

**Town of Greenville
Board of Selectmen
Minutes – December 9, 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. Attending via Zoom conference call: Chairperson Mary and Selectwoman Margaret Bickford. Present at Town Hall: Selectman Douglas Reardon, and Town Administrator Tara Sousa.

Old Business:

None

New Business:

WWTP Colorimeter

The Selectmen reviewed an email from Brian Golec of Utility Partners requesting to purchase a DR900 Colorimeter for the water plant to facilitate a swap/replacement of meters at both plants. Chairperson Mary agreed with the purchase, but wanted the new meter to be allocated for wastewater. She offered to contact Mr. Golec to discuss her concerns.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to purchase a DR900 Colorimeter for the Wastewater Plant.

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

2021 Budgets

The Selectmen met with Fire Wards (Fire Chief) Gregg Eastman, Ed White, and William Brooks to go over the Fire Department budget. Selectman Reardon inquired about the substantial increase to the salary line. Chief Eastman discussed increases provided to officers with this year's stipends, noting that positions like chief are still substantially under other local departments. He discussed that additional pay is provided for level 1 & 2 certification, as well as for additional duties/responsibilities performed. Selectman Reardon asked why Fire Prevention had been reduced to zero, and Chief Eastman explained that it was combined with Fire Inspection. Increase was also noted in Fire Apparatus. Chief Eastman discussed an estimated cost of 12-14K to make Engine 5 certifiable, or alternatively, a newer used truck could be purchased for 30-40K. He relayed that a new pumper would be 200K. Chairperson Mary questioned the requested amount for training, including an EMT training increase, as the Department had not expended these budgets in 2020 and prior years. Chief Eastman explained that there are only 2 certified EMTs, but that there is interest in running a first responder class.

Mr. White suggested that \$1.00 be put back into the Fire Prevention line-item to keep it active. The Town Administrator recommended that a defined pay scale be created to support the increased salary request. Selectwoman Bickford agreed that a pay scale with more detail would be appreciated. Chairperson Mary asked if the Department could put that together, and Chief Eastman agreed they could.

Selectman Reardon asked if the Department was anticipating requesting any warrant articles. The previously discussed truck was considered. The Town Administrator questioned if this truck body could

be moved to a newer chassis, and that possibility was discussed. Selectwoman Bickford asked if the Town has a capital asset list with historic maintenance costs. The Town Administrator answered that we do maintain a capital asset list, but it does not have annual costs reflected. Chairperson Mary reiterated the expectation regarding a salary schedule. The Selectmen agreed to add the dollar to Fire Prevention.

The Selectmen reviewed budgets for Forest Fire, Emergency Management, Planning/Zoning, and Timber Officer, and had no objections.

In reviewing the Patriotic Purposes budget, encumbering the unspent 2020 fireworks budget was discussed. The Town Administrator recommended against doing so, unless for the purpose of having a larger display in 2021. Chairperson Mary advocated for either providing a second display at Old Home Day, or funding the 2021 display with the 2020 encumbrance. The matter was tabled. Selectwoman Bickford asked to put the Town's upcoming 150th anniversary on the next agenda. Chairperson Mary agreed that a committee should be formed.

In considering the Beautification budget, Selectman Reardon suggested an increase to fund an additional project. Their available manpower was discussed, and the Town Administrator relayed that a project could also be supported with General Government Buildings funds.

2021 Annual Meeting Location/Process

The Selectmen reviewed an NHMA guidance document regarding legislature-approved alternative Annual Meeting procedures. Selectmen Reardon expressed that the procedure appeared to put a lot of additional burden on staff. Chairperson Mary inquired if the Town could utilize the high school. The Town Administrator answered that there are provisions in the existing law to use a location outside of town if necessary. She inquired if the Board wanted to explore any new meeting spaces, such as the new church operating at 32 Mill Street. Chairperson Mary expressed her preference for an in-person meeting, and that the school auditorium would allow for proper distancing. Selectman Reardon voiced that it would be the Moderator's decision. Use of the SAU for the budget hearing was discussed. The Town Administrator indicated that a remote option could also be offered for the budget hearing.

Avitar Mapping Services Agreement

The Selectmen reviewed options available for the Avitar Mapping Services Agreement. The Town Administrator recommended the 3-year limited contract, explaining that our mapping changes are minimal enough to allow for the less costly option.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to approve the 3-year limited Mapping Services Agreement with Avitar.

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

BTLA Decision

The Selectmen reviewed the Board of Tax and Land Appeals decision regarding 2 Titan Lane, wherein the Town prevailed, as the taxpayer failed to prove disproportionate assessment. Chairperson Mary questioned who bears the cost of the appeal, and the Town Administrator answered that Avitar represented the Town, the cost of which is included in our contract.

Planning Board Resignation

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to accept the resignation of Ed White from the Planning Board with regret.

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

The Selectmen expressed their appreciation to Chairman White for his many years of service on the Planning Board.

Holiday Employee Recognition

The Selectmen discussed various options for a holiday gift for employees. The Town Administrator relayed that there was roughly \$650.00 available in the Selectmen's miscellaneous line-item. She discussed that any such gift for the Police Department would need to be considered by the Joint Police Board. The Selectmen agreed to purchase \$50 Market Basket gift cards for full and part-time Town Hall and Highway staff.

Selectman Reardon discussed his recent conversation with Greenville School Board Representative Tom Falter regarding the anticipated loss of revenue for the Mascenic district next year. The Town Administrator reported a similar conversation with School Board Chair Steve Spratt. She discussed advocating for a hold-harmless approach by State government when calculating aid next year.

NHDES Reservoir Waiver Request

The Selectmen reviewed an email from Paul Susca of DES regarding a needed waiver for a survey of Tobey Reservoir by a gas-powered boat. The Selectmen generally did not object, but did discuss their desire to ensure the contractor had adequate insurance should any issues occur.

Draft – Hardship Abatement Qualification Worksheet

The Selectmen reviewed a draft of a Hardship Abatement Qualification Worksheet. The Town Administrator explained that the draft was a combination of forms used for the elderly tax exemption and Town welfare, which is intended to provide a standardized method for considering hardship abatement requests.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to adopt the Hardship Abatement Qualification Worksheet.

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

Miscellaneous

The Town Administrator requested authorization to sign the contract for the 2020 financial audit.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to authorize the Town Administrator to sign the Roberts & Greene audit contract.

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

The Selectmen reviewed a letter Moderator Marshall Buttrick sent to the Mascenic District Superintendent regarding future Town use of Head Start occupied areas of the SAU.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the minutes of November 12, 2020 as presented.

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

Chairperson Mary requested an update on the meeting room. The Town Administrator reported that the first of the epoxy floor filler had been applied, which when completed would allow the floor to be carpeted, and that the Town Hall Custodian was beginning to install drywall in the emergency management area. Chairperson Mary requested that the Town Administrator contact the Town Attorney to discuss the Town's available recourses against Tri-State Epoxy.

Signature Folder

- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Highway, Fire, Sewer, Forest Fire.
- Reviewed, discussed, and approved an Intent to Cut: Map 3 Lot 22.
- Reviewed, discussed, and approved a Veteran's Credit: Damon.
- Reviewed, discussed, and approved stamping approved abatements: Eaton, PSNH.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn at 4:50 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