

**Town of Greenville  
Board of Selectmen**

**Minutes – October 11, 2023**

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

**Old Business**

**Complete Streets Policy Draft**

The Selectmen considered the Complete Streets Policy Draft in a second reading. Selectwoman Bickford expressed concern about the volume of actions/requirements mandated by the policy. The Town Administrator explained that the policy was similar to most other towns', but was the result of substantial hours of collaboration between herself, the Road Agent, the Deputy Fire Chief, and SWRPC staff, and that with the limited number of major transportation projects undertaken locally, the burden will be limited. Chairperson Mary expressed her support to open up new grant opportunities.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the Complete Streets Policy as drafted.**

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

**New Business**

**Water/Wastewater Monthly Operating Report/Contract Extension/Pump Station Revised Quote**

The Selectmen reviewed Whitewater's Monthly Operating Report for August and the draft 3-year contract extension. Also included was the revised quote for the intermediate pump station quote from Williamson Pump. There were no questions about the monthly report. The Town Administrator pointed out the \$70,000 increase in the draft contract, as well as the included and excluded services.

Chairperson Mary asked the Town Administrator to arrange a meeting with Whitewater's Steve Donovan and staff, ideally at the next Selectmen's meeting, so they could better understand the costs and other changes. The Selectmen reviewed the revised quote from Williamson for the intermediate pump station work, totaling \$123,293, and viewed pictures of the piping and concrete at issue. The Town Administrator noted that there is not available funds for the increase quote, and the Town cannot enter any long-term debt without approval of Town Meeting. The Selectmen indicated they would also discuss this issue at the meeting with Whitewater.

**Conservation Commission RSA 41:14 Response**

The Selectmen reviewed a letter from Marshall Buttrick, on behalf of the Conservation Commission, stating that the Commission had no objections or concerns to the proposed transfer of Map 3 Lot 1-2 (to the surrounding land owner).

**2022 Audit Draft**

The Selectmen reviewed the 2022 Audit Draft.

**Motion by Chairpreson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the 2022 audit draft.**

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

### **Comcast Franchise Agreement**

The Selectmen reviewed a 10-year franchise agreement offered by Comcast. The Town Administrator suggested that a public process should occur before acceptance of a 10-year agreement, since the former agreement had lapsed to a year-to-year automatic renewal without any public input. Chairperson Mary asked her to look into what is the required process. No action was taken on the franchise agreement.

### **Budget Prep 2024: Bidding Assessing, Auditing & Payroll Increase Guideline**

The Town Administrator inquired if the Selectmen wished to bid out assessing and/or auditing this year. She noted that feedback from other Town Administrators indicates there are limited assessing companies with the capacity to take on additional clients. The Selectmen expressed satisfaction with our current provider, but asked the Town Administrator to contact other towns to determine their costs for both of these services for comparison.

The Selectmen discussed the anticipated Social Security COLA in context of their recommendation to departments for 2024 salary increases, and settled on 3.5% as the recommended cost-of-living adjustment. They discussed how and if the Police Department step matrix would be adjusted. Chairperson Mary will inquire at the Joint Board meeting.

### **Town Report Bids**

The Selectmen reviewed 3 bids received for the 2023 Town Report. Chairperson Mary expressed concern about accepting the low bidder. The Town Administrator explained that the Town had used R. C. Brayshaw in a prior year with good results, and that their quote explains that the price drop is due to new equipment they acquired and a drop in the price of paper.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the quote of R. C. Brayshaw & Company, LLC in the amount of \$996.00 for the printing of the 2023 Town Report.**

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

### **Non-public Meeting Minutes Review Procedure – HB 321**

The Selectmen reviewed a guidance document from the New Hampshire Municipal Association regarding the newly adopted House Bill 321, which will require review of all existing non-public minutes for release to the public or resealing by October of 2033, and ongoing review if any subsequent non-public minutes with ten years of sealing. The Selectmen asked the Town Administrator to determine how many documents currently exist, so that a timeline for addressing all within the 10-year period can be developed.

### **Resident Letters Re: Main Street Parking**

The Selectmen reviewed written comments received from Cheryl Zduniak and Cody Litchfield regarding the enforcement of the overnight parking ban on Main Street. Selectwoman Bickford questioned if the Board still supported this policy. The Selectmen discussed at length the intended impact, and the requirement for residential units to have off-street parking per zoning. They affirmed their commitment to the policy as written. Resident Kathleen MacNamara expressed support for the Board's policy. She discussed the recent private event which resulted in unsafe operation of vehicles on Main Street, and

asked if the Town could get local police coverage on Sundays. Chairperson Mary stated that she had already requested Chief McTague arrange part-time coverage.

**Resignation: S. Delval, Conservation Commission**

The Selectmen reviewed a letter from Stacy Delval regarding resigning her position on the Conservation Commission on a future date.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept Stacy Delval's resignation from the Conservation Commission with regret, effective after the Commission's December 11, 2023 meeting.**

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

**Miscellaneous**

Chairperson Mary requested that the Town Administrator contact Underwood regarding a contract to review options to rehabilitate the old clarifiers, and to see if they can review the pictures of the pump station piping/concrete.

**Signature Folder**

**The Selectmen:**

- Reviewed, discussed, and approved minutes of the September 13, 2023 and October 5, 2023 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Highway, EMD.
- Reviewed, discussed, and approved Sewer Warrant: Pilgrim Foods.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to adjourn at 4:51 p.m.**


**Motion carried with 2 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