

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
August 31, 2011
Minutes

Meeting Opened: Chairperson O'Keefe opened the meeting at 5:00 p.m.

In Attendance: Chairperson O'Keefe, Selectman Blease, Selectperson Bergeron, Town Administrator Kelley Collins, Don Jutton/President, Municipal Resources, Inc.

5:00 p.m. Meet with Don Jutton/President, Municipal Resources, Inc. (MRI) regarding process for the Request for Proposal (RFP) for Water and Sewer Operations

The Board met with Don Jutton from MRI. Chairperson O'Keefe asked Mr. Jutton what the typical process is for Water & Sewer Operations requests for proposal. Mr. Jutton noted that they sent out letters to 10 companies asking for their qualifications and letters of interest. They told Woodard & Currant they didn't have to qualify because they clearly were qualified because they were doing the job. The companies would respond with qualifications and interest and then set up a meeting on site to answer questions, specific to our operations.

Mr. Jutton has set up (3) member panel to review the RFPs. The panel consists of: Wallace Stickney who is a Professional Engineer and former NH Commissioner of Transportation, and former Director of FEMA, John McLean who is the City Manager for Keene and therefore ultimately responsible for Water & Wastewater Operations and Rodney Bartlett who is the Public Works Director for Peterborough.

Selectperson Bergeron asked if there were originally (4) people on this panel list? Mr. Jutton noted it was always (3). The Town Administrator noted that Wes Ripple who works for Wastewater in the NH Department of Environmental Services was on the original list but Selectman Blease called the office and stated he did not want him on the panel. Selectperson Bergeron asked why Selectman Blease did not want Mr. Ripple to serve and Selectman Blease said it was due to Pilgrim Foods.

Selectperson Bergeron brought up an email from Paul Roux/Vice President with Woodard & Curran to the Town Administrator, on Monday, August 8, 2011 at 6:08 p.m. she doesn't like it. Paul Roux makes an allegation in this email that Mr. Jutton is not objective. Don Jutton noted that a similar allegation was made during the process in 2006. W & C wrote a letter stating that there was bad blood between them. W & C current allegation is that Mr. Jutton has a personal relationship with a principal in one of the other companies that have expressed interest in bidding. Don Jutton noted that is why he is simply facilitating the process and acting as a liaison between the companies and the Board and why he has contacted three experienced people to serve on a panel to review the actual proposals.

Selectperson Bergeron also did not care for the email from Paul Roux to the Town Administrator dated August 9, 2011 at 11:01 a.m. because she feels he is setting the agenda and trying to set the minutes.

Chairperson O'Keefe noted several times that she wanted to meet with Mr. Jutton a month ago. The Town Administrator explained that she had put this on the agenda at the July 21, 2011 meeting, at which time Chairperson O'Keefe said that as long as she gave a status report and kept the Board

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updated on the process that a meeting may not be necessary. Chairperson O'Keefe did note during the discussion that she would not be voting on the contract.

Mr. Jutton and the Board discussed the list of items that we are looking for from W & C. This list includes things like 3 years of electric bills, 3 years of fuel oil consumption, 3 years propane consumption, etc. Chairperson O'Keefe asked if this request is customary and if Mr. Jutton would expect to receive it. Mr. Jutton noted that in other communities if he requested this information the Town would provide. The Town Administrator noted that she was concerned when she called PSNH to try to obtain (2) years worth of electric bills that not only will they not give these to the Town because we are not the customer of record but also that a couple of years ago NH Homeland Security had PSNH flag critical infrastructure in their database so that it can be marked as a priority. We were not flagged because our water & sewer operations invoices are in Woodard and Curran's name. Selectperson Berger stated that this was unacceptable to her. She wants those bills in the Town's name. These buildings belong to the people of the Town and they pay for those buildings.

Christine Deane stated that it is very troubling to her that she is hearing that a contract vendor that we are paying the majority of tax money to is refusing to provide us with data we are requesting from them on our public buildings.

Chairperson O'Keefe feels that we need to send a letter to whomever Paul Roux reports to (cc: Paul Roux) with a copy of that email, requesting the list of items and give a deadline for receipt of close of business 9/12/2011.

Chairperson O'Keefe asked if that list of information is usually available during the walkthrough. Mr. Jutton stated it is.

Chairperson O'Keefe asked Mr. Jutton when he suggests a walk-thru for potential bidders? Mr. Jutton will give the Town Administrator some dates and send them to the companies in an effort to accommodate everyone's schedules.

Christine Deane cannot believe the Board is still considering Woodard & Curran when they refused to give us this information. The Town Administrator stated that we should not cut off our noses to spite our faces. Woodard and Curran provides excellent operations and they very well may be the low bidder. We have to run the process and see what the recommendations are.

Mr. Jutton is hoping to do the walk-thru by end of September. The RFPs would then be due around the middle of October and he would allow at least three weeks to evaluate them.

Mr. Jutton suggested and the Board agreed to have Atty. Bedard write a letter to Woodard & Curran asking them about providing month-to-month service in light of time constraints with the bid process. In addition, the Board would like Biron Bedard to look over the RFP document.

Chairperson O'Keefe asked if anyone else has a question for Mr. Jutton. There being no further questions, Mr. Jutton left the meeting.

Emergency Management

Chairperson O'Keefe wants to thank our Emergency Management Director, Tim Johnson, his wife Cassie, and his mother-in-law for all their assistance over the weekend with the fallout from Hurricane Irene.

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Pool

Selectperson Bergeron asked if the pool keys have been returned. The Town Administrator said she would have to check but believes that Chelsea returned her keys prior to returning to college and Jan has hers so she can do some filing and finish out the final payroll. Selectperson Bergeron would like a memo written if key need to be returned.

Adjourn

Chairperson O'Keefe made a motion to adjourn at 6:11 p.m. Selectperson Bergeron seconded. Motion passed.

Submitted by: Kelley Collins/Town Administrator

Approve by:

Kelle O'Keefe/Chairperson



Scott Blease/Selectman



Brenda Bergeron/Selectperson