

**Town of Greenville  
Board of Selectmen  
Minutes – January 26, 2022**

Call to order at 3:32 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present at meeting location: Selectmen Douglas Reardon and Town Administrator Tara Sousa. Present via conference call: Selectwoman Margaret Bickford.

(This meeting was denoted as “emergency” due to the high transmission rate of Covid-19, and the personal and/or family health situations of Board members which required their remote participation. The agenda was limited to items requiring imperative action.)

**New Business:**

**Finalize 2022 General Fund Budget**

The Selectmen reviewed the draft of the General Fund Expenditures report for the Town Report. They discussed the Election/Registration and Tax Collector budgets, as they had not previously been presented. Selectwoman Bickford noted the over-expenditure of the Clerk Fees line-item in 2021, and questioned the requested amount for 2022. The Town Administrator explained that there were fees from 2020 which had not been submitted for payment in the proper fiscal year, but that our auditors confirmed that the fees were owed and therefore needed to be paid. Selectman Reardon questioned if raises were budgeted, and the Town Administrator confirmed her understanding that the presented figures represented the 5.9% recommended by the Selectmen. The Town Administrator noted the increase in election related lines given the 3 elections anticipated in 2022.

The Selectmen reviewed the rest of the document, which provided updated 2021 budget to actual figures. The Town Administrator pointed out the breakdown of salary costs in the TGPDP budget, which reflected the totals the Board had seen previously, but had not been separated the way we have presented the figures in the past. She referenced the previously discussed question regarding step increases, and relayed that the minutes of the October Joint Board meeting reflected the Board's agreement to include a step. It was questioned if the presented budget included an increase for the Police Department Admins, and the Town Administrator answered that it was her understanding that no such increases were included. The Selectmen expressed that they wished to rectify that, and agreed that they would request it be added to the next Joint Board agenda. There were no other questions on the proposed 2022 budget.

**2022 Warrant**

The Selectmen reviewed the Draft Warrant, which the Town Administrator explained still had outstanding questions which she was awaiting guidance on from Atty. Bedard, and still needed to be submitted to the Department of Revenue. The Town Administrator relayed that Article 3 was the recommended language from the proposed Bond Counsel, and that she had confirmed that the Bond hearing could be the same evening as the proposed Budget Hearing. She discussed that Article 4, for the chemical feed building, still had the most outstanding questions, as the CWSRF funding is actually an ARPA funded grant, and not an amount requiring authorization for long-term borrowing. She reported that she was waiting for revised language from Atty. Bedard, and anticipated that she would need to

request that the Board meet again next week to finalize the warrant. She noted minor changes to other articles previously reviewed, including removal of "Special warrant article" from the Highway Block Grant article, and "ballot vote required" from the police contract, as Atty. Bedard had commented that it was not, and should not be indicated as such.

The Town Administrator noted that Atty Bedard was working on drafting a formal offer for the purchase of 24 and 28 Main Street. Selectwoman Bickford discussed Article 16, and what was being presented as options for the use of the Main Street lots if they were acquired. Selectman Reardon discussed the Towns intent to clean them up to improve downtown. The Town Administrator discussed her opinion that it was appropriate to not make any substantial investment in obtaining engineering cost estimates for creating a municipal parking lot until the lots belonged to the Town, and that the voters can be made aware that a future warrant article will likely be proposed once the costs are known. She noted recommendations that Atty. Bedard had for the formal offer to perform due diligence to confirm the condition and title.

Regarding Article 17, The Town Administrator discussed the addition of emergency equipment, in order to get the maximum grant amount from GOFERR, and the adjustment of the Town portion, as training would not be covered by the grant, which was specifically for equipment acquisition. Selectwoman Bickford questioned if the ATV would be able to be registered and driven to the locations it would be used at, or if it would need to be trailered. The Town Administrator said she would ask the Road Agent, who had obtained the quote.

Regarding the 150<sup>th</sup> Celebration article, the Town Administrator relayed that the committee had met the previous Saturday and discussed several ideas and plans for new or augmented existing events, and that they wished to request the \$20,000 amount previously suggested by Chairperson Mary.

The Selectmen discussed the proposed article 22, for the dissolution of the Firewards. The Town Administrator explained Atty. Bedard's advice that the article needed to specify an alternative structure under RSA 154. She discussed the confusion over the previous discussions about whether the Board supported this measure or not. The Selectmen discussed the current issues with the organizational structure and lack of clarity in the Ward's role. They discussed meeting with the Wards and the new Chief, when appointed, to try to clarify their roles. The Selectmen were in agreement to remove the proposed Article 22.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to set the Public Hearing for the 2022 budget and warrant articles for February 9, 2022.**

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

#### **Bond Counsel**

The Selectmen reviewed the proposed Engagement Letter to contract with Renelle L'Huillier of Devine Millimet for Bond Counsel services for the fire truck purchase. The Town Administrator discussed the projected savings of roughly \$20,000 over the life of the loan by opting for a bond versus a municipal lease purchase, even with the bond counsel fees. She discussed that in order to achieve the same interest cost, the lease would need to be reduced to a five-year term, nearly doubling the annual

payment. She noted that there are only 6 Bond Counsel firms approved by the NH Municipal Bond Bank, and that Atty. L'Huillier was the Bond Counsel the Town used for the Loader purchase. The Selectmen expressed agreement with pursuing the bond route (with respect to the information needing to be finalized for the budget hearing), but tabled the Engagement Letter until their next regular meeting.

#### **Selectmen's Annual Report**

The Selectmen reviewed the draft of the Selectmen's Annual Report for inclusion in the Town Report. The Town Administrator thanked Selectwoman Bickford for her assistance writing it. Selectman Reardon requested that special thank you be added regarding the Town Administrator's efforts to obtain grant funding for the chemical feed facility project. Selectwoman Bickford agreed. The Town Administrator indicated she would revise and bring back for approval.

**Motion by Selectwoman Bickford, 2<sup>nd</sup> by Selectman Reardon, to approve the minutes of January 12, 2022 as presented.**

**Motion carried by roll call vote: 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 Purchase Orders: Highway.
- Reviewed, discussed, and approved Pay Rate: M. Hager (TGPD).

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn the meeting at 4:51 p.m.**

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

Submitted by: Tara Sousa/Town Administrator

Approved by:

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Carla C. Mary/Chairperson



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Douglas A. Reardon/Selectman



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Margaret Bickford/Selectwoman