

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
September 28, 2011
Minutes

4:00 p.m. Open Meeting

Chairperson O'Keefe made a motion to open the meeting at 4:00 p.m. Selectperson Bergeron seconded. Motion passed 2-0.

In Attendance: Chairperson O'Keefe, Selectman Blease (arrived at 5:10 p.m. due to work commitment), Selectperson Bergeron, Town Administrator Kelley Collins, Mr. Paul Roux, Vice President and Sr. Project Manager with Woodard and Curran

4:00 p.m. Meet with Paul Roux, Vice President & Sr. Project Manager with Woodard & Curran to discuss current staffing and current contract including several recent emails

The Board met with Paul Roux from Woodard & Curran to discuss several items.

Adams Hill Water Tower – Mr. Roux asked the Board if they have an executed copy of the contract for engineering services for the Adams Hill Water Tower project. The Town Administrator will check and forward to Mr. Roux and Toby Fedder, for their files.

Mr. Roux noted that he has received calls from the Town's Attorney, Biron Bedard, regarding the possibility of extending the current contract on a month-to-month basis after 12/31/11 for a period not to exceed 90 days. The Town Administrator reminded the Board that they asked her to have the Attorney negotiate this with Woodard & Curran just in case. The Board changed their minds now they will review where they are in the process at the end of October.

Mr. Roux reminded the Town Administrator that the pre bid meeting starts here tomorrow at 10:00 a.m.

Mr. Roux asked if there are any questions about how things are running. Carla Mary will be all things water. Mr. Roux noted that the Water Plant is still being run on Carla Mary's license – she is a grade 4 we need at least a grade 2. He is in the process of looking for a full time person now. She is still the emergency person for water. She's no longer full time nor a Woodard & Curran employee and unless in dire straits she is not doing WasteWater. Louis is the Operator for WW. So if there is a plug Louis will come from wherever he is to deal with emergencies. The other change is that they are not rotating emergency pager. It is traded between John and Lou.

Mr. Roux reminded the Board that originally, Chuck Terry was the operator and he would not allow Carla Mary to attend meetings, but Mr. Roux changed that when he took over Greenville's operations.

The Town Administrator asked if we are fully staffed, with regard to the contract because one of the employees told a resident that they are short-handed? Paul Roux explained that originally it was 2 full time people and then we added ½ time person. Then when we were lucky enough to hire Carla Mary they made it 3 full time staff.

The Town Administrator asked if this is covered in \$500K contract? Mr. Roux says it is, because over the years they have worked hard for savings for the town and they use that to fund the labor.

Hydrant Flushing – The Town Administrator asked about flushing for Route 31. Mr. Roux stated that originally it was the plan to flush all the hydrants, including the new ones on Route 31 but the guy they brought in to do the hydrants got hurt and those hydrants were new so they did not flush the hydrants on Route 31.

Tom Barrett asked about GEVD flushing hydrants. Mr. Roux noted that they should notify the Town before doing any flushing. The Board noted that emergency flushing is not included in 5 day rule. Selectperson Bergeron thinks when this can be changed we consider more time to flush – five days does not seem like enough time to do the entire Town.

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Chairperson O'Keefe noted that there was a meeting on August 31 and she didn't sign the minutes because she didn't care for the meeting which she thought was mocking at times. She wants to give Paul Roux a chance to explain the two emails that he sent that Selectperson Bergeron took exception to. Mr. Roux did apologize for the email of August 8 with the spelling errors in it. Selectperson Bergeron doesn't care about the spelling, etc. she thought it was unprofessional and kind of flip. She thinks it sounds smart-alecky and she doesn't understand why when you're here and in town you would send this.

Selectperson Bergeron noted that in 2001 Mr. Bill Douglass was the one who signed the W & C contract and he is the same person Mr. Roux seems to have issues with Don Jutton knowing. Mr. Roux explained that Mr. Douglass left Woodard and Curran.

Chairperson O'Keefe also wanted to give Mr. Roux a chance to explain his position on providing utility bills etc. that the town requested she noted that it appeared that Mr. Roux was unwilling to provide information. P Roux stated that what is customary is to provide kw hours instead of actual bills. Same goes for chemicals. They have worked hard over the years to get the best prices on chemicals. They just let them know how many gallons of chemicals they use. By them providing line item budgets they would be pricing it for the competition. The Town Administrator did note that no one ever asked for a line item budget. Selectperson Bergeron isn't going to debate that with him. They contracted with MRI to run the process.

Selectperson Bergeron asked Mr. Roux how Woodard & Curran got the job in 2006 if they didn't bid. Aquarian bid and their cost was \$100K more than they were paying W & C. The second submittal was on a napkin from Kurt who used to work at the wastewater plant. When the town saw Aquarian's cost the Town asked if Woodard & Curran could just re-negotiate that contract. At that time W & C raised their fee 6 % and it is still less today than Aquarian's bid in 2006.

Selectperson Bergeron was also concerned with Mr. Roux's email of August 9, 2010 with regard to the diligence of the Town Administrator. Mr. Roux's reference to "Please be diligent when recording the meeting minutes..." makes it sound like the Town Administrator usually isn't diligent. She also did not like Mr. Roux telling the Town that Carla Mary will be attending the meeting. She wanted him to remember that the Chairperson sets the agenda for meetings. Mr. Roux noted that he did not mean it in that way, for legal reasons he thought it was important to note in the minutes that Carla Mary was a technical resource not a licensed engineer.

Mr. Roux was upset that Mr. Jutton sat there during the August 31, meeting and said he has never seen anything like this process when Mr. Roux states that they have provided what usually gets provided during RFP processes.

The Board thanked Mr. Roux for attending the meeting and asked if he wanted to stay for the telephone conversation with Toby Fedder from Woodard & Curran.

4:30 p.m. Non Meeting - by phone with Attorney Biron Bedard to discuss legal matters

The Board tabled this item due to time constraints.

5:00 p.m. Telephone meeting with Toby Fedder, Project Manager with Woodard and Curran to discuss timeline for Adams Hill Water Tower project

The Board phoned Toby Fedder, Project Manager with Woodard and Curran, to discuss the status of the Adams Hill Water Tower project.

Toby Fedder recapped that the Notice to Proceed was signed in late August. Mr. Sanborn from Limerick Steeplejacks is mobilizing his forces. They spoke at the beginning of the week. They will have a construction kick off meeting next week. It took a week or a week and a half to get the performance bond. They wrote a rider onto the bonding for the \$45K change order. It appears Limerick Steeplejacks will have 2 -3 weeks of welding work, they've had a discussion about the machinery he'll need. He is in Hooksett NH right now but the rain has held him back a

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little. They will complete the interior liner. The liner has been changed to an equivalent liner that can be applied at 35 degrees. He may not get to exterior this year. They have made a fair amount of progress. May not be able to finish until April of next year.

Selectperson Bergeron asked if we don't get it done this year will that jeopardize any of the work we have completed to date. Mr. Fedder said that actually corrosion and pitting is from the inside. There won't be any degradation of the metal over the winter as long as we can get the liner system done. Once he starts construction they have a verbal agreement under the performance bond.

Chairperson O'Keefe asked if we need to check this over the winter. Mr. Fedder said that they would put some desiccant in the tank. P. Roux made Tobey aware that the valve into that tank won't close all the way. We have to be able to figure out how to stop water flowing into that tank during the construction period.

5:30 p.m. Meet with Wayne Ives from NH Department of Environmental Services regarding the Tobey Reservoir

The Board met with Wayne Ives, Hydrogeologist/Instream Flow Specialist and Ted Diers, Administrator/ Watershed Management Bureau from the NH DES to discuss the Tobey Reservoir. They want to do this without affecting our use of the water supply. He works for the River Management Protection Program. They have been tasked with identifying stream flows necessary for river flows and protect them. We already have a management plan with a conservation plan and a water use plan (includes a component that says in the summer when supply may be low and demand high we notify people that we are concerned about usage – then restrict use if necessary). In our situation our water comes out upstream of where we would normally draw from

Chairperson O'Keefe's quandary is that this is our water supply. Her concern is that we may have to ask our residents to stop using outdoor water. There is an implementation period for this too and people would get a chance to voice their concerns. Selectperson Bergeron noted that we had 296 residents on the water system and we added 191 additional homes, this year in the form of Greenville Estates Mobile Home Park and we haven't really gone through a full year yet.

The Board reviewed the documentation and will take the request under advisement.

6:30 p.m. Non Public Session under RSA 91-A:3, II (a) - Meet with Fire Wards and Fire Chief to review Chief's performance evaluation

Chairperson O'Keefe made a motion to go into Non Public under RSA 91-A:3, II (a) at 6:35 p.m., Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to leave Non Public Session at 7:13 p.m. Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman Blease – yes; Selectperson Bergeron – yes.

The Board of Selectmen and the Fire Wards agreed to meet on February 22, 2012 at 6:30 p.m. to review the Fire Chief's performance evaluation, as prepared by the Fire Wards. The Chief will not need to attend this meeting. The performance review will be delivered to him after it is reviewed with the BOS.

Fire Wards

Fire Ward Charles Buttrick made the Board of Selectmen aware that they are contemplating taking the box alarm system out of the Town. The Fire Department is not convinced that it is worth it to the town. The current pull boxes are part of an old 100 mill volt system. RB Allen is the only one who works on these and they cannot get parts any more. We only have one pull box that is connected to an alarm system and Ed White, the Fire Inspector, is having them take it out. Milford and Peterborough both have alarm divisions in their Fire Departments and the Fire Wards are obtaining pricing on having them do the work to remove the system. The Board suggested

that the Town Administrator talk to the Town Attorney about what we need to do about pull stations.

Water System

Fire Ward Charles Buttrick asked if the Town has accepted the hydrants on Route 31? Yes they were accepted so they can be used by the Fire Department. Have we conducted a flow test? If we have please get it to them.

Woodard & Curran

Fire Ward, Charles Buttrick, asked if Carla Mary is still with W & C? No she is working for Woodard and Curran through a temporary agency but she is not their employee.

Old Business

Update BOS on CDBG grant for High Street slope stabilization process

As the Board knows we have been tentatively approved for the final funding through a Community Development Block Grant. It is not official until it is signed off on by the Governor and Executive Council (G & C). We are currently waiting for the contract for the CDBG to come to us from the Community Development Finance Authority. We will execute the contract and send it back so that it can be placed on the G & C agenda.

There has been a set back on the engineering as well. Because the cost of the engineering exceeds \$100K it must be put out to bid. In addition, Sean Sweeney's company, Headwaters Hydrology (who has prepared the original plan) cannot bid. They've lost their design engineer and no longer have the staff they need to bid on this project. Mr. Sweeney is willing to assist us or a new engineering firm in any way they can.

So we have to start over by putting the engineering out to bid and the Town Administrator will have to find someone to write the bid.

Status of RFP process for Water and Wastewater Operations

Chairperson O'Keefe noted that in the minutes of the meeting from August 31, 2011 (paragraph 4) she had stated that she would not be voting on the contract. Chairperson O'Keefe is rescinding the decision not to vote on the contract because due to recent changes there is no potential conflict.

Review and discuss mobile home agreement with Greenville Estates Tenant's Cooperative with regard to tax deeding and legal input.

The Board reviewed Attorney Bedard's recommendations on the mobile home agreement as revised by Greenville Estates Tenant's Cooperative (GETC) and asked the Town Administrator to prepare a letter to GETC outlining these issues.

New Business

Review & discuss letter from Pilgrim Foods Attorney regarding Water and Wastewater Operations contract

The Board reviewed the letter from Pilgrim Food's attorney, dated September 16, 2011. Chairperson O'Keefe asked the Town Administrator if every letter received is placed on the agenda. The Town Administrator noted that certainly every letter addressed to the three Board members, by name, is placed on the agenda. If the letter was addressed to the Town Administrator or if it needs additional research it might not make the agenda. Both Mr. Jutton and Attorney Bedard were sent a copy of this letter. The Town Attorney did suggest that the Board respond to the letter.

The Board was not interested in responding to this letter. The Town Administrator polled the Board. Chairperson O'Keefe – not interested in responding; Selectman Blease – not interested in responding; Selectperson Bergeron – not interested in responding.

Review, discuss and set dates for budget work sessions with Department Heads

This item was not discussed

Review & discuss letter from Mascenic Regional School District re: dedication & ribbon cutting ceremony

The Board reviewed their invitations from Mascenic Regional School District regarding the dedication and ribbon cutting ceremony. Each member will decide if they can attend and RSVP on their own.

Review and discuss written complaint regarding mobile home and written complaint regarding feline issue on Pleasant Street

The Board reviewed the written complains, as referenced above. They are currently being reviewed by the Building Inspector. The Town Administrator asked the Board if they were willing to let Mr. Gidley remove the mobile home that was in poor condition and the Board still feels strongly that the taxes need to be paid on the mobile home prior to its removal in accordance with RSA 80:2a

Confidential Letter

The Board of Selectmen opened and reviewed a letter marked confidential from a resident. The Board made no decision on this letter and took it under advisement.

Signature Folder

Review, discuss and approve check manifests

The Board reviewed, discussed, approved and signed the check manifests

Review, discuss, approve and sign minutes of September 14, 2011 Selectmen's Meeting

The Board reviewed, discussed, approved and signed the minutes of the September 14, 2011 Selectmen's Meeting

Review, discuss and sign commitments for water and sewer bills for second issue 2011

The Board reviewed, discussed and signed the commitments for water and sewer bills for the second issue 2011

Review, discuss and sign water and sewer abatement

The Board reviewed and approved the abatement for water and sewer

Adjourn

Chairperson O'Keefe made a motion to adjourn the meeting at 7:55 p.m. Selectman Blease seconded. Motion passed 3-0.

Submitted by: Kelley Collins/Town Administrator

Approved by:


Kelle O'Keefe/Chairperson


Scott Blease/Selectman


Brenda Bergeron/Selectperson