

**Town of Greenville  
Board of Selectmen  
Minutes- August 12, 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, 2<sup>nd</sup> by Selectwoman Bickford, to accept the minutes of the July 22, 2020 Selectman's meeting.**

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

**New Business:**

**Meet with Town Clerk Re: Clerk Assistant Appointment**

The Town Administrator reported that Kathy Valliere (Town Clerk) had been out sick today, but had called in earlier to discuss the need for Melissa Horsley to have an appointment as an assistant in order for her to enter information in the Secretary of State system regarding absentee ballots and other election related work. She discussed the distinction between Deputy and Assistant. Selectwoman Bickford questioned the term of the appointment, and the tasks Mrs. Horsley had been and would be performing. The Town Administrator explained that the appointment would be through the end of 2020, to assist with the increased volume of election-related work, and discussed the clerical tasks, such as tax payment entry, filing, and other general office assistance she had been performing both before and after the Covid-19 closure. Chairperson Mary and Selectwoman Bickford confirmed their approval to stamp Mrs. Horsley's appointment form.

**Utility Partners Monthly Operating Report**

The Selectmen reviewed the Utility Partners Monthly Operating Report. Chairperson Mary questioned if the wastewater sample values reflected a violation. She requested that the Town Administrator contact Utility Partners to obtain a copy of the violation letter, if any, that would have been submitted to DES, and request that those be submitted with future monthly reports.

**Mid-Year Budget Reports: Water & Sewer**

The Selectmen reviewed year-to-date budget versus actual reports for the Water and Sewer Departments. The Town Administrator noted that she is watching the Sewer "chemical treatments" line item, as it is trending above the prior year. She noted that Sewer "unanticipated expenses" line is also over budget, but that the Selectmen could consider submitting one or more of those expenses for reimbursement from the expendable trust fund if necessary, later in the year. There were no questions.

**2019 Draft Financial Report**

The Selectmen reviewed the draft of the 2019 financial report compiled by Roberts & Greene. The Town Administrator noted the recommendation that the Town's purchasing policy be updated. She stated she

was in process of updating said policy, and anticipated bringing a draft for review soon. The Selectmen did not have any questions or concerns.

#### **DRA 2018 Assessment Review: Current Use**

The Selectmen reviewed a report of the DRA's 2018 Assessment Review of the Town's current use files. The Town Administrator discussed the noted items which her office would attempt to rectify, such as missing maps, but explained there is not the same threat of loss of current use designation, as there is with exemption and credits, to elicit property owners' cooperation. She relayed her discussions with Avitar's Evan Roberge that other noted items relate to continuity between the paper files and Avitar's database, which he will work to rectify in his next visit.

#### **Greater Waste Water Main Extension**

The Town Administrator discussed the lack of formal declaration that the Town intended to accept the water infrastructure improvements being funded by Greater Waste Solutions, LLC, despite the Planning Board's site plan approval and engineering services requests previously approved by the Selectmen seeming to indicate such. The contractor is attempting to get the DOT permit for the water main extension, and has indicated that it must be accepted by the Town, as a private entity cannot own infrastructure in the State highway ROW.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the Greater Waste Solutions, LLC funded water main extension upon determination by Underwood Engineers that it complies with Town requirements.**

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

The Town Administrator relayed that there had been questions by the Shaws and their contractor regarding the Town connection fees, but that no written agreement has been offered by the parties to negotiate such items. Chairperson Mary noted that the water connection fees had been waived for Greenville Estates when they paid to install the water main. The Town Administrator explained that a secondary sewer connection was being installed to serve a second building. The Selectmen expressed agreement that the standard sewer connection fee should be charged.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to waive the water connection fee for Greater Waste Solutions, LLC in recognition of the costs incurred for the water main extension.**

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

#### **FYI – Pool Concrete Repair/Paint Quote**

The Selectmen reviewed a quote from Associated Concrete Coatings for paint removal, crack repair, repainting of the pool, and replacement of the deck sealant. The Town Administrator expressed that the cost of a full-service job like the one proposed would likely have to be a warrant article. She reported that the Pool Director is actively seeking other quotes for portions of the work needed, particularly from local companies.

#### **Oil Pre-buy/Fixed Price Quotes**

The Selectmen reviewed heating oil quotes for the 2020-2021 heating season. The Town Administrator relayed that, although Brideau's quote was \$256 more, she recommended their quote due to the contract's downside protection, pre-buy availability, and generally superior delivery experience we had with their company in the past.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept Brideau's Pre-buy oil quote of \$13,649.24 for the 2020/2021 heating season.**

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

**Resignation Letter: Scott Tenney**

The Selectmen reviewed a letter of resignation from Building Inspector/Code Enforcement Officer Scott Tenney. The Town Administrator noted that she had inquired about his interest in retaining a seat on the Planning Board, but had not heard back from Mr. Tenney.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept, with regret, the resignation of Scott Tenney effective August 29, 2020.**

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

The Town Administrator noted that the job description, time commitment, and duties may need to be reviewed for the hiring process.

**NIFRS Reporting for Fire Department**

The Town Administrator relayed a request from Fire Chief Charles Buttrick that the Selectmen's Office assist with the data entry of the Fire Department's required NIFRS reporting, due to the challenge of meeting the reporting requirements with volunteer personnel. He estimated time commitment at 10 hours per month, and suggested that the cost of the administrative time could be attributed to the Fire Department budget. The Town Administrator shared that she and Kelly Fitzwater were confident they could provide the needed administrative support, and anticipated the time commitment would be less once they became familiar with the reporting system. Chairperson Mary expressed that she was happy to have their office help support the Fire Department, and there were no objections to implementing this change.

**Miscellaneous**

The Selectmen reviewed an email from the organizers of the Children's Fair parade, and the Town Administrator noted the Police and Fire Chiefs had been informed of the event.

Jay Antos, a New Ipswich resident and Greenville property owner, commented on the placement of the newly erected "Purple Heart Town" signs, suggesting that the location be adjusted, and that perhaps the parking restriction sign should come after the purple heart sign. The Town Administrator discussed the process to get State approval for the sign location. Chairperson Mary recommended that the Town Administrator ask Road Agent Tom Plourde to meet with Mr. Antos to review his concerns and suggestions.

The Town Administrator inquired if the Selectmen had any objections to providing reimbursement of the second half of 2 lifeguard certifications (as is promised to returning guards), despite the cancellation of the 2020 pool season. There were no objections.

The Town Administrator requested that the Selectmen revise a previously approved water/sewer abatement motion, as the wording failed to indicate the 2 different tax years to which the amount was intended to apply.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to correct the Antra abatement (Map 6 Lot 41) to be split equally between 2019 and 2020.**

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

**Signature Folder**

**The Selectmen:**

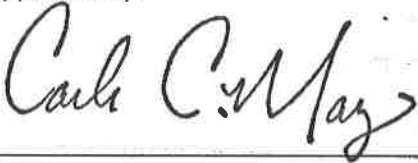
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Reappointments: D. Reardon, M. Whitson.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn the meeting at 4:15 p.m.**

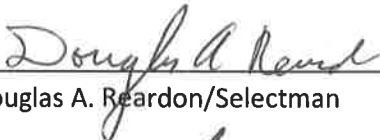
**Motion carried by roll call vote: C. Mary, yes; D. Reardon, yes; M. Bickford, yes.**

Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman