

**Town of Greenville
Board of Selectmen
Minutes – December 30, 2020**

Call to Order at 3:32 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 Carla Mary and Selectwoman Margaret Bickford. Present at Town Hall: Selectman Douglas Reardon, and Town Administrator Tara Sousa.

Old Business:

Abatement Request (Map 5 Lot 95)

The Selectmen reviewed historic usage data for Map 5 Lot 95, which reflected prior year usage by a former owner, and metered usage for new owner Mr. Reynoso in 2020. The Town Administrator reported that Ti-Sales had been unable to get any readings or data log from the meter, which was in error status, and that they had sent it to Neptune for further efforts to retrieve data. She explained that due to the limited timeframe, 90 days, of any data log, any information Neptune could provide at this point would not provide useful information regarding the abnormally high reading from the last billing. She reported that interim readings of the newly-installed meter was trending at roughly 1.5 times the Town minimum of 10,000 gallons.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to reduce the assessed 2nd issue usage for Map 5 Lot 95 to 8609 cubic feet, and to abate the billing accordingly.

Selectman Reardon asked Mr. Reynoso if he agreed with the proposed abatement. Mr. Reynoso discussed the size of his household versus the former owner, and his concern that the 1st 2020 bill could also have been incorrectly elevated. Chairperson Mary discussed the standard practice of using 3 prior billings to determine an average when that data is available, but that due to the recent transfer of the property, that historic average is not available. She expressed willingness to consider an additional abatement if the meter were found to be out of spec.

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

The Town Administrator informed Mr. Reynoso that she would send him a copy of the abatement once it had been processed.

New Business:

2021 Budgets

The Selectmen reviewed the budgets for Water and Sewer. Selectman Reardon questioned the amounts for "labor" and Chairperson Mary explained that those amounts are meant to account for hours worked by the Highway Department. The Town Administrator discussed how those hours need to be denoted on time cards to be accounted for properly. Selectman Reardon asked if the amount for unanticipated expenses should be increased, since that was over-budget (in Sewer). Chairperson Mary explained that one of those repair items could have been paid for through the expendable trust. Chairperson Mary suggested that the Board could encumber the remaining funds in Sewer's I & I budget for the contracted sewer line bridge hanger repair. The Selectmen were in agreement to add that amount to the list of encumbrances. Selectwoman Bickford questioned if the budgeted amounts were sufficient, given the narrow margin between the budget and actual expenditures. The Town Administrator that because so much of these budgets are fixed costs, such as the Utility Partners contract, the budget should be very

close. Chairperson Mary questioned the past two year's grease removal costs and requested the Town Administrator contact Utility Partners for the locations of that work and the status of restaurant grease trap monitoring.

The Selectmen reviewed the Welfare budget, and the Town Administrator explained her recommendation that the Welfare Director be converted to a monthly stipend position, due to the on-call nature of that work. She explained that the line-item increase is due to last years budget being a partial year to await Town Meeting approval. She explained that this year's expenditures were not an accurate reflection of public need or time commitment of the welfare officer, due to the moratorium on evictions/utility disconnections and the existence of other COVID-19 related aid programs, to which many residents were referred this year. Both she and the Welfare Director are anticipating a surge of applications as protections and programs expire. Selectwoman Bickford questioned how many are being assisted with rent/utilities. The Town Administrator estimated that 6-8 clients had been seen in the past 2 months, but that most Town assistance payments are one-time, with those in continuing need being referred to other long-term types of assistance.

The Selectmen reviewed budgets for Health Agencies, Building Inspection, and Animal Control. In reviewing Health Agencies, Chairperson Mary expressed her approval for the addition of MCVP, and the other Selectmen concurred. The Town Administrator discussed the Home Healthcare request, which was larger than the budget she recommended, explaining that their method of billing no longer quantifies services provided. The Selectmen asked the Town Administrator to get more information in order to revisit the matter. For Building Inspection, the Town Administrator explained the anticipated increase of hours worked, due to the Barton's Ridge project. The source of the overages in this year's Animal Control budget were discussed. The Selectmen wanted more information about the contract services portion of Animal Control before finalizing that budget.

Underwood Engineers ESR 29

The Town Administrator explained an engineering services request, which would allow the Town to encumber some of the remaining funds in the 2017 Warrant Article for chemical feed improvements to continue Underwood's participation in the Town's Administrative Order efforts and NPDES permit process, as well a structural analysis for placement of bulk chemical tanks. The Town Administrator explained that our ferric and magnesium hydroxide costs are increased by the frequency of deliveries due to limited storage capacity.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to authorize the Town Administrator to sign Underwood Engineers' ESR #29.

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

Encumbrances

The Selectmen reviewed the list of encumbered Warrant Article Projects and Purchase Orders. Chairperson Mary and Selectwoman Bickford confirmed their approval to stamp PO #714 for basement flooring related costs. Town Administrator noted the revised encumbrance total due to the prior discussion of the sewer line bridge repair.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the slate of encumbrances totaling \$60,197.83. (See attached.)

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

Update COVID Exposure/Travel Quarantine Requirements

The Selectmen reviewed a DHHS Health Alert regarding a revised recommendation for length of quarantine after COVID exposure. The Town Administrator discussed that the recommendation from 14 to 10 days of quarantine is consistent with the new CDC guidelines, but the Town's policy specifies 14 days. She requested a motion to revise the Employee Travel and Quarantine Policy to reflect the State/federal guidance change.

Motion by Chairperson Mary, 2nd by Selectman Reardon, to revise the Employee Travel and Quarantine Policy to reflect 10 days of quarantine instead of 14.

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

Purchasing Policy Updates

The Town Administrator requested guidance on Purchasing Policy updates she was drafting. She explained the differences the Auditors noted between our written policy and actual practice, and the recommendation that we update the policy to reflect our desired procedure. She asked the Selectmen if they wanted to continue signing purchase orders below \$1,000, despite the current policy wording which assigns that approval to the Town Administrator. The Selectmen expressed wanting to continue that practice. She asked that her ability to approve urgent needs be confirmed in any adopted revision. She indicated she would revise and bring a draft to a future meeting.

150th Anniversary Planning

The Selectmen discussed the possibility of forming a committee to plan for the Town's 150th anniversary, which will occur in 2022. The Town Administrator suggested soliciting interested residents at Town Meeting.

Miscellaneous

Motion by Chairperson Mary, 2nd by Selectman Reardon, to authorize the Town Administrator to sign the 2021 Certified Computer Solutions contract for IT services.

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

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to approve the minutes of December 9, 2020 as presented.

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

Chairperson Mary discussed the need to make a contingency plan to follow the State Legislature approved alternative Town Meeting if the event the COVID-19 surge gets bad enough to make a traditional meeting unsafe. The Town Administrator agreed, but noted that due to the additional remote meetings and posting requirements, there will come a time where, if not implemented, the alternative meeting will no longer be an option.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to adjourn at 4:33 p.m.

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

Signature Folder

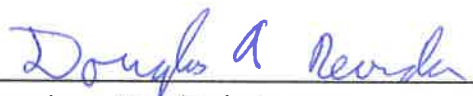
The Selectmen:

- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved a Yield Tax Certification.

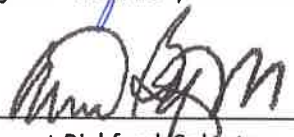
Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman

2020 Encumbrances

PO# Amount

General Fund

2017 WA #11	10,500.00	ESR #29 , Underwood
2020 WA #18	16,026.97	Remaining Basement Repairs
2019 State Aid	13,700.00	Graham Pendlebury Masonry

Purchase Orders

Fire	662	1840 W.D. Perkins	Pump Service
Fire	602	1000 Perkins Pump	Tanker Foam System
Fire	696	840 Bergeron Protective	Helmets
Park & Rec	712	749 Lowe's	Shed
Forest Fire	708	2130 Fire Tech & safety	Gloves/Foam
WA#18	714	2938.86 Lowe's/New Pig	Flooring Supplies

Sewer

Sewer Line Bridge Hangers Repair	10473	R. H. White (Remainder to come from SEWER ETF)
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Total	60,197.83
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