

**Town of Greenville
Board of Selectmen
Minutes – November 12, 2020**

Call to Order at 3:34 p.m. This meeting was conducted in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04. Attending via Zoom conference call: Chairperson Mary and Selectwoman Margaret Bickford. Present at Town Hall: Town Administrator Tara Sousa.

Old Business:

Water/Sewer Repair Quotes

The Selectmen met with Brian Golec of Utility Partners, who discussed the attempts to obtain quotes from the contractors recommended by Underwood for the repair of the sewer line brackets attached to the bridge on Mill Street. The potential risks of delaying the repair to seek other qualified contractors was discussed. The Town Administrator discussed the available 2019 State Aid, which would lapse into unreserved fund balance at the end of this year as an option for funding the project.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to accept the quote of RH White in the amount of \$36,140 for the sewer line repair on Mill Street, and to use the available 2019 State Aid to fund the project.

The condition of the Boiler at the water plant was discussed, and Chairperson Mary suggested having Selectman Reardon look at it to make a recommendation as to its remaining useful life. Brian Golec discussed the issues with the water tower radios, the most recent of which was believed to have been replaced in 2015. He noted that they had put a dehumidifier in the pit to improve the environment for the electronics. It was also discussed that the mixer has never been connected. Mr. Golec explained his efforts to get quotes for relocating the electrical. Chairperson Mary asked him to get an updated estimate from EII. She discussed the method by which the tank levels could be monitored with pressure readings

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to accept the quote of Electrical Installations, Inc. for the replacement of the radio signal transmitter at the Barrett Hill water Tank.

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

Adams Street Lot Research

The Selectmen reviewed the copy of the 1956 deed, found through the Town Attorney's title search work, relating to the former "tennis court" lot on Adams Street, which showed the transfer of the property from the Greenville Women's Club to Clyde Eaton. The Town Administrator discussed that Atty Bedard had been unable to document any probate of Mr. Eaton, nor his wife Isabelle's, assets in New Hampshire, and therefore could not certify Isabelle Eaton as the last known owner. The Town Administrator discussed that she had provided the deed copy to Mrs. Eaton's daughter, and had discussed with her that the Town would not be performing any further legal work to identify the heir to the last known owner. The proper corrective actions to ensure the Town's ability to tax deed the parcel in the future in the event no heir proves ownership/accept responsibility for the property were discussed.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to abate all tax and interest billed to Isabelle Eaton for Map 5 Lot 26-A, for the years 2018 and 2019.

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

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to change the assessed owner of Map 5 Lot 26-A to Clyde Eaton, per deed research indicating he was the last known owner.

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

New Business:

Water Main Extension Design Change

The Selectmen reviewed a design change for the Greater Waste Solutions water main extension, which was approved by Underwood Engineers. There were no objections to the proposed materials change.

Utility Partners Monthly Operating Report

The Selectmen reviewed the October 2020 Operating Report. Chairperson Mary noted the remaining maintenance budget as being higher than previous years. The Town Administrator reported that the annual CPI increase had just arrived, reflecting a 1.1% increase. The Town Administrator was authorized to sign the 2021 CPI increase.

2021 Budgets

The Selectmen reviewed the proposed 2021 budgets for Financial Administration, Personnel Administration, General Government Buildings, Cemetery, and Conservation. Selectwoman Bickford had requested additional information related to benefits costs, which the Town Administrator had provided. Chairperson Mary questioned the proposed GGB electricity increase, when compared to this year's actual. The Town Administrator referenced the prior year's actual, which she believed was more accurate for normal conditions, coupled with increasing rates, as explanation for the recommended increase. The budget effect of changing back to a pre-purchase plan for heating oil was also discussed. Selectwoman Bickford questioned the continued increased budget for cemeteries. The Town Administrator relayed her discussions with Cemetery Trustee Jim Hartley, who indicated continued work was needed to further upgrade the road within the Pleasant St/Route 31 cemeteries.

Covid-19 Employee Travel and Quarantine Policy

The Selectmen reviewed a draft of a Covid-19 Employee Travel and Quarantine Policy. Chairperson Mary questioned if travel had been addressed in the previously adopted Covid-19 policies. The Town Administrator discussed the previous policy's travel implications, such as no out-of-state business travel and the requirement that employees notify the Town of personal travel. She explained that this proposal addresses the requirement to quarantine per State guidelines after travel, and "Families First Coronavirus Response Act" emergency paid sick leave being unavailable for discretionary travel required quarantine.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to accept the Covid-19 Employee Travel and Quarantine Policy as presented.

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

Water Sewer Abatements

The Selectmen reviewed 2 water and sewer abatement applications. They found the first to not have merit from a lost water perspective, but felt it could be considered as a hardship abatement with further information. The Town Administrator discussed the meter test results she was anticipating relative to the second application, and the owners concerns about the interest accruing on the disputed amount. The Selectmen tabled both applications.

2020 Equalization Municipal Assessment Data Certificate

The Selectmen reviewed the 2020 Equalization Municipal Assessment Data Certificate. The Town Administrator noted that Avitar had been checking our sales entries and recommending corrections where appropriate. Chairperson Mary and Selectwoman Bickford authorized the use of their signature stamps on the certificate.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the minutes of the October 28, 2020 meeting.

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

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the minutes of the November 5, 2020 meeting.

Motion carried by roll call vote: C. Mary, 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.
- Reviewed, discussed, and approved Water/Sewer Service Applications: Greater Waste Solutions.
- Reviewed, discussed, and approved a pay rate form for Caleb Aho.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn at 4:39 p.m.

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

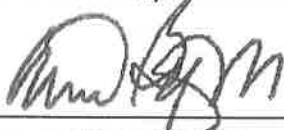
Submitted by: Tara Sousa/Town Administrator

Approved by:



Carla C. Mary/Chairperson

Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman