

**Town of Greenville  
Board of Selectmen  
Minutes - October 14, 2020**

Call to Order at 3:35 p.m. This meeting was 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 Mary and Selectwoman Margaret Bickford.

**Old Business:**

**Water System Flushing**

The Selectmen viewed a photo of the reservoir spillway provided by Plant Manager Brian Golec. Chairperson Mary recommended that, given the persistent severe drought conditions, that the Town not flush hydrants this fall. The rest of the Board agreed.

**Basement Repairs**

The Town Administrator reported that A+ Painting had agreed to do the floor filler for \$35/hour, and that she had given the approval for that, given the speed with which we would like the meeting room completed. She reported that she and Ed White had met yesterday with a drywall contractor, Jennings Drywall Services, who had provided a verbal quote for the drywall, trim, and door repairs in the emergency management area and adjacent rooms (other than the meeting room) of \$7,800. Chairperson Mary questioned how much is still available from the insurance, and what items still needed to be done. The Town Administrator answered that \$19,462 remained of the insurance money allocated by warrant article, and that the vinyl flooring in all spaces would still need to be done, as well as reconnecting the bathroom fixtures. It was noted some additional painting was also still needed in the meeting room.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to accept the quote of \$7,800 by Jennings Drywall Services for the basement drywall, trim, and door repairs.**

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

**New Business:**

**Utility Partners Monthly Operating Report**

The Selectmen reviewed Utility Partners Monthly Operating Report for September 2020. The Town Administrator relayed that quotes are being sought for a failed water tower radio. Chairperson Mary questioned if this was the same issue worked on in the previous month. The Town Administrator explained that EII had been out to investigate failed radio communications, and swapped the radios to get the more critical tower signal up and running, but that replacement of the failed radio was something that needed to be quoted/ordered. She discussed an identified issue with the sewer pipe that is connected to the bridge on Mill Street, and that Brian Golec was getting a quote for that repair.

**2021 Budgets**

The Town Administrator inquired if the Board had any directives for budgeting, particularly for employee raises. Selectwoman Bickford asked what, if any, cost-of-living adjustment was scheduled for

social security this year. It was found that a 1.3% social security increase is planned for 2021. The current economic downturn and substantial adjustments that were made in 2020 were discussed.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to approve, in keeping with the 1.3% Social Security cost-of-living adjustment, a 1.5% increase for all Town Department employees.**

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

The Selectmen reviewed the Highway Administration and Streets budgets submitted by the Road Agent. Chairperson Mary discussed her support, given the expected retirements and other recent and anticipated changes, of the Road Agent's recommendation that the Road Agent position could become part-time. The Town Administrator discussed the potential savings in benefits costs, but recommended that the existing budget be maintained in the event circumstances change, or the Board finds that the part-time option does not meet the Town's needs. An additional retirement which will necessitate an entry-level hire was also discussed. The Selectmen were in agreement to apply the 1.5% COLA to the 2020 Highway Department salary line-items, and to accept all other line-items as presented.

The Selectmen reviewed the tentative budget submission from the library. It was noted that the salary line-item increase was 2.17%.

#### **Health Trust Rates**

The Selectmen reviewed the 2021 rate transmittal from HealthTrust, which reflected a 6.4% increase in health insurance costs and no change to dental rates.

#### **Police Contract Renewal**

Selectwoman Bickford discussed that the Police Board would be considering a contract renewal in preparation for the 2021 Town Meeting. The Town Administrator recommended that the new 2020 census population numbers, if available in time, be the basis for the percentage split of expenses.

#### **Town Vehicle & Equipment Policy Draft**

The Selectmen reviewed a draft of a Town Vehicle & Equipment Policy for addition to the Personnel Policies and Procedures Manual. The Town Administrator asked that this be a first a reading, and that the Board suggest any additional wording they feel is needed.

#### **Water/Sewer Abatement Requests**

The Selectmen reviewed an abatement request from the owner of 77 Main Street (Map 5 Lot 3-C) for water and/or sewer charges related to their 2<sup>nd</sup> issue 2020 invoice. The Town Administrator discussed her communications with the owner regarding efforts over the last year to find the source of increased consumption, including third-party testing of the original meter at that location. Chairperson Mary expressed that she did not support the abatement, and that property owners are responsible for the maintenance of their buildings.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to deny the water/sewer abatement request for 77 Main Street (Map 5 Lot 3-C) for the period ending September 2020.**

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

The Selectmen reviewed and approved abatements due to administrative errors for 50 Pleasant St. (Map 4 Lot 29) and 766 Fitchburg Road (Map 1 Lot 48), as well as a sewer abatement in the amount of \$80.00 for the filling of a pool at 16 Temple St. (Map 5 Lot 66), and approved the use of their signature stamps to certify those abatements.

#### **Minutes**

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept the minutes of the September 30, 2020 meeting as presented.**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the minutes of the October 7, 2020 meeting as presented.**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the minutes of the September 23, 2020 meeting as presented.**

**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 Purchase Orders: Highway, Fire Dept.

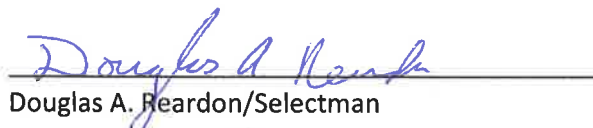
**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 4:34 p.m.**

**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