

**Town of Greenville  
Board of Selectmen  
Minutes – December 12, 2018**

Call to order in the Town Hall Meeting Room, 46 Main Street, Greenville at 6:00 p.m. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

**Meet with Dave Brennan, Rob Lauricella, and Jefferson Tolman of Utility Partners**

The Selectmen met with Dave Brennan, Rob Lauricella, and Jefferson Tolman of Utility Partners. Selectman Reardon questioned how the 2<sup>nd</sup> sampling violation was allowed to occur and what was being done to ensure it would not occur again. Mr. Lauricella indicated that the oversight was due to human error, and that multiple checks have been added to the process to prevent this going forward, including a sign-off in the calendar, advance notice to the lab of the required weekly sampling, and weekly updates to him as the Regional Manager. The sampling schedule had been provided to the Town Administrator and was available for review at the meeting.

Addressing the maintenance issues at the water plant, Mr. Lauricella discussed that the sludge collector had become air-bound at some point after routine maintenance months prior, and was not operating properly. Chairperson Mary expressed her belief that the collector had not been working for several months, based on the amount of build-up. Mr. Brennan asserted that he and his staff had visually confirmed operation of the sludge collector after the last maintenance. Mr. Lauricella indicated that the collector is submerged and operational, and that the 1<sup>st</sup> sed basin had been cleaned. Staff intends to clean the 2<sup>nd</sup> basin in January, due to the lagoons being near full. Chairperson Mary noted Utility Partners awareness that the sludge collector was not operating, evidenced by discussion of a quote to have Underwater Solutions divers investigate the issue a month ago, and expressed her frustration that the problem was allowed to become critical. Selectwoman Bickford questioned if everything is fixed now, and Mr. Lauricella confirmed that everything is operational, and jar testing was performed to optimize chemical usage. Selectman Reardon questioned if the plant has the needed staffing. Mr. Brennan indicated that they were fully staffed, but with 3 staff people operating older water and wastewater plants, much of their work is reactive. He noted the lagoons have limited capacity for wasting. Chairperson Mary discussed the impact of improper dosing and the resultant frequency of backwashing exacerbating the problem with the lagoons. Ongoing efforts to obtain a contractor for the lagoons and to complete the work due to weather complications was discussed.

Selectman Reardon asked about the plan going forward. Mr. Lauricella discussed the weekly updates he will receive about operations, sampling, and maintenance. Selectwoman Bickford asked if additional jar sampling will be done by the staff. It was discussed that jar sampling requires specialized expertise, and Mr. Lauricella indicated that they will continue to utilize outside resources to optimize dosing. He stated that monthly sed basin cleaning will be performed. Selectman Reardon asked if we are a priority to Utility Partners, and both Mr. Lauricella and Mr. Tolman assured him that Greenville is a priority, and affirmed their commitment to earn the Board's trust.

The Selectmen reviewed a letter from the EPA in response to the pilot study report filed as part of the current wastewater treatment Administrative Order. As an alternative to the Ferric blend currently in use, the letter recommended investigating cerium chloride RE300 as a means to address copper in the effluent. The Town Administrator noted that trending cost data with the current chemicals used, ferric and magnesium hydroxide, will result in an increase in the sewer budget for line-item for chemical treatments. Mr. Tolman indicated he was aware of a system in Vermont using the recommended cerium chloride, and that he would seek out their thoughts/experiences with the product.

The Town Administrator requested authorization to sign the CPI increase for the 2019 contract year with Utility Partners.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to authorize the Town Administrator to sign the Utility Partners CPI contract increase.**

**Motion carried with 3 in favor, none opposed.**

The Selectmen reviewed ESR 26 provided by Underwood Engineers. The Selectmen discussed the possibility that they may want on-going third-party oversight. The Town Administrator clarified that the presented ESR was drafted in response to her call to Underwood after the Board's emergency meeting, and was designed to provide technical assistance to address those immediate concerns. Another quote would be needed to reflect ongoing needs.

Chairperson Mary stated that she had notice in her visit to the water plant that turbidity meters which had previously been located on the wall were no longer there. Mr. Brennan indicated he had no knowledge of the units she was referring to, but discussed the number and location of the turbidity meters currently in use. Chairperson Mary recommended their accuracy be checked, because the values recorded did not seem to match the appearance of the water during the process.

The Selectmen discussed when they wanted to have Mr. Lauricella and Mr. Tolman return to a future meeting, and decided on the January 23, 2019 meeting. The Utility Partners representatives thanked the Selectmen for the opportunity to meet with them and address their concerns. Mr. Brennan, Mr. Lauricella, and Mr. Tolman departed.

The Selectmen discussed further the presented Underwood ESR. They agreed to table the matter to their next meeting.

#### **Old Business:**

##### **Avitar Matters – NNETC Appeal, Contract**

The Selectmen discussed the previously presented contract for assessing services from Avitar Associates. The Town Administrator recommended, at minimum, the Selectmen approve the single-year option to allow Avitar to address the abatements which come out of the revaluation process. Chairperson Mary expressed satisfaction with the work Avitar performed and the answers they provided to taxpayers at the (November 28<sup>th</sup>) meeting.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to authorize the Town Administrator to sign the 5-year contract with Avitar Associates for assessing services.**

**Motion carried with 3 in favor, none opposed.**

The Selectmen re-reviewed NNETC (Fairpoint's) offer to settle. Chairperson Mary questioned what would happen if the settlement were refused, and the Town Administrator explained that the Town would need to continue to defend the appeal.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept Fairpoint's offer to settle the 2016 and 2017 assessment appeals.**

**Motion carried with 3 in favor, none opposed.**

#### **Meet with town Clerk/Tax Collector Re: Budgets, Deeding**

The Selectmen met with Kathleen Valliere to review the list of properties receiving notice of impending tax deed. Mrs. Valliere discussed that a number of properties have a mortgage holder, which she expected would result in payment upon receipt of the notice. She stated the notices would be dated and mailed December 14<sup>th</sup>, and would be due January 17, 2019. Selectwoman Bickford asked for explanation of the tax deed process, which was provided. She asked if tax deeded mobile homes are always demolished. The Town Administrator explained that, in the past, the Selectmen have made that decision considering condition, carrying costs, and future tax revenue.

The Selectmen reviewed the budgets for Town Clerk and Tax Collector. It was noted that there was no increase recommended in the Tax Collector salary line. Mrs. Valliere explained that she was not requesting an increase for herself, but wanted to advocate for a substantial increase for Deb Reardon, as she felt she is under-compensated for her level of experience. Selectman Reardon stated that he would recuse himself from any discussion regarding Mrs. Reardon's compensation. Chairperson Mary questioned what increases had been given in the last couple years, and wanted the opportunity to compare the requested wage against other similar positions within the Town. She and Selectwoman Bickford agreed to take the request under advisement. There were items that appeared at risk of being over expended this year, such as phone. The Town Administrator will check year-end figures to confirm sufficient funding in the proposed budget. Mrs. Valliere discussed needing to purchase a replacement computer for her work station. The Selectmen expressed willingness to authorize all or part of the purchase (through a purchase order) if funds were available in this year's department budget, and/or adjust the proposed budget as necessary.

#### **Quote for Potential Warrant Article: Pool House**

The Selectmen reviewed an email from Ken Spacht regarding their request to revise the materials recommended is his first rough estimate for remodeling of the pool house exterior. The change to all horizontal siding would result in a \$3500 reduction. The Selectmen requested that the original quote be updated to provide for asphalt roofing, horizontal siding, and only the doors needing replacement due to rot. The Selectmen discussed the possibility of recommended the article be fully funded through the expendable trust.

#### **Budget Questions and Revisions**

The Selectmen reviewed the Library budget detail in comparison to the prior year. Increases were noted in salary, benefits, and media.

The Selectmen reviewed an email from Jim Hartley, which explained that repairs to the cemetery road were needed, and that Tom Plourde was currently obtaining the material. The Selectmen agreed to level fund the budget as requested.

The Town Administrator reported that the Building inspector had answered that his supply budget was mostly intended for a new set of code books, as the State appeared to be planning adoption of a newer code year. He anticipates the cost of the books to be roughly \$1200, so he suggested a revision of his supply budget to \$1500.

#### **DES Request for Meeting Re: Instream Flow Program**

The Selectmen reviewed an email from Grace Levergood of DES, which included the proposed design for Instream Flow Program related modifications at the Tobey Reservoir, and a request to meet to discuss the proposal. The Selectmen discussed that, despite their prior objection, they believed the State will go forward with a program to alter flow from the reservoir during drought conditions. The Selectmen agreed to meet with DES on January 9, 2019 at 3:30 p.m.

#### **2019 Budget: Health Agencies, Audit**

The Selectmen reviewed the proposed budgets for Health Agencies and Auditing. The Town Administrator noted the addition of the Hillsborough County Child Advocacy Center, which Chief McTague indicated has provided substantial services and assistance in child abuse investigations. There were no objections to the proposed budgets.

#### **HealthTrust Signing Authority**

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to authorize the Town Administrator to sign the 2019 HealthTrust submittal.**

**Motion carried with 3 in favor, none opposed.**

#### **Signature Folder**

##### **The Selectmen:**

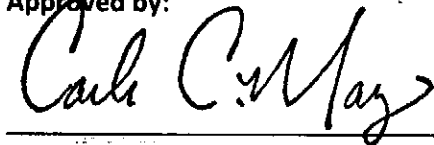
- Reviewed, discussed, and approved the minutes of the November 28, 2018 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved a Purchase Order: EM – Jomarc.
- Reviewed, discussed, and approved a Purchase Order: Exec/GGB – Furniture.

**Motion by Selectman Reardon, 2<sup>nd</sup> by Chairperson Mary, to adjourn at 7:58 p.m.**


**Motion carried with 3 in favor, none opposed.**

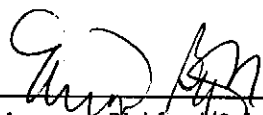
**Submitted by:** Tara Sousa/Town Administrator

**Approved by:**

A handwritten signature in black ink, appearing to read "Carla C. Mary", written over a horizontal line.

Carla C. Mary/Chairperson

  
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Douglas A. Reardon/Selectman

  
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Margaret Bickford/Selectwoman