

**Town of Greenville
Board of Selectmen
Minutes – April 14, 2021**

Call to order in the Town Hall Meeting Room, 46 Main Street, Greenville at 3:30 p.m. Present: Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Old Business:

None

New Business:

Pool Bid Opening

The Town Administrator reported that no bids were received for the Concrete Pool Repairs & Painting. She noted that along with the public posting, companies which had previously viewed the work and provided quotes were solicited for bids, as well as a company which was recommended by Keene Parks & Rec (which declined to view the project). The Town Administrator Indicated she would recontact the companies that previously provided quotes to determine if those prices would be honored and what their scheduling availability would be. She stated that the Highway Department would be emptying the pool in the next couple weeks, and expressed confidence that the epoxy could be touched up by staff to get through the season if the work could not be scheduled until fall.

Meet with Tom Plourde Re: Retirement

The Board met with Tom Plourde to discuss his upcoming retirement. Mr. Plourde noted that he would be submitting a purchase order for two years-worth of sand. He explained the ordering method and arrangement with the vendors which has allowed the salt/sand budget to remain the same, and allowed the Town to stockpile 4 years of material.

Mr. Plourde confirmed that his retirement date would be July 1, 2021. He recommended that the Board advertise for the position at the end of April, in hopes that the hiring process would be finalized in time to allow some overlap with the new Road Agent before his departure. He noted that Greenfield was currently seeking a Road Agent as well. The Selectmen agreed with the suggested timeline. The Town Administrator discussed the importance of getting as much of Mr. Plourde's institutional knowledge as possible down on paper. He discussed his recommendation that the Town transition away from large trucks for the bulk of its plowing/sanding operations, reducing the need for CDL licensing upon hiring for all Highway Department positions. The Selectmen and Mr. Plourde discussed the existing hierarchy in the department, and the needs going forward. The Town Administrator discussed recruiting from the local high School(s) as an avenue she would like to pursue to fill the entry-level opening anticipated due to another staff person's retirement.

The Selectmen reviewed the Road Agent Job Description and draft employment posting provided by the Town Administrator. Selectwoman Bickford discussed her preference for having a Public Works Department versus a Highway Department in name, and a Director title that would more accurately reflect the additional public works duties encompassed in the position. The Town Administrator discussed the need to confirm whether or not any statutory obligation to maintaining a "Road Agent"

exists, as the position transitioned from elected to appointed at some point by a vote of Town Meeting. Selectwoman Bickford asked if a job description existed for the Highway Department Laborer positions, and the Town Administrator said she would find or create one.

H2O Innovations March Operating Report

The selectmen reviewed the March Operating Report from H2O Innovations. There were no questions.

Administrative Order/NPDES Permit

The Selectmen reviewed a letter that Steve Clifton of Underwood Engineers drafted to the EPA on behalf of the Town, formally requesting extension of certain benchmarks in the corrective action plan related to the Town's NPDES permit administrative order. The Town Administrator explained a public notice recently received (and included in the Selectmen's packets) from EPA, indicating that Greenville is eligible for the region's General Permit. The Town Administrator discussed the assertion in the Town's letter to EPA that we would pursue construction of a chemical feed building if permitting with attainable limits was achieved through chemical addition, and wanted to confirm the Board's agreeance with that intent, given the change in Board membership since this process began. She expressed the need to make the chemical addition process permanent in order to resolve issues with extreme temperatures, storage & containment, etc. The Selectmen approved the proposed letter. The Town Administrator explained that once the EPA finalizes the general permit, the Town would have to opt-in, and she recommended the Board meet with Steve Clifton to review Underwood's recommendations.

Blanch Farm Road Extension Acceptance

The Town Administrator reported that she had received and sent to the Town Attorney documents related to the Blanch Farm Road extension acceptance. The Selectmen reviewed a letter from Ben Dreyer of Underwood Engineers detailing the remaining punch list items. The Town Administrator explained that she had researched the matter, as it related to a Planning Board subdivision 15 years prior and a more recent site plan approval (which predated her employment with the Town) to confirm acceptance of the extension was the original expressed intent, and that the Road Agent also concurred with that understanding. Due to the timespan of this project and change in Board membership, she explained that she was bringing this as an FYI that the formal request to accept that portion of Blanch Farm Road as Town road was imminent.

COVID-19 Summer Planning

The Town Administrator requested confirmation that, at this time, the Selectmen support moving forward with events and activities traditionally scheduled pre-Covid. The Selectmen their support for moving forward with all events given the current state of the pandemic. The Town Administrator reported that her office had filed parade permits for Memorial Day and Independence Day, and was actively hiring for the pool.

Town Credit Card

The Town Administrator discussed a meeting she and Treasurer Elisa Fitzgerald had with People's Bank, as an alternative option for securing a Town credit card than those that had been explored in the past. She explained that the Town could open an account with People's and deposit funds to secure whatever level of credit is sought. She questioned if the Board wanted to obtain cards for use by department

heads. Selectmen Reardon expressed that he only wanted one card, under the control of the Town Administrator, at this time.

Building Inspector Applicants

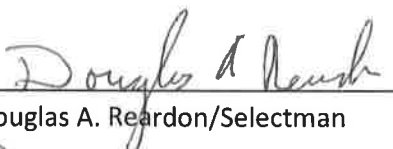
The Selectmen reviewed all the applications received from the Town's original Building Inspector advertisement (pre-interim appointment) and more recent reposting of the position. The Town Administrator reported that she had a familial connection to an applicant, and therefore a conflict of interest, and requested that the Selectmen select how ever many applicants they wish to interview, and that one Selectman participate in the interviews along with the Interim Building Inspector. Selectman Reardon selected 2 applicants, and agreed to participate in the interview process. Selectwoman Bickford questioned the risk and legalities of hiring a non-certified building inspector, as none of the applicants held a certification. Selectman Reardon discussed the (qualified) immunity that exists for municipal employees. He expressed his willingness to assist, as a master plumber, with plumbing inspections until the new inspector is trained/qualified. The Town Administrator discussed that she would seek the same type of support for electrical inspections. Achieving a certification within a specified time was discussed as a viable condition of any employment offer that might be made.

**Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn the meeting at 4:43 p.m.
Motion carried with 2 in favor, none opposed.**

Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman