

**Town of Greenville
Board of Selectmen
Minutes - October 28, 2020**

Call to Order at 3:30 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/Sewer Repair Quotes

The Selectmen reviewed quotes from R.H. White for the replacement of sewer pipe hangers for the bridge on Mill Street. The Town Administrator noted that she was bringing the quote for the Selectmen's awareness of the issue, and not for approval, as she had asked Underwood to recommend other qualified companies that could perform the work, so that additional quotes could be obtained. She discussed the available balance in the wastewater expendable trust, and her conclusion that there are not currently sufficient sewer funds available in the ETF, nor in combination with the remaining annual budget. Chairperson Mary suggested Mears as an additional company from which to seek a quote.

The Selectmen reviewed a quote from EII for replacement of a failed water tower radio. The dampness of the pit in which the electronics are located was discussed, and Chairperson Mary asked when was the last time the radio was replaced. The Town Administrator indicated she would try to find out, and perhaps have Brian Golec attend the next meeting.

Town Vehicle & Equipment Policy Draft (second reading)

Motion by Chairperson Mary, 2nd by Selectman Reardon, to accept the Town Vehicle & Equipment Policy as an addition to the Town's Personnel Policies and Procedures Manual.

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

Selectwoman Bickford recommended the date of adoption be noted for addition to the manual.

New Business:

2021 Budgets: Executive, Financial Administration, Parks & Rec

Chairperson Mary suggested that the Board take time to review the presented budgets (executive and Parks & Rec), and consider them at the next meeting. Selectman Reardon stated that he approved of the proposed budget for the executive office. The Town Administrator noted that the P&R budget included a 3% increase, and that no salary increases had been implemented this year due to the shortened work period with the pool not opening. Regarding financial administration, the Town Administrator explained that that budget was not yet complete, and discussed the need to either go out to bid for auditing services, or to request that Roberts & Greene extend their contract for one year. The Selectmen were in agreement to request an extension of the Town's contract with Roberts & Greene.

2021 Warrant Articles

The Town Administrator requested guidance from the Board as to what potential warrant articles should be drafted for the 2021 Town Meeting. The Town Administrator provided the Board with information

regarding adoption of RSA 79-e for their consideration, noting that she had had multiple inquiries as to whether the program was available in Greenville. The Selectmen were in agreement that a warrant article to repair the pool should be drafted. Selectman Reardon recommended obtaining a price for a full replacement of the pool for comparison purposes

HealthTrust Renewal Authorization to Sign

Motion by Chairperson Mary, 2nd by Selectman Reardon, to authorize Town Administrator Tara Sousa to sign the HealthTrust renewal documents for 2021.

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

Audit Representation Letter

The Selectmen reviewed the Audit representation letter from Roberts and Greene for the finalization of the 2019 audit. The Selectmen approved the letter and those attending remotely consented to the use of their signature stamp to indicate such.

Planning Board/Project Update

As Ex-officio to the Planning Board, the Town Administrator updated the Board on Planning Board related items, including the final paving of Blanch Farm Road, which was contracted by Greenville Recycling, the Greater Waste project, which was getting NH DOT approval to complete the water main extension work on Route 31, and an upcoming public hearing for a proposed project to move the gas pumps at the Country Mile, scheduled for November 12, 2020.

Meeting Schedule for November and December

The Selectmen reviewed the calendar for meetings through the end of the year. They were in agreement that they would cancel the November 25th meeting due to the Thanksgiving holiday. The Town Administrator recommended shifting the December 23rd meeting to December 30th to allow for year-end encumbrances, and the Selectmen agreed. The Selectmen discussed and affirmed their policy that Department Heads can release employees early with pay, if the business needs allow, on the days preceding the Thanksgiving, Christmas, and New Year's holidays.

Miscellaneous

Selectwoman Bickford inquired if the Town Administrator knew when the 2020 census numbers would be available for the Temple-Greenville Joint Police Board's contract discussions. The Town Administrator agreed to research the answer.

Signature Folder

The Selectmen

- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Fire Dept.
- Reviewed, discussed, and approved a Vacation Request Form.
- Reviewed, discussed, and approved Pay Sheets: Selectmen.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to adjourn at 4:12 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:

A handwritten signature in cursive script, appearing to read "Carla C. Mary", written over a horizontal line.

Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman

A handwritten signature in cursive script, appearing to read "Margaret Bickford", written over a horizontal line.

Margaret Bickford/Selectwoman