

**Town of Greenville
Board of Selectmen
Minutes- August 26, 2020**

Call to Order at 3:30 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: Selectwoman Margaret Bickford. Town staff and members of the public were in attendance via speaker phone (Town Clerk/Tax Collector Office) and conference call.

Old Business:

Utility Partners Monthly Operating Report

The Selectmen reviewed an email from Rob Lauricella responding to a concern raised at the previous meeting by Chairperson Mary, that there had not been a violation in July. The Town Administrator confirmed that if and when a violation occurs, the required letter to DES would be included in the monthly operating report.

24 & 28 Main Street

Selectman Reardon recommended this item be tabled until the full Board is present. There was no objection.

Building Inspector Position/Ex-Officio to Planning Board

The Selectmen reviewed the Building Inspector/Code Enforcement Job Description. The Town Administrator reported that the posting was in the newspaper and online through the NH Municipal Association. She noted that she had one applicant thus far. She inquired how the Selectmen wanted the hiring process to proceed, and suggested that Selectman Reardon, as a tradesperson, could participate in the interviews. Selectman Reardon was willing to be involved in the interviews, but wanted to allow additional time for applications/resumes to be received, and suggested the Town Administrator contact surrounding towns to try to arrange interim coverage.

New Business:

Meet with Moderator Marshall Buttrick Re: Election

Marshall Buttrick joined the call to discuss the upcoming election. He explained that he has been meeting regularly with all involved parties, including meeting via Zoom with the Secretary of State's office. He explained the layout of the cafeteria and classroom to provide additional room for social distancing. He discussed having a mask requirement for all poll workers and voters, with a tiered approach to address voters who refuse to wear a mask, which he noted had been vetted by the Town Attorney. He inquired as to the Selectmen's availability to be present at the polls, and the jobs he might request they perform while present. Selectmen Reardon indicated he would be available from 4:30 p.m. forward, and Selectwoman Bickford indicated she could attend during the day, but would not be comfortable with close interaction with the public.

Cares Act Grant: Unanticipated Election Costs

Marshall Buttrick discussed the Cares Act grant funding available to offset the cost of processing a larger than usual number of absentee ballots. Selectwoman Bickford asked Moderator Buttrick about his communications with the Town Clerk to ensure the timely processing of absentee ballots, and questioned the impact of this grant on the additional Clerk Assistant appointment of Melissa Horsley. The Town Administrator explained that the grant reimbursement will be for an average (statewide) estimated cost per-ballot to process, so the actual hours will not be reimbursed.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept unanticipated funds of up to \$3,866.47 through the federal CARES Act for increased 2020 election cost, to authorize the Town Administrator Tara Sousa to sign the grant agreement on behalf of the Selectmen, and to authorize Town Clerk Kathy Valliere or Deputy Clerk Debra Reardon to certify reimbursement requests.

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

SWRPC Letter Re: Ten Year Plan

The Selectmen reviewed a letter from the Southwest Regional Planning Commission soliciting recommendations and feedback for the State's Ten-Year Plan for regional transportation improvement projects. The Town Administrator stated she was not aware of any major projects the Town would wish to advocate for on State-controlled highways. Selectwoman Bickford questioned if the green bridge could be proposed, and the Town Administrator explained that as a municipally-owned bridge, it would not qualify for the state plan. The Selectmen agreed that the Town Administrator could draft a response that the Selectmen have no projects to present for consideration, and no objections to the current proposals.

Avitar Letter Re: Interior Inspections

The Selectmen reviewed a letter from Loren Martin of Avitar, indicating that our assessors will not be performing any interior inspections for the remainder of 2020, but will combine those inspections with their 2021 work, as part of our multi-year contract.

Pool Repair Options

The Town Administrator suggested that this item be tabled, as the quotes and recommendation she had anticipated receiving from the Pool Director were not yet available.

Youth Programs Events/Budget

The Town Administrator relayed that Heather Schoff had inquired whether the annual Pumpkinpalooza would be allowed to occur or be cancelled, noting the need to begin planning soon. Selectman Reardon expressed that if they (Youth Programs volunteers) were comfortable hosting an event, he supported having it. The Selectmen reviewed examples of resin, ready-to-assemble sheds that Mrs. Schoff has been considering expending part of the year's unspent budget on, for storage of the youth programs supplies. After discussion of placement, the Selectmen indicated they would support a purchase order up to the presented example (\$749.00).

Asbestos Removal Quotes

The Selectmen reviewed asbestos removal quotes for pipe wrap on heating pipes requiring repair in the basement. The Town Administrator noted that she contacted 3 companies, but only received quotes from 2.

Motion by **Selectman Reardon, 2nd by Selectwoman Bickford**, to accept the quote of Peniel Environmental in the amount of \$2254.31 for asbestos removal.

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

Non-Pursuant to 91-a:3,II (c)

Motion by **Selectman Reardon, 2nd by Selectwoman Bickford**, to enter non-public session pursuant to 91-a:3,II(c) at 4:04 p.m.

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

The Selectmen met via conference call with an individual regarding property tax assessments.

Motion by **Selectman Reardon, 2nd by Selectwoman Bickford**, to re-enter public session at 4:41 p.m.

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

Motion by **Selectman Reardon, 2nd by Selectwoman Bickford**, to seal the minutes of non-public session for 99 years.

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

The caller's connection was lost, so the Town Administrator called them back to confirm the items she would be mailing out pursuant to their request.

Signature Folder

The Selectmen:

- Reviewed, discussed, and approved the minutes of the August 12, 2020 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Fire Dept (2), Water/Sewer, TGPD.

Motion by **Selectman Reardon, 2nd by Selectwoman Bickford**, to adjourn the meeting at 4:47 p.m.

Motion carried by roll call 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