

**Town of Greenville
Board of Selectmen
Minutes – November 17, 2021**

Call to order at 3:32 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

The Town Administrator relayed that Chairperson Mary requested the Board consider electing a new temporary or permanent Chairperson, due to her limited in-person meeting attendance. Selectman Reardon suggested that he and Selectwoman Bickford could alternate pro-tem duties without making any formal change to the chair at this time, and Selectwoman Bickford agreed.

Meet with Road Agent Re: Budget, 2022 Plans, Staffing

The Selectmen met with Road Agent Scott Leard. Selectwoman Bickford expressed that she was very happy with the work she had seen completed around Town in Mr. Leard's brief time as Road Agent. Mr. Leard presented the Highway Administration and Streets budgets. The Town Administrator discussed the salary recommendations she made in order to get staff on the Town's regular schedule for adjustments, which is calendar year versus anniversary date. Mr. Leard discussed the increase to temporary help as reflecting both plowing and summer maintenance work, with intent of freeing up full-time staff for more involved projects. The Selectmen expressed support for the concept, and it was suggested that the possibility of using a landscape contractor be investigated. Mr. Leard discussed the increases in fuel and winter salt costs as the drivers of the increases in the Streets budget.

Mr. Leard reviewed a write-up of the Highway Department's priorities for 2022 and projects in process for the end of the current year. He discussed his recommendation that the International Dump Truck (2001?) be replaced in the coming year, noting the substantial investment needed just to have it ready for this plowing season, and repairs, such as the transmission, which were being deferred due to cost-benefit analysis. The Town Administrator discussed available funds in the Highway Block Grant and Capital Reserve that could fund such a purchase. Mr. Leard reviewed other recommended purchases, including equipping the Ford 550 with a spreader and equipping the trucks with reliable radios. He discussed needed equipment such as a compressor and jackhammer in order to complete more projects in-house, and contract out less. The Town Administrator discussed that most items could be accomplished with available funds, though some may require warrant articles, and that she had requested an estimate of the needed material to make Barrett Hill accessible to water tower and radio repairs. Mr. Leard discussed work on Darling Hill Road and Richardson Road to be completed this year, if the weather allows. He discussed the departure of the Town's newly hired laborer, and the state of the hiring process for a replacement.

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to enter non-public session at 4:05 p.m. pursuant to 91-a:3,II (a, b, & c).

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

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to re-enter public session at 4:19 p.m.

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

Motion by Selectwoman Bickford, 2nd by Selectman Reardon, to seal the minutes of non-public session in perpetuity.

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

Old Business:

Sewer Abatements (Map 8 Lot 14, Town Pool)

The Selectmen reviewed the calculation requested in their previous discussion regarding the sewer abatement request for Map 8 Lot 14.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to abate \$105.22 of 2021 Sewer for Map 8 Lot 14 (Chen).

Motion carried with 2 in favor, none opposed.

The Selectmen reviewed historic data for the Town Pool's sewer usage for years which reflected normal operating conditions.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to abate \$5,000.00 of 2021 Sewer for Map 2 Lot 34 (Town of Greenville)

Motion carried with 2 in favor, none opposed.

Water Plant Tree Removal Quote

The Town Administrator relayed Brian Golec's answer to the question posed about the scope of the tree removal project at the water plant, explaining that the sludge area was only a portion of the proposed cutting area, and that the other trees were being removed to protect the electric supply to the pumphouse close to the reservoir. She reported that she was anticipating a comprehensive quote for tree removal and sludge removal from the 2nd lagoon.

Opt-in for NPDES General Permit

The Selectmen reviewed the resolution required to opt in to the Region 1 NPDES Small System permit #NHG580000.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to opt in to the Region 1 NPDES Small System permit #NHG580000.

Motion carried with 2 in favor, none opposed.

Main Street Lots

The Town Administrator reported that the offer she had made on behalf of the Selectmen to the agent for the CPC lots on Main Street was rejected. The Selectmen discussed and agreed that an offer of 50K was the highest price they could support, and authorized the Town Administrator to make that offer.

Budget: 2022 COLA

The Selectmen reviewed the spreadsheet they had requested showing the full cost of a 5.9% cost of living adjustment (COLA), which mirrored the 2022 Social Security increase, for employees. The Selectmen expressed their support for the increase in all discretionary budgets, noting that the Police Department would follow the salary matrix adopted last year.

New Business:

Budgets: Executive, GGB, Personnel Admin, Planning, & Library

The Town Administrator presented the Executive Office, General Government Buildings, and Personnel Administration budgets. It was discussed that the salary line-items needed to be adjusted to reflect the earlier decision regarding a set COLA percentage. She discussed the most substantial change in the GGB budget as being the increase of \$2,500 to the repair/maintenance line, explaining that she wanted additional available funds to proactively address repairs, such as repointing areas of brick. She noted the reduction in the Health Insurance Line-item, but cautioned that the amount might need to be revised depending on staff hired. The budgets for Planning/Zoning and the library were reviewed. There were no objections to the presented amounts. The Town Administrator indicated she would bring the revised Executive budget to the next meeting.

H2O Innovation Monthly Operating Report: October 2021

The Selectmen reviewed the H2O Innovation Monthly Operating Report for October 2021. There were no reported violations or anomalies noted.

Planning Board Zoning Proposal

The Town Administrator shared a proposal that had been presented by another member of the Planning Board, regarding increasing the required lot sizes for building in both areas connected to municipal water and sewer and those requiring private systems. She explained that in her role as ex-officio, she felt it was important to be representing the will of the Selectboard on such a substantive proposal. She discussed considerations from a planning standpoint such as concern that the Town will be over-built, changing its essential character, as well as other considerations such as the future financial viability of the municipal utilities. She explained the short timeline the Planning Board was working under, given the need to have public hearings for zoning changes prior to Town Meeting, and discussed upcoming projects that may be impacted by such a revision. Selectman Reardon indicated he might be willing to consider an increase for the 1-acre requirement, but felt strongly that the 2-acre requirement should not be increased. Both Selectmen expressed the need for time to thoughtfully consider whether to support such a change, and tabled the matter.

Audit Quote

The Selectmen reviewed a quote from Roberts & Greene for the 2021 audit. The Town Administrator relayed that she was satisfied with their service, and that the increase was nominal over the prior years.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to accept the quote by Roberts & Greene for \$13,000 for the 2021 audit.

Motion carried with 2 in favor, none opposed.

Miscellaneous

The Town Administrator reported that she had received the annual stipend requests from the Fire Chief, and that the request fully expended the salary line-item. She noted that representatives of the Fire Department would be in attendance at the next meeting. The Selectmen authorized the stipends to be paid in December, and discussed reviewing their expectations regarding budgets with the Wards/Department at the next meeting.

The Town Administrator reported that she had received notification of Fire Ward William Brook's change of address to somewhere outside of Greenville, creating an opening in the elected position of

Fire Ward. The Selectmen discussed and agreed to post for letters of interest from individuals willing to be appointed.

Signature Folder:

The Selectmen

- Reviewed, discussed, and approved the minutes of the October 20, 2021 and October 29, 2021 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders for Highway, Fire, & Clerk.
- Reviewed, discussed, and approved DRA Assessment to Sales Ratio.
- Reviewed, discussed, and approved DES Primary Operator Form.
- Reviewed, discussed, and approved HealthTrust Transmittal.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn the meeting at 5:21 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