

**Town of Greenville
Board of Selectmen**

Minutes – February 22, 2023

Call to order at 3:40 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

Meet with Avitar, DRA Re: Revaluation

The Selectmen met with Evan Roberge and Monique Newcomb of Avitar Associates, and Lisa Mudge and Kris Fowler from DRA, to review the revaluation process. Mr. Roberge explained the intent is to assess all properties to their market value as of April 1, 2023, and discussed the review of sales and visual verification at each property, and the already available sales data reflecting different types of property increasing at similar rates. He reviewed the process for taxpayer to review their new assessment and request a hearing if necessary. Selectwoman Bickford asked about online availability of the tax card information, and Mr. Roberge answered that, if the Town does not already subscribe to full online availability, the tax cards will be available to view for roughly 30 days after the preliminary value letters are sent. The Town Administrator confirmed the Town does not currently pay for online access. Selectmen Reardon asked about the timeline for completion, and Mr. Roberge answered that the preliminary values would be sent to owners in late July or early August.

Lisa Mudge of the Department of Revenue discussed DRA's role, which also involves reviewing sales and checking the work of the Town's contract assessor. She relayed that the Town's assessments are currently at a median ratio of 57%, and the coefficient of dispersion is within recommended ranges. Secondly, she explained that DRA will be reviewing the Town's internal practices, noting that the prior review was very good, with only some current use file items of concern. The issues with getting updated maps for already approved current use properties was discussed. Selectwoman Bickford asked if assessors are certified. Mr. Roberge answered yes, that there are 4 levels of certification for assessors. Mrs. Mudge noted that DRA staff are certified as well. The Board thanked all for their time.

Old Business

EMPG Grant – Emergency Operations Center Grant

The Selectmen reviewed an email from Sheila Dupere, which clarified the potential for an in-kind match to the grant for furnishings and other needs for the Emergency Operations Center, and indicated the grant could remain as written. The Town Administrator explained that it was double the amount of the proposed purchases, but that other work, like the highway department laying the flooring, and the purchase and installation of new doors, would count toward the Town's in-kind match, and if needed, matching cash could be provided through the Emergency Management and/or General Government Buildings Budgets.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$6411 for EOC Equipment.

Furthermore, the Board acknowledges that the total cost of this project will be \$12,822, in which the Town will be responsible for a 50% match of \$6411, and that Town Administrator Tara Sousa is authorized to sign all documents related to the grant.

Motion carried with 2 in favor, none opposed.

New Business

Letter from Dick Emberley, NHDES

The Selectmen reviewed a letter from Dick Emberley, of NHDES, regarding notification from Brian Golec that he would no longer be the Operator in Responsible Charge of the wastewater plant, and DES's staffing evaluation that 3.85 People are needed to run the facility. The Town Administrator reported that Whitewater was developing their interim staffing plan, which would be reported to DES prior to Mr. Golec's departure. Selectwoman Bickford expressed concerns about the manner in which Mr. Golec notified DES of his departure. The Town Administrator relayed that she was familiar with operators notifying DES directly, due to concerns for their personal responsibility regarding their licensing and compliance.

Whitewater Inc. January Operating Report

The Selectmen reviewed Whitewater's January Operating Report. It was noted that the report did not include the water and wastewater daily data that had historically been included with the prior contract operator's reports. The Town Administrator indicated she would request such for January that it be included in future reports.

Consolidated Communications Contract (Water/Sewer Phone/Internet)

The Selectmen reviewed contracts for the water and wastewater facilities, responsibility for which was being transferred from H2O Innovations to the Town. With the 3-year contracts, the Town Administrator anticipated a small amount of savings and increased internet speed at the water plant. Selectwoman Bickford pointed out a typographical error she had identified, which the Town Administrator indicated she would ensure was corrected in the final contract.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to accept the Consolidated Communications contract for phone and data at the water and wastewater facilities for \$526.98 (not inclusive of fees, taxes, etc.)

Motion carried with 2 in favor, none opposed.

Request from New Ipswich Selectmen for Joint Meeting with School Board

The Selectmen reviewed an email from Shawn Talbot, Chair of the New Ipswich Selectboard, regarding scheduling a joint meeting with the Mascenic School Board and the New Ipswich and Greenville Boards of Selectmen. The Selectmen discussed, and requested that the Town Administrator obtain more information about the purpose and goal of such a meeting.

Policy Updates First Reading – Fund Balance, Purchasing

The Selectmen reviewed recommended edits in first readings of the Town's Fund Balance and Purchasing Policies. The Town Administrator explained that these policies were noted by the Auditors as needing annual review. There was substantial discussion about the proposed language regarding a target percentage of unassigned fund balance. The Selectmen were in agreement to revise the draft, recommending removal of the proposed sections F and G, and adding language to the proposed section E which would reference ensuring sufficient cash flow by maintaining an unassigned fund balance at or above the DRA's recommended percentage. In reviewing the proposed changes on a red line mark-up of

the existing purchasing policy, The Town Administrator noted the addition of the previously voted exception, which increased the threshold for Fire Department purchase orders to \$1,000, and recommending the same be adopted for Water and Sewer. She reasoned that, due to the prior all-inclusive contract, the Town had only been reviewing purchases over \$1,000. She also pointed out an addition to section X, where she recommended the Town Administrator have authority to approve an over-expenditure on approved purchase orders of no more than 10%. The matters were tabled for consideration at the next meeting.

Signature Folder

The Selectmen:

- Reviewed, discussed, and approved minutes of February 8, 2023 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Fire.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn at 5:45 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