

**Town of Greenville  
Board of Selectmen  
Minutes – February 9, 2022**

Call to order at 6:00 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present at meeting location: Selectmen Douglas Reardon and Margaret Bickford; Town Administrator Tara Sousa. Present via conference call: Chairperson Carla Mary.

**Old Business:**

**Budget & Warrant Corrections**

The Selectmen reviewed the Warrant and Budget handouts for the Public Hearing. The Town Administrator notified the Selectmen that a line-item adjustment made by the Joint Police Board had identified an error in the bottom-line budget number she had reflected in previous drafts, and that the correct general fund budget total was \$2,382,965. She reported that she was still working with the Town's Department of Revenue Auditor on the language for Article 14. Regarding Article 14, the Town Administrator relayed concerns from the Road Agent, that the proposed amount will not be sufficient, after he attempted to get quotes for the proposed 6-wheel truck. She relayed that the only quote he had been able to obtain, due to supply-chain delays and volatile market, was a top-of-the-line body/spreader/etc., which would be contingent on securing a chassis separately, was at a cost of roughly \$170,000. Due to backorders and prolonged time-to-delivery, other vendors were unwilling to provide a quote. Chairperson Mary suggested adding \$100,000 from unassigned fund balance to the article language to ensure there would be sufficient funding for the purchase. The Town Administrator relayed that the Road Agent felt the department could get the truck through another winter if absolutely necessary, but they would need to replace the transmission, among other known and unknown costs. Various amounts and sources for adjusting the warrant article were debated.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to add \$100,000 from unassigned fund balance to the proposed Article 14 (Highway truck purchase).**

**Motion carried with 3 in favor, none opposed.**

**Bond Counsel**

The Selectmen reviewed Devine Millimet's Engagement letter for Bond Counsel services.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept the engagement letter for Renelle L'Huillier, of Devine Millimet, for Bond Counsel services, and to authorize Town Administrator Tara Sousa to sign the agreement.**

**Motion carried with 3 in favor, none opposed.**

**Water Plant Sludge Quote**

The Town Administrator relayed that Gordon Services had been at the water plant today to begin the removal of the lagoon sludge, and found that the depth of sludge was 10+ feet. In order to fully remove, an additional 2 days of work at a cost of \$5,000 was quoted.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to increase the previously accepted quote of Gordon Services from \$20,460 to \$25,460 for removal of additional feet of water lagoon sludge.**

**Motion carried with 3 in favor, none opposed.**

## **New Business:**

### **Tax Impact**

The Selectmen reviewed the 2022 Warrant Article Tax Impact handout drafted for the budget hearing. Chairperson Mary suggested that, given the estimated \$0.87 increase, and the prior year increase in the local school tax rate, the Board may want to consider use of fund balance to reduce taxes later this year, in advance of the 2023 town-wide revaluation.

### **Comcast Cable Plant Map**

The Selectmen reviewed a map received from Comcast indicating the areas not currently serviced with broadband internet. The Town Administrator discussed the density of residences and/or businesses in the 4 affected areas. She suggested that the Town could send a letter to each of the impacted addresses to gauge interest in connecting if the service were made available. Selectwoman Bickford expressed that the Town should request information from Comcast as to the cost of extending services to those areas regardless of the interest of current homeowners, feeling that access to broadband should be "a right". The other Selectmen supported contacting owners to gauge interest. The Town Administrator suggested she could explore the interest and costs on both fronts, both with a letter to property owners and an inquiry to Comcast.

### **24 & 28 Main Street P & S**

The Selectmen reviewed a purchase and sales agreement drafted by Attorney Bedard, discussing the boiler-plate language and additional provisions specific to this agreement, specifically that the offer is contingent on Town Meeting approval, and Town Counsel's recommendation that additional due diligence be performed to check for contamination at the site. The Town Administrator discussed the potential issues with cutting a check for a deposit before the purchase is approved by Town Meeting. Chairperson Mary discussed wanting the Town Administrator to be authorized to sign documents related to the purchase once approved, in order to speed the process. The Selectmen agreed to hold back the purchase and sales agreement until after Town Meeting.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to authorize Town Administrator Tara Sousa to sign documents relative to the purchase of 24 and 28 Main Street if and when the purchase is approved by vote of Town Meeting.**

**Motion carried with 3 in favor, none opposed.**

A recess was called at 6:38 p.m. Chairperson Mary left the meeting. The Board returned from recess at 6:59 p.m. The Board discussed the organization of the public hearing.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to open the 2022 Budget and Warrant Article Public Hearing.**

**Motion carried with 2 in favor, none opposed.**

Selectwoman Bickford read the public notice. Selectman Reardon stated that the Board would not be reading the warrant, but would announce each section and give people time to review, and that attendees could raise their hands if they had questions.

Article one, election of officers, was announced. There were no questions.

Article 2. The Town Administrator explained that the zoning article would appear on the ballot, and that copies of the proposed language were available with the other meeting hand-outs. There were no questions.

Article 3. The Town Administrator noted that Article 3 was the subject of the bond public hearing immediately following the budget hearing, indicating that attendees could ask questions now, and that this article would be gone into in greater depth during the subsequent hearing. There were no questions at this time.

Article 4, regarding accepting of reports of auditors, committees, etc., was read by Selectwoman Bickford, and there were no questions.

Article 5. Selectman Reardon read Article 5, which would raise and appropriate the general fund budget totaling \$2,385,254. He announced the total of Part A as \$661,714. The Town Administrator directed attendees' attention to the line-item detail available on the General Fund Expenditures hand-out.

Selectwoman Bickford announced the total of Part B as \$930,793. There were no questions.

Selectman Reardon announced the total of Part C as \$339,678. Marshall Buttrick, of 240 Adams Hill Road, commented about his awareness that the Road Agent is new to town, and asked if there was any long-term plan for addressing Richardson Road. Road Agent Scott Leard acknowledged the poor condition of Richardson Road, and explained the Highway Department's intention to repair it in sections, focusing on the worst areas first. He explained that they did not want to spend a huge amount there, as there were other projects also requiring attention, but that the worst areas would definitely be repaired this year, and then they would look at what is available for funds to determine if anything more could be done.

Selectman Reardon announced the total for Part D, solid waste, as \$111,478. There were no questions.

Selectwoman Bickford announce the total of Part E as \$23,131, Part F as \$26,912, and Part G as \$217,985.

Selectman Reardon announced the total of Part H as \$73,563, and repeated the General Fund total (for Article 5) as \$2,385,254.

Selectwoman Bickford read Article 6, to raise and appropriate \$430,633 for the Wastewater Department. Marshall Buttrick asked if the proposed budget keeps the town in compliance with permit limits, or will the Town be facing major expenses to achieve compliance. The Town Administrator explained that the Selectmen voted a couple months prior to opt-in to the Region 1 Small Systems General Permit, which the Town had qualified for based on the results achieved through chemical addition. She stated that she had received notice today that the permit will become effective in April of 2022, noting that this would be the first time in nearly 12 years that the Town would have a discharge permit. She discussed an article further down in the warrant which addresses making the chemical

addition process at the wastewater plant permanent, explaining that the temporary process used to pilot different chemicals involves hoses outdoors which are subjected to weather, as well as limited storage capacity. She relayed the recommendation from Underwood Engineers in 2016, which was that if chemical addition was successful, which it has been, the Town would need to build a building to house and feed those chemicals.

Selectman Reardon announced Article 7, which funds the Water Department. Marshall Buttrick asked if the sludge issues the Town had been dealing with were resolved. The Town Administrator explained that the sludge from the lagoon which had been previously emptied had been removed, and had come in well under the budgeted amount. She relayed that the second lagoon is currently being emptied, and that that sludge will be allowed to sit and dewater for removal at a later time.

Selectwoman Bickford announced Article 8, and asked for any questions. Charles Buttrick, of 365 Adams Hill Road, asked about the prior article, inquiring about the purpose of the Water Tower Contract line-item, which had not previously been funded. The Town Administrator explained that this line-item had been funded in the past, due to the requirement to have the water tanks internally inspected every 3 years. She explained that the budgeted amount is for both water tanks and the clearwell at the water plant. There were no questions about Article 8.

Articles 9 and 10 were announced with no questions. Upon announcement of Article 11, Charles Buttrick asked what "ETF" was, and the Town Administrator answered "expendable trust fund". Article 12 was announced, and there were no questions. The Town Administrator wanted to confirm that the ETF acronym had not been used without definition in the warrant itself, and it was determined that that question had related to the tax impact handout.

Article 13 was announced. Mr. Charles Buttrick asked if this was the contract (for the Police Department) that we do every few years, or is it an annual renewal. Selectwoman Bickford answered that this was a 3-year agreement, which was delayed last year because we were waiting for the census numbers and if the ratio would change. Selectman Reardon noted that the ratio did change. Richard Eaton asked why the revenue sheet reflected a different amount being received from Temple than the budget indicated. The Town Administrator answered that the surplus is calculated at the end of each year, which reduces the anticipated revenue.

Selectwoman Bickford announced Article 14. There were no questions. She announced Article 15. Selectman Reardon relayed discussion by the Select Board in their regular meeting preceding the hearing, wherein they learned of the difficulty obtaining trucks and the much higher than anticipated estimate received. He discussed that Chairperson Mary recommended adding \$100,000 of unassigned fund balance to this article to ensure sufficient funding, though it is the Board's hope to not have to spend the full amount. Mr. Eaton asked which number in the proposed article was being changed. The Town Administrator relayed that the Selectmen voted in their meeting, which will adjust the language in the article to the following: "To see if the town will vote to raise and appropriate the sum of One hundred sixty thousand dollars (\$160,000) to purchase and equip a six-wheel truck equipped with a plow and sander for use by the Highway Department in support of all Public Works activities, with Sixty thousand dollars (\$60,000) to come from the Public Works Equipment Capital Reserve Fund and One

hundred thousand dollars (\$1000,000) to come from the December 31, 2021 unassigned fund balance, and no amount to be raised from taxation (Prior year Highway Block grant Funds will be used to complete the estimated \$200,000 purchase). This will be a non-lapsing warrant article, and will not lapse until December 31, 2023.” She discussed the difficulty in obtaining quotes, because the lead time is so far out, and that the one quote they were able to obtain was contingent on obtaining a chassis that would then be outfitted, at a cost of approximately \$170,000. She explained that the Selectmen preferred to ensure the funding was sufficient rather than pour money into an old truck with known problems. She noted any amount that was unused would lapse back into the unassigned fund balance. Mr. Eaton asked if the language was going to be changed here and now, by vote of the board, or would it be discussed after this meeting. The Town Administrator explained that the handouts are not the formally posted warrant, unlike the recent issue at the school District deliberative session, but need to, at this juncture, provide the public the items for consideration at the Town Meeting. She stated that the Board had already voted to make the discussed change to the article, and that is how it will appear in the Town Report. Mr. Charles Buttrick asked about the specifications of the truck, specifically would it be equipped with a plow and wing, would it have a “live” dump body, and also the GVW of the truck. Mr. Leard answered that they were looking for a truck under 26,000 (GVW), in order to stay under the CDL requirement, noting the difficulty finding CDL drivers. He stated that the cab and chassis would be sent to a contractor to add the dump body, spreader, plow, and wing.

Selectman Reardon announced Article 16. Ashley Saari, of the Ledger-Transcript, asked if there was a plan for what to do with these lots, questioning if the intent was to tear something down. Selectman Reardon answered that the lots were vacant, and part of the effort to improve downtown. Scott Jenkins, of 11 Dunster Hill Road, questioned if this was the paved area or the grass area to the left. The Town Administrator explained that the small area which has blocks and often a portable basketball hoop, formerly 26 Main Street, is already owned by the Town, due to a tax deeding, and that the lots proposed to be purchased were 24 & Main Street, which were owned by the same real estate investment group, being the grass area to the left (of the Town-owned property) and the larger paved area to the right. She explained that the amount sought in the warrant article is for the purchase price, closing costs, due diligence to investigate the title and check for any contamination of the site, and possibly to survey or fund limited engineering to determine the cost of making the area parking or to identify other options for use of the properties. She explained that the Selectmen did not wish to expend anything on engineering until the acquisition of the parcels was approved, and that if approved, the costs to make the property “useful” would likely be brought before a future Town Meeting.

Selectwoman Bickford announced Article 17. Mr. Eaton asked if the estimated unassigned fund balance was known. Mr. Charles Buttrick directed his attention to the bottom of the tax impact handout. The Town Administrator confirmed that the audited unassigned fund balance from December 31, 2020 was \$1,718,403, and that, while not yet audited, the unassigned fund balance is anticipated to have increased in 2021. Mr. Marshall Buttrick asked which department would be storing the proposed vehicle. The Town Administrator answered that the vehicle would be stored at the Highway Department, and its primary purpose would be to access emergency and other communications equipment at the cell tower and water towers. She noted there is an intent to have multiple personnel from the various departments (Fire, Police, Highway, Water/Wastewater) trained to use the vehicle if needed. Mr. Eaton asked if fund balance had been used to reduce the tax rate, and the Town

Administrator answered that the Selectmen had not used unassigned fund balance in the last 4 years of setting the tax rate, which has led to the growth in that amount. Mr. Jenkins asked about the article wording relative to AEDs and training. The Town Administrator explained that the GOFERR grant was specifically for equipment acquisition, with a maximum of \$50,000 from the State at the 90% match (total expenditure of \$55,555), but that the amount of the article was increased to \$60,000 to provide for training which would not be funded by the grant. She explained that the quotes for the all-terrain vehicle left room to acquire AEDs, as requested by the Fire Department, and also needed at the Pool and other department locations, taking advantage of the 90% State match.

Selectwoman Bickford announced Article 18. Town Clerk Kathy Valliere discussed the plans of the 150<sup>th</sup> Anniversary Committee, with the first event being a taste-testing dinner the same day as Town Meeting. She noted that the same event in 1996 raised \$8,000. She expressed that the requested \$20,000 was “not that bad”, and that the committee was investigating costs, which may be impacted by Covid, and that they intend to have events basically every month.

Selectman Reardon announced Article 19. Mr. Eaton expressed his understanding that the Town can sell properties when the taxes are not paid, and questioned if the Selectmen needed authorization to do so. The Town Administrator explained that there had been an article approved in 1994, which gave the Selectmen “full discretion” to dispose of tax deeded properties, but because the RSAs relating to disposal of tax deeded property pre-date the adopted article and are not referenced, the Town Attorney recommended these clarifications of the Selectmen’s authority. She explained that the Department of Revenue only lists the Town as having granted authority under 80:80, which allows for disposal by sealed bid or public auction, and not “as justice may require”, as proposed in Article 20, which allows for other mechanisms such as utilizing a real estate agent, requiring development plan approval, or holding a mortgage interest. She explained that the Town has been operating under the premise that it had approval to dispose of tax-deeded property via public auction or sealed bid, having done so in the past, and that this article is proposed to correct a deficiency in the adopted language. Mr. Eaton noted that Articles 19, 20, and 21, are all related to this issue, and Selectman Reardon agreed. Mr. Charles Buttrick noted a discrepancy in the numbering of the articles on the tax impact hand-out.

Selectman Reardon asked if there were any additional questions. Mr. Jenkins asked what the difference was between Articles 10 and 11, other than the dollar amount. It was answered that one is for the Wastewater Department, and the other for the Water Department.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to close the Budget Public Hearing at 7:37 p.m.**

**Motion carried with 2 in favor, none opposed.**

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford: “Pursuant to RSA 33:8-a,I, the Greenville Board of Selectmen will hold a public bond hearing on February 9, 2022, immediately following the 7:00 p.m. budget hearing, in the Town Hall Meeting Room (Chamberlin Street entrance), 46 Main Street, Greenville, to discuss the proposed issuance of a \$300,000 bond to finance the purchase of a fire truck to be voted on at the March 12, 2022 Town Meeting.”**

**Motion carried with 2 in favor, none opposed.**

Fire Chief Charles Buttrick discussed that the Article was an effort to replace a 1981/82 GMC Fire Truck with a more modern truck. He discussed NFPA regulations, which recommend maintaining vehicles which are 20 years old or newer, and that the Department's newest truck is approximately 13 years old. He explained that if approved at Town Meeting, it would be 400 days before the truck arrives in Greenville, being a custom truck sized for our small station. He discussed the committee formed by the Fire Department, and the process of meeting with multiple vendors to get to the quote being recommended, which is from the vendor who provided the previous truck. He explained that the proposed truck will look very similar to the truck being taken out of service, as it has served the community well. Mr. Eaton asked about the vote required to pass the bond, and the Fire Chief answered it would require a 3/5 majority vote. Mr. Eaton asked about the anticipated term and interest rate of the bond. The Town Administrator explained that the Fire Department committee had explored a municipal lease purchase, and that she had contacted the NH Municipal Bond Bank for comparison. She explained that the Town has been looking at a 10-year bond, which had an estimated savings of \$20,000 over the lease purchase financing, even with the additional required Bond Counsel cost. While the Town Administrator looked for her paperwork on the bond details, the Fire Chief discussed that the new truck would be similarly equipped as the prior truck, and would have a 6-person cab. The Town Administrator answered that the NHMBB estimates the net interest cost to be 1.5%, reading a note relative to the July 2021 bond sale, and that the 1.5% is a conservative number for budgeting purposes. She explained that, with the bond, estimated interest cost over the life of the loan was \$30,000, as compared to \$54,964 for the 9-year lease-purchase option. She explained that to achieve the same interest cost with a lease, the term would have needed to be reduced to a 5-year term, which would substantially increase the annual payments. Town Moderator Marshall Buttrick discussed the procedure for the bond vote, which will be a 3/5 ballot vote, with the polls being open for a minimum of one hour. He stated that, in the past, the Town has moved on with other business while the polls remained open. He noted that those who do not wish to be present for the full meeting will have that one-hour window to come in and vote on this article. Selectmen Reardon asked if there were any further questions, and there were none.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to close the public hearing on the bond issue at 7:48 p.m.**

**Motion carried with 2 in favor, none opposed.**

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn the meeting at 7:49 p.m.**

**Motion carried with 2 in favor, none opposed.**

Submitted by: Tara Sousa/Town Administrator

Approved by:

  
Carla C. Mary/Chairperson

  
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Douglas A. Reardon/Selectman

  
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Margaret Bickford/Selectwoman