

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
October 12, 2011
Meeting Minutes

5:00 p.m. Open Public Meeting

Chairperson O'Keefe opened the public meeting at 5:03 p.m.

In Attendance: Chairperson O'Keefe, Selectperson Bergeron, Selectman Blease joined the meeting at approximately 6:00 p.m.

5:30p.m. Non Public Session under RSA 91-A:3, II (a) – meet with Jan Shultz, Pool Manager, to discuss summer staff performance

Chairperson O'Keefe made a motion to go into Non Public Session at 5:30 p.m. under RSA 91-A:3, II (a). Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Chairperson O'Keefe made a motion to leave Non Public Session at 6:00 p.m. Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectperson Bergeron – yes.

Mrs. Shultz reported that there was some vandalism on tables. They moved them and chained them to the baseball side of fence. She also said that they would have a little more supervision of the concession stand with scheduling, specifically.

Chairman O'Keefe thanked Jan Shultz and asked her to thank Chelsea Lund for a great job during the 2011 Pool Season

Money

TA noted that an additional \$200 was just brought up last week. Jan noted that she made people aware that the money was there, she doesn't understand why the Town Hall is just getting it now. Chairperson O'Keefe asked Jan how the money was handled this year? Jan noted that she would count it and get it all ready and was told to leave it in a folder in the mailbox. The Town Administrator suggests that Jan bring the cash to Town Hall or Town Hall staff pick it up from the pool once a week, more often if there is \$500 or more. She and Jan can both report these transactions to the Committee.

List of suggestions and requests for 2012 season

Jan supplied the BOS with a list of items to be addressed for the 2012 season. These items include maintenance and repair items as well as items suggested by our insurance company. Our drop level lines and anchors are not in the right place. Depth markings need to be painted inside pool on walls in 4" on both sides. Skimmers have been patched and patched. Swim lane markings need to be run all the way along pool and turn needs to be marked on both ends. Skimmer lines were tested. All the skimmers on the right were strong the ones on the left were not as strong. Replace two broken skimmer baskets. Replace (1) broken guard rescue tube. New vacuum poles for both. Ventilation for chemical room – an attic fan would work. Replace (3) broken umbrellas. Per our insurance company we need to raise our lifeguard chair. A lot of our shower valves don't work. Have a plumber come in change valves. Front stone area is built up – trench this. One week try-ons instead of try-outs for swim

team. 2 week lessons 1 week off. Swim team would like more floats. We did get all new ropes this year. Swim team would like to sell goggles and masks at the pool this year. Mary had a bake sale and the BOS sponsored a couple of kids. Would like to conduct pool training for EMS maybe with Souhegan Ambulance

OLD BUSINESS

Update BOS on CDBG grant for High Street Slope stabilization process

We got the documentation required for the CDBG grant in so that we can be placed on the agenda for the 10/26 Governor and Executive Council Meeting. In the meantime, the Town Administrator has prepared a purchase order for Headwaters Hydrology to write the ad and bid documents to put the engineering for the project out to bid.

Status of RFP process for Water and Wastewater Operations – review email from Mr. Jutton

The Board reviewed the email from Mr. Jutton suggesting that the BOS have the (3) evaluators of the bids at a Selectmen's Meeting to answer the Board's questions. In addition, Mr. Jutton asked the Board to approve an additional \$2500 to cover expenses associated with having a panel review and more visits to our site. The Town Administrator reminded the Board that the original budget for this project bid was \$6000 and we had agreed to \$3000, so even with this increase we are still under budget at \$5,500.

Chairperson O'Keefe made a motion to authorize an additional expenditure of \$2500 with the total project not to exceed \$5,500. Selectman Blease seconded. Motion passed 3-0. Chairperson O'Keefe would like Mr. Jutton to be more specific about how these funds are to be spent.

November Selectmen's Meetings

The Town Administrator asked the Board for dates for November meetings since the 4th Wednesday of the month is the Wednesday night before Thanksgiving and she assumes they will not meet that evening. The Board will meet November 9 and November 16, 2011. The Board will hold the meeting with evaluators of the Water and Wastewater Operations RFP at 7:00 p.m. on either November 9th or November 16th.

Set dates for 2012 Budget Worksessions

The Board would like to meet with the Road Agent to discuss the 2012 proposed Highway Department Budget and will also cover some of the Town Administrator is responsible for i.e. Executive, Legal, General Government Buildings, Welfare, Health Agencies, etc.

Review and discuss setting up an escrow account for Woodard & Curran's review of Hemlock Hills project

The Town Administrator noted that Chad Brannon from Fieldstone has been in contact with her to get additional information on what the town will allow for sewer hookups for the Hemlock Hills project. The Town Administrator would like to get an estimate from Woodard & Curran on what they think it will cost to review Chad's design for Hemlock Hills. We will then collect the funds and have Woodard & Curran to the work and pay for it with the escrow account we set up for Hemlock Hills. Chairperson O'Keefe and Selectman Blease are fine with setting up an escrow account, Selectperson Bergeron is not in favor of this.

Review & discuss Animal Control Officer position

The Town Administrator did not write an advertisement for this because we did not have a job description. The Board reviewed the job description as presented by the Town Administrator and

approved its use. Chairperson O'Keefe explained that Police Chief McTague would like to use a person who does animal rescue in Temple act as Animal Control Officer during the day for both communities and then Greg Eastman has expressed interest in acting as Animal Control Officer for both towns at night. Chairperson O'Keefe would like to advertise the opening for Greenville. The Board agreed. The Town Administrator will draft an ad for the next meeting

Review, discuss and set the tax rate for 2011

The Board reviewed the spreadsheet that the Town Administrator presented from the Department of Revenue Administration (DRA). The Board specifically reviewed the affect of using unreserved fund balance in the amounts of 0, \$50K, \$75K and \$100K on the tax rate.

Selectperson Bergeron made a motion to use \$100K of unreserved fund balance to offset the tax rate for 2011 and authorized Chairperson O'Keefe to sign DRA form.

The 2011 tax rate will be \$20.59 with the Town's portion of \$11.30. This amount will still need to be certified by the DRA before it is formalized. The Town Administrator will let the BOS know when it's final.

Letter from citizen

Marshall Buttrick sent a letter to the Town Administrator thanking her for work on High Street project. Chairperson O'Keefe read the letter.

White Street

Selectman Blease would like the Town Administrator to check on the bill for the house on White Street. They were invoiced for ½ of the repairs to the wastewater line plus interest in February 2011 and threatened by letter in March 2011 with shut off of service.

Town Administrator out of the office

The Town Administrator noted that she would be out of the office for work related training or workshops on the following days:

10/20/2011 (Thursday) from 11 – 2 in Concord for Welfare Officers Meeting
11/2/2011 (Wednesday) from 8:30 – 11:30 in Keene for PSNH winter shut off meeting
11/10/2011 (Thursday) from 9:30 – 4:00 in Concord for CDBG admin training
11/15/2011 (Tuesday) 4 – 5 hours in the office EPA audit of ARRA Clarifier project

Adjourn

The Board adjourned the meeting at 6:51 p.m.

Submitted by, Kelley Collins/Town Administrator
Approved by:


Kelle O'Keefe
Scott Blease
Brenda Bergeron

Administrator

From: Don Jutton [djutton@municipalresources.com]
Sent: Friday, September 30, 2011 9:22 AM
To: administrator@greenvillenh.org
Subject: Expansion of the RFP Process

Kelly – after conducting the pre-proposal meeting with the assistance of Rodney Bartlett, the Public Works Director from Peterborough, it occurs to me that you and the Board of Selectmen might really benefit from having Rodney and the other reviewers participate in the interview and selection process as well as assist with developing the next service contract.

Given the potential complications created by the letter from Pilgrim Foods Attorney, the fact that Woodard & Curran has questioned my objectivity and their requested the to the Board of Selectmen to disqualify Utility Partners LLC from the process, I believe that the involvement and counsel from the 3 reviewers would prove to be invaluable to the Board and would add a level of credibility that would discourage challenge of an award and give the community a high degree of confidence in the selection process.

Rodney Bartlett has been a Public Works Director for more than 25 years and has been responsible to direct the management and operations of public water and sewer systems in all of the communities where he has worked (Derry, Salem & Peterborough)

John Mclean has been the City Manager in Keene for more than 10 years and has been a public manager for more than 25 years – he has extensive knowledge and experience with overseeing municipal water and sewer systems as well as contracting for municipal services.

Wallace Stickney is a professional sanitary engineer who has been a Town Engineer, has worked in environmental regulation for EPA, has served a Commissioner of NHDOT and served as the Director of FEMA under President George HW Bush. His career has spanned more than 50 years and his experiences and responsibilities have provided a wealth of experience in dealing with complicated and complex decision making.

I have already secured the services of these 3 individuals to review the proposal under the terms of our original agreement which is for a total of \$3000; our costs have already exceeded that amount given the issues and complications that have already occurred and while I do not expect to be compensated beyond that amount for the services described in our agreement, I cannot provide the assistance with interviews, selection and contract negotiations and development unless the Board is prepared to amend our agreement and commit an additional \$2500 (bringing the total fee to \$5500).

I would be happy to arrange a conference call to discuss my thinking in this regard if the Board is interested in this exploring approach.

Regards

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Dedicated to Community Sustainability & Responsive Local Government

There's so much good in the worst of us, and
So much bad in the best of us,
That it hardly behooves any of us,
To criticize the rest of us!