

**Town of Greenville  
Board of Selectmen**

**Minutes – May 12, 2022**

Call to order at 4:31 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, Town Administrator Tara Sousa, and Town Attorney Biron Bedard.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to enter non-public session at 4:31 p.m. pursuant to RSA 91-a:3,II(d).**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to re-enter public session at 5:18 p.m.**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to seal the minutes of non-public session until all real estate matters are concluded.**

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

Attorney Bedard left the meeting.

**Old Business**

**Meet with Fire Wards**

The Selectmen met with Fire Wards Mark Winslow and Gregg Eastman, as well as Fire Chief Charles Buttrick and Assistant Chief Ben Buttrick. Mr. Winslow stated that the Wards had "failed the mission" of developing a job description for the Fire Wards, as requested by the Selectmen. He discussed how policies of the Select Board, such as the Purchasing Policy, have usurped the authority of the Wards, making them obsolete and unnecessary, and that the Wards were in agreement that the position should be done away with. Chairperson Mary expressed her feeling that the Wards are essential for their role in developing the department budget, and discussed that she supported the Wards recommending the Chief for appointment. Selectman Reardon and Selectwoman Bickford expressed support for the recommended dissolution of the positions. Selectwoman Bickford questioned the need to maintain the positions for a year if the warrant article passed to dissolve them. Mr. Winslow and the Town Administrator explained the requirement for the year before dissolution could take effect. Mr. Winslow discussed recommended warrant language which would state how the Department is to be run.

The Selectmen reviewed the Fire Ward meeting minutes, which detailed issues the Chief felt were increasing the administrative demand for the volunteer position. Chief Buttrick discussed purchase orders, in that almost every purchase or service the Department makes/contracts exceeds the \$250 and requires a P.O. He also discussed the challenge of obtaining multiple bids. The Selectmen discussed revising the threshold for requiring a purchase order. Chairperson Mary and Selectman Reardon expressed willingness to revise the threshold specifically for Fire Department purchases. Selectwoman Bickford expressed her preference to consider a revision of the policy for all departments.

Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to require purchase orders from the Fire Department for purchases in excess of \$1,000.

Motion carried with 2 in favor, 1 opposed.

The issue of obtaining quotes was discussed by the Board. Selectwoman Bickford discussed how the Board has waived this requirement in specific instances where the required quotes could not be obtained. The Board agreed to leave that part of the policy as written.

Chief Buttrick discussed the level of dispatch services being received. The Town Administrator discussed options that could be explored which would require substantial budget increases. Chief Buttrick discussed other administrative burdens such as record keeping, logistics of getting trucks serviced and/or inspected. He also discussed inspections, which he hoped would be able to transfer fully to the Code Enforcement Officer.

Regarding the Chief position, Assistant Chief Buttrick expressed his willingness to accept the appointment, explaining that he and Charles would swap positions, and Charles would continue some of the administrative tasks. Selectwoman Bickford questioned if the Town needed to consider transitioning away from a volunteer department. This concept was discussed, including the potential for collaborations with neighboring departments. Assistant Chief Buttrick requested that the Board consider paying fire stipends twice annually instead of the current practice of one payment a year, in December.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to appoint Ben Buttrick as Fire Chief and Charles Buttrick as Assistant Chief, with equal stipends, effective immediately.**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to split Fire Department stipends and pay in 6-month increments.**

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

Mr. Winslow discussed a purchase order for a printer/scanner for the Fire Department. Selectwoman Bickford suggested a cloud storage records management system be considered in the next budget cycle. Ben Buttrick discussed "drop box" as a cost-effective option.

#### **RFQ Results: Chemical Feed Building**

The Selectmen reviewed the results of the engineering RFQ for the Chemical feed Building Project. The Town Administrator recommended the Board award the contract to Underwood Engineers, who were the sole respondent to the RFQ.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to award the contract for engineering services for the Chemical Feed Facility Project to Underwood Engineers.**

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

#### **BOS Planning Board Appointment**

The Selectmen discussed the need for a member to serve on the Planning Board as Ex-officio, to replace Town Administrator Tara Sousa. Selectman Reardon suggested Chairperson Mary serve on the Planning Board, as he and Selectwoman Bickford were on the Joint Police Board. Chairperson Mary felt, as a realtor, that serving on the Planning Board would be a conflict of interest. No decision was made.

## **New Business**

### **H2O Innovations Operating Reports: February & March 2022**

The Selectmen reviewed H2O innovations monthly operating reports for February and March of 2022.

### **Bond Loan Agreement and Certificate Vote**

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford to accept the NH Municipal Bond Bank Loan Agreement and to adopt the following resolution:**

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 12, 2022 under Article 3 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$300,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the purchase and equipping of a fire truck. The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four percent (4.00%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of ten (10) years. I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

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

#### **47 Main Street Future Use**

The Selectmen reviewed an email for Jason Seymour, owner of 47 Main Street, discussing a potential non-profit use he was exploring for the building. The Town Administrator noted that Mr. Seymour had requested to meet with the Board in June.

#### **Disposal of Highway Truck**

The Town Administrator relayed that the Road Agent wanted to dispose of the 2002 International via an online auction on Municibid.com. There were no objections.

#### **Abatement Application (Sewer): 77 Main Street**

The Selectmen discussed a requested abatement by the owner of Regional Urban Development, for 77 Main Street, for a leak inside the building which did not go down the sewer.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to abate 77 Main Street's 2022 1<sup>st</sup> issue sewer bill to the same usage as the 1<sup>st</sup> issue of 2021.**

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

#### **Avitar Abatement Recommendation: PSNH**

The Selectmen reviewed Gary Roberge's recommendation regarding an abatement application by PSNH.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the recommendation of Avitar's Gary Roberge and deny the 2021 abatement application by PSNH.**

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

#### **Miscellaneous**

The Town Administrator asked that, given his knowledge as a building trades professional, and in the absence of a Building Inspector, that the Board appoint Selectman Doug Reardon as Interim Building Inspector.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to appoint Doug Reardon as Interim Building Inspector as the same hourly rate as the former Building Inspector, with a 2-hour minimum call out.**

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

#### **Signature Folder**

The Selectmen:

- Reviewed, discussed, and approved the minutes of the April 13, 2022 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Highway, Fire, Water.
- Reviewed, discussed, and approved Pay Rate Changes: TC, TGPD.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn at 6:21 p.m.**

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

Submitted by: Tara Sousa/Town Administrator

Approved by:

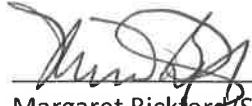


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Carla C. Mary/Chairperson

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Douglas A. Reardon/Selectman



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Margaret Bickford/Selectwoman