

**Town of Greenville  
Board of Selectmen**

**Minutes – December 28, 2022**

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

**Old Business**

**Meet with Road Agent Re: 2023 Highway Budget**

Road Agent Scott Leard was unable to attend. The Selectmen reviewed the Road Agent's summary of projects completed in 2022 and those still to be addressed in the coming years. The 2023 Highway Budget was tabled until the following meeting when Mr. Leard could be available.

**New Business**

**2023 Budgets: Fire, Park & Rec, Welfare, & Library**

The Selectmen reviewed the 2023 Fire Budget. Fire Chief Ben Buttrick was in attendance. Selectwoman Bickford asked Chief Buttrick about the number of active members in the department and his intentions for use of the training budgets. He answered that they currently had 19 or 20 members. He discussed quarterly trainings by outside contractors, ranging from \$250 to \$750 per session. He also discussed grant-funded EMS training being offered by the State. Selectwoman Bickford asked about previously discussed software options. Chief Buttrick discussed his intention to get Dropbox to digitize some of their recordkeeping. He discussed the vast improvement in the Department's incident reporting thanks to Kelly (Fitzwater), noting that a letter of kudos was received from the State Fire Marshall's office. He discussed how more full-service dispatch centers provide more in-depth documentation of incidences, but at a greater cost, perhaps 40K more than County. There were no other questions about the Fire Department budget.

The Town Administrator discussed the Fire Department's request for a warrant article to use unreserved fund balance for a set of extrication tools for the new truck. She and Chief Buttrick discussed the Department's efforts to purchase items to outfit the truck with their existing budget, due to continually increasing costs. Chief Buttrick discussed Fireward Mark Winslow's intention to seek a grant from Firehouse Subs for a thermal imaging camera, and from the State for additional portable radios. Chief Buttrick estimated the cost of the extrication tools at 30K, noting that vendors are only holding pricing for a short time, so a final number would need to be obtained closer to the Budget Hearing. There were no objections expressed about including such an article on the warrant.

**Encumbrances**

The Selectmen reviewed the list of year-end encumbrances. The Selectmen questioned the amount reserved from the 150<sup>th</sup> Anniversary Committee warrant article. The Town Administrator discussed her understanding that the committee intended to bury a time capsule in the spring. She noted that the committee had expended roughly 12k, and that the remaining funds beyond the suggested \$1,000 encumbrance would lapse back into fund balance.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to encumber the slate of encumbrances as proposed (see attached), totaling \$700,984.20.**

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

#### **Building Permit Fee Schedule**

The Selectmen reviewed revisions to the Building Permit Fee Schedule as proposed by Doug Reardon, in his capacity as Building Inspector. Selectman Reardon explained his belief that the department should be self-supporting, with fees covering the cost of staffing. He noted that the rates had not been updated in 12 years.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the revised Building Permit Fee Schedule as presented, effective January 1, 2023.**

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

#### **Utility Charges Outstanding on New Ipswich Tax Deeded Property**

The Selectmen reviewed New Ipswich's notice of tax-deeded property sale, and the outstanding lien balances related to water service at 283 Greenville Road. The Town Administrator discussed the published estimated cost to remediate the asbestos at the site, and her concern that that plus the full amount of the outstanding liens may make the site cost-prohibitive, and therefore unsellable. She recommended settling the outstanding debt for the principle only, as the accrued interest substantially exceeds the original charges for water service, and Greenville would benefit from the site being redeveloped with a home, and reestablishing an active water user.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, reduce the balance due for 283 Greenville Road, New Ipswich, to the principal amount of \$3,373.86.**

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

#### **HSEM LEOP Grant**

The Selectmen reviewed the grant agreement from the NH Department of Safety, Homeland Security and Emergency Management for assistance with the update of the Town's Local Emergency Operations Plan. Selectmen Reardon questioned the local match. The Town Administrator explained that the match may be a combination of cash and in-kind, such as staff time, which would be tracked throughout the project. Selectwoman Bickford asked if the project's end-product would be a document that the Selectmen would the vote to accept, and the Town Administrator answered yes.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000 for assistance with the update of the Town's Local Emergency Operations Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000, in which the town will be responsible for a 50% match of \$4,000, and authorizes Town Administrator Tara Sousa to sign all documents related to the grant.**

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

#### **Water/Sewer Operations Contract – Whitewater Inc.**

The Selectmen reviewed the revised contract proposal for Water and Wastewater contract operations (labor only) from Whitewater, Inc. Chairperson Mary noted that the termination clause in Article 8.02 had only a 30-day notice requirement, whereas the term in Article 1 had been updated to 90 days-notice for non-renewal, as had previously been requested. Selectwoman Bickford was concerned that the labor rates indicated for the different positions would be misconstrued as the individuals' hourly pay rates,

and requested the addition of language to clarify that the rates included overhead and the company's profit margin.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to accept the water and wastewater contract operations contract from Whitewater, Inc., at a cost of \$379,437, contingent on the addition of language to Appendix C indicating labor rates include overhead and profit margin, and revision of Article 8:02 b to reflect 90 days-notice for termination.**

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

**Non-Public Pursuant to RSA 91-a:3,II(a)**

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to enter non-public session pursuant to RSA 91-a:3,II(a) at 4:21 p.m..**

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

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to re-enter public session at 4:28 p.m., and to seal the minutes in perpetuity.**

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

The Town Administrator recommended a year-end bonus be paid to Bookkeeper/Administrative Assistant Kelly Fitzwater, using funds budgeted for her 2022 compensation (under the Executive Department), which were unexpended due to significant work hours being attributed and charged to the Planning Board and Fire Department for administrative tasks. The Town Administrator discussed Ms. Fitzwater's value to the Town, and her willingness to go above-and-beyond to assist whenever and wherever needed. Selectman Reardon acknowledged Ms. Fitzwater's substantial efforts related to the Building Department as well. Selectwoman Bickford advocated for a small year-end bonus, but also a merit increase for 2023.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to pay Kelly Fitzwater an end-of-year bonus of \$1,200 from the existing 2022 Bookkeeper/AA Budget.**

**Motion carried with 2 in favor, 1 opposed.**

The Town Administrator discussed that she and Road Agent Scott Leard had vacation time which they had been unable to use due to staff absences and other end-of-year circumstances.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford to allow Tara Sousa to carry-over 5 vacation days and Scott Leard to carry-over 2 vacation days into 2023.**

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

#### **Signature Folder**

##### **The Selectmen:**

- Reviewed, discussed, and approved the minutes of the December 14, 2022 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Fire.
- Reviewed, discussed, and approved SWRPC Grant Extension.
- Reviewed, discussed, and approved Veteran's Credits.
- Reviewed, discussed, and approved Requests for Trust Funds.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn at 4:43 p.m.**

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

Submitted by: Tara Sousa/Town Administrator

Approved by:

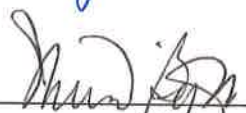
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Carla C. Mary/Chairperson



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Douglas A. Beardon/Selectman



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Margaret Bickford/Selectwoman

## FY 2022 Encumbrances

Dept	PO #	Acct	Amount	Vendor	Purpose	Notes
Fire	833	01-4220.5-630	7084.38	Beltronics	Portable Radio/Charger	
Fire	833	01-4220.6-630	3231.06	Beltronics	Truck Radio	
Fire	849	Multi	10400	Fire Tech & Safety	Equipment for new truck	
Fire	850	Multi	2602.82	Kuriyama	Nozzles	
Fire	858	Multi	5009.22	Beltronics	Portable Radios	
Cemetery		01-4195.1-630	3700	Wm J. Kucharski	Tree Cutting at Cemetery	Quote accepted 12/14/2022. Combine with 2023 budget & Tree Removal ETF
Finance		01-4150.1-301	2850	Nyhart	2022 GASB 75 Actuarial Update	Quote accepted 12/14/2022.
21WA#14		01-4999.2-114	35550	Associated Concrete	Pool Restoration	Quote accepted 10/12/2022
Pool		01-4520.1-120	10000	Associated Concrete	Pool Restoration	Quote accepted 10/12/2022
GGB		01-4194.1-411	11685.77	Irving	Heating Oil	Contract Approved 9/14/2022
TGPD		01-4210.2-600	2005.35	Irving	Heating Oil	Contract Approved 9/14/2022
Fire		01-4220.8-610	5865.64	Irving	Heating Oil	Contract Approved 9/14/2022
22WA#3			600000		Fire Truck Purchase & Equip	HME Agreement 3/18/22
22WA#18			1000		150Th Anniversary	Time Capsule
			700984.2			