

**Town of Greenville  
Board of Selectmen**

**Minutes – April 13, 2022**

Call to order at 3:35 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Selectmen Douglas Reardon and Margaret Bickford (attending via conference call), and Town Administrator Tara Sousa. Selectman Reardon announced that, due to a physical quorum not being present at the meeting because of illness, the meeting was defined as an emergency meeting, and that the agenda would be limited to items requiring imperative action.

**Old Business:**

**Meet with Fire Wards & Chief Regarding Chief Appointment**

The Selectmen met with Firewards Mark Winslow and Gregg Eastman, Fire Chief Charles Buttrick, and Assistant Chief (and Fireward elect) Ben Buttrick. Selectman Reardon questioned why there had been a request to disband the Firewards last year. Chief Buttrick explained that he felt in recent years the position had been weak, due to limited participation and a vacancy, and that the budget had been done with the officers, not the Firewards. Mr. Winslow explained he ran for the position with the awareness that it might go away. He discussed the history of the transition from Defender Fire to a Town department in 1980, due to requirements of the DRA, and that a study of towns by MRI found that 70% do not have firewards. Chief Buttrick discussed the financial check-and-balance intended as a purpose of the firewards, and also the benefit of avoiding a conflict of interest in the recommendation of compensation for the Chief. Mr. Winslow discussed the possibility of sharing administrative duties, and the need to clarify the role of the firewards, including if appointing the Chief yearly or until rescinded. Selectman Reardon asked if the Firewards could work with the Chief to develop a document, and it was agreed that something would be developed.

Regarding the appointing of a new Chief, Chief Buttrick expressed being ready for immediate replacement. Ben Buttrick expressed concerns about the time commitment due to the administrative burdens of the position, suggesting that the Department may need an administrative assistant. Selectman Reardon asked the Town Administrator about the ability to add a position, and she discussed the limitations on the expansion or creation of a position in terms of the presented budget. Chief Buttrick discussed the variety of tasks, and suggested a reversal of roles between he and Assistant Chief Buttrick to aid in the transition. He suggested the appointment could be probationary. Selectwoman Bickford questioned if some administrative burden could be lifted by a volunteer, and Chief Buttrick discussed the limited pool of volunteers throughout Town positions. Ben Buttrick questioned if a Full-time Chief position had ever been considered, and Selectman Reardon answered it had not. Mr. Buttrick relayed that the idea of a joint department, with New Ipswich for example, has been floated. The Town Administrator expressed willingness to provide any administrative support that was within her office's capabilities.

It was discussed and agreed that the Chief and Firewards would come back with the document defining the role of the firewards at the first May meeting.

**New Business:**

**24 & 28 Main Street Survey/Engineering Quotes**

The Selectmen reviewed quotes for services related to the purchase of 24 & 28 Main Street.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to accept the quote of Fieldstone Land Consultants, in the mount of \$4,200, for the survey of 24, 26, & 28 Main Street.**

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

The Town Administrator explained that the ESR from Underwood Engineers would be split between line-items, with the environmental review being charged against the warrant article, and the parking lot conceptual being charged to General Government Buildings.

**Motion by Selectwoman Bickford, 2<sup>nd</sup> by Selectman Reardon, to accept the quote of Underwood Engineers, in the amount of \$5,800, for the environmental review and conceptual design of 24 & 28 Main Street.**

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

The Town Administrator reported that she would be having Atty Bedard request an extension of the closing date to allow for the completion of these services.

#### **Authorize Bond Application**

**Motion by Selectman Reardon, 2<sup>nd</sup> by Selectwoman Bickford, to authorize Town Administrator Tara Sousa to sign and file the NH Municipal Bond Bank application on behalf of the Town for the fire truck purchase.**

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

#### **Miscellaneous**

The Selectmen discussed the expiration of the Town Administrator's appointment as BOS Ex-officio to the Planning Board, and her request to be replaced in that role. It was decided the Board would discuss at their next meeting when all members were present.

The Town Administrator noted for the record that the RFQ for engineering services for the chemical feed facility project closed effective 3:00 p.m. that day, and Underwood Engineers was the only submission received.

The Board discussed the current structure of part-time and stipend positions for various roles in Town, and Selectwoman Bickford suggested that a committee could be formed to assess the Town's needs.

#### **Signature Folder:**

##### **The Selectmen**

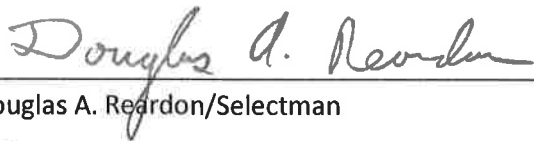
- Reviewed, discussed, and approved the minutes of the March 23, 2022 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved DRA MS-535.
- Reviewed, discussed, and approved Purchase Orders: Fire, Exec.
- Reviewed, discussed, and approved Pay Change Request: TGPD.
- Reviewed, discussed, and approved TGPD Contract Signature Page.
- Reviewed, discussed, and approved Appointments.
- Reviewed, discussed, and approved NHDOT Parade Permit.
- Reviewed, discussed, and approved Veteran's Credit: Mlynarski.

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

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

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