recommendation – PSNH

The Selectmen reviewed a recommendation from Gary Roberge of Avitar regarding PSNH's 2019 abatement application.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept Avitar's recommendation to deny the 2019 abatement application by PSNH.

Motion carried by roll call vote: C. Mary, yes; M. Bickford, yes; D. Reardon, yes.

Draft Parking Lease

The Selectmen reviewed a lease drafted by the Town's Attorney to document the municipal use of parking spaces on land owned by the Seymours, of 47 Main St. The Town Administrator relayed that this was a first draft, and that she had not yet received a response from the Seymours. She discussed that Jason Seymour had also contacted her regarding their fence behind the Fire Station and the Legion, which was damaged by a commercial plow operator this past winter. She explained that while the Town should not accept responsibility for damage not caused by our staff, nor liability for private property we are not using, Chief Buttrick is looking at whether some fencing would be appropriate to protect the Town's property and/or interests.

Miscellaneous

The Selectmen reviewed a complaint received via email regarding the condition of Barrett Hill Road. The Town Administrator reported that signs had been installed to warn motorists that the road is a class 6 unmaintained road. The Selectmen declined to take any action on the complainant's suggestion that the similar road names of Barrett Road and Barrett Hill Road be changed.

The Town Administrator relayed a verbal complaint she received regarding the condition of Adams Street and Richardson Road. She discussed her communications regarding such with the Road Agent, who indicated patching would be done on both roads, and Adams street was schedule for repaving in 2021.

The Town Administrator reported that she had given approval for the use of 23 Main Street to a contractor replacing the retaining wall at 25 Main Street with the condition that the area be returned to its original condition after the work is complete. She noted that the private retaining wall provides a public benefit by supporting Temple Street.

The Town Administrator discussed a phone call she received from a representative for CPC Investments, which owns the parking area and empty cellar hole adjacent to the Town's lot at 26 Main Street. The 2 parcels are assessed at \$64,000, which was offered as a selling price. She noted any land purchase would need to go before the voters. The Selectmen discussed the value to the Town being closer to \$20,000, and directed the Town Administrator to respond as such.

Signature Folder

The Selectmen:

- Reviewed, discussed, and approved the minutes of the June 3, 2020 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved the DRA MS-535, PA-28 Certification, and Forest Land Reimbursement.
- Reviewed, discussed, and approved Junk Yard Permits.
- Reviewed, discussed, and approved a Purchase Order: Pool.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn the meeting at 4:49 p.m.

Motion carried by roll call vote: C. Mary, no vote; D. Reardon, yes; M. Bickford, yes.

Submitted by: Tara Sousa/Town Administrator

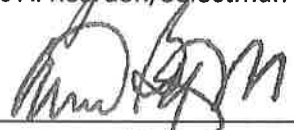
Approved by:



Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman