

**Town of Greenville
Board of Selectmen
Minutes – January 13, 2020**

Call to Order at 3:32 p.m. This meeting was conducted in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04. Attending via Zoom conference call: Selectwoman Margaret Bickford. Present at Town Hall: Selectman Douglas Reardon, and Town Administrator Tara Sousa.

Old Business:

Health Agencies and Animal Control Budgets

The Town Administrator discussed her research into the billing methodology by Home Health Care, which prior to requesting a fixed amount, reflected an annual membership fee, and charges for clinics offered and services to uninsured Greenville residents. She relayed that currently, their website indicates only in-home services (healthcare, hospice) are being provided in town, which are generally supported through fees charged to Medicare/Medicaid/private insurance. She was awaiting a return contact from the agency, but was anticipated being able to reduce that budget request.

Following up on questions from the review of the Animal Control budget, the Town Administrator explained that the contracted services line-item was abnormally high in 2020 due to a neglect case that was delayed being adjudicated due to COVID, resulting in extended possession/care of a seized animal(s) by the Monadnock Humane Society. As a one-off situation, she explained that an increase of this magnitude was not warranted for 2021, but that the small increase proposed is her recommendation.

Fire Truck Cost

The Selectmen reviewed financing quotes for a custom pumper truck with a total cost of 488K. The Town Administrator explained that this represented the top-end cost of a truck acquisition, and that the Fire Department had formed a committee to research alternatives, such as used vehicles of varying age. She wanted to confirm her understanding that given the now known cost of a new truck, that the Selectmen did not wish to include such an article on the 2021 warrant. The Selectmen confirmed that they would defer this to a future warrant to allow time to consider the most cost-effective option.

New Business:

2021 Budgets: Clerk/Tax, Police, SVAS, & Wilton Recycling

The Selectmen reviewed the Clerk/Tax Collector budgets. The reduction in election costs was noted, due to only 1 election anticipated in 2021, which resulted in an overall reduction in the proposed Clerk/Tax budgets. The Town Administrator expressed concern that the Deputy line-items had not been increased, given that there is a staff member training for motor vehicle registrations, which will increase the number of staff hours for the year. The Town Administrator will revisit that line-item with the Clerk before finalizing the bottom-line budget.

The Selectmen reviewed the budget approved by the Joint Police Board. The Town Administrator noted that she had requested and just received the proposed individual salary amounts, to allow for disaggregation of the full-time & Chief salaries, as well as part-time officers and administrators. She

relayed concerns the Police Chief had discussed with her about continuity across department budgets if these salary amounts are separated. She recommended that the Road Agent's salary be separated from the other full-time highway staff, as that is the only department budget which does not currently show that separation.

There was no increase and no questions regarding the SVAS budget. In review of the Recycling Center proposal, there was brief discussion about the lack of availability of data, beyond total stickers issued to Greenville residents, on Town usage of the facility.

Executive Salary Study

The Selectmen reviewed an executive compensation study (selectmen's stipends and TA salary) of surrounding communities, which showed a large differential between the Town Administrator's current compensation and her counterparts in other local towns. She relayed the Chair's recommendation, received via email, to adjust the salary by 10K. The Town Administrator discussed her discomfort with advocating for such an adjustment in a single year. Selectwoman Bickford agreed with the recommendation, noting that the increased salary would still be below the average, and the Board would have to address that in future years. She expressed that it would be the Selectmen's responsibility to speak to the amount at Town Meeting, and felt the study numbers justify the recommendation. Selectman Reardon discussed potential alternative amounts, then agreed to support the 10k increase.

Warrant Articles

The Selectmen reviewed draft language for the proposed warrant articles for 2021. The Town Administrator discussed how the CRF and ETF proposals are the same as the prior year. She discussed continuing the lower amount being added to the cruiser fund, as the fund currently holds enough for this year's article and most of what will be needed for the following cruiser purchase three years from now. Language for the anticipated Temple-Greenville Police contract extension and cruiser warrant article were reviewed. The Town Administrator discussed her recommendation for adding to the Pool ETF with taxation, the same as last year, but funding the proposed improvements with year-end fund balance. Selectwoman Bickford questioned that choice of methodology, expressing her preference to add additional monies to the expendable trust, then fund the rehab project from the ETF. After discussion it was agreed that the matter could be decided by the full Board at the next meeting or when the warrant language was finalized. The Selectmen reviewed proposed language for adoption of RSA 79-e, which had been previously discussed, but not yet decided if it would be included in the warrant. Selectwoman Bickford suggested the addition of "commercial" to target the types of properties eligible for tax relief under the program. The Town Administrator offered to share further information on the program, and the final decision on whether to include the article was deferred. Lastly, the Town Administrator discussed her recommendation to include an article which would increase the income limits for the elderly exemption, which had not increased since its adoption in 2005. She explained that the amount should be increased periodically to adjust for increases in social security, and noted that the financial impact is unknown, as those who determine that they do not qualify based on the worksheet generally do not file the full application. She explained that this modest increase will allow for the Town to gauge the increase demand before considering a larger increase.

Nyhart Contract – GASB 75

The Selectmen reviewed a contract with Nyhart for actuarial services related to the Town's GASB 75 compliance. The Town Administrator relayed that she had confirmed with our auditors the need for full or interim OPEB reports annually to maintain GASB 75 compliance.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to authorize Town Administrator Tara Sousa to sign the 2-year GASB 75 actuarial update contract with Nyhart, at a cost of \$2700 for 2020, and \$1600 for 2021.

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

Paid COVID Leave After Expiration of FFCRA

The Town Administrator discussed her recommendation that leave previously extended under the Families First Coronavirus Response Act, which expired December 31, 2020, be extended in 2021 to cover quarantines for work-related exposures and documented positive cases. She expressed that employees should not be harmed by loss of their usual accrued sick or vacation time for a documented work-related exposure, and that we want to encourage voluntary notification by employees who test positive and their subsequent compliance with CDC recommendations in order to protect other Town employees. Selectwoman Bickford questioned how this would be administered in the event of a broken quarantine under the critical infrastructure employee exemption. The Town Administrator answered that the intent of the leave would be to make an employee whole, and not to be treated as time worked that would then trigger overtime pay. She indicated she could draft guidelines that would make that clear for the payroll process.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to continue up to 80 hours paid leave for documented positive COVID diagnosis or job-related exposure in conformance with that granted under the expired FFCRA.

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

Town Meeting Preparation

The Selectmen reviewed RSA 39:1-b, which requires that transportation be provided from the usual polling place when a meeting place outside of town is used to conduct Town Meeting. The Town Administrator indicated she would contact Community Transportation for a quote.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to approve the minutes of December 30, 2020 as presented.

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

Signature Folder

The Selectmen:

- Reviewed, discussed, and approved check manifests for accounts payable and payroll.

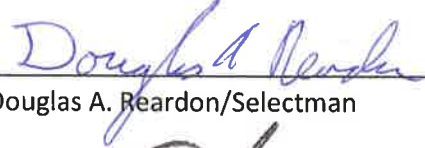
Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn at 5:05 p.m.

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

Submitted by: Tara Sousa/Town Administrator

Approved by:

Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman



Margaret Bickford/Selectwoman