

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
November 16, 2011
Minutes**

5:30 p.m. Open Meeting

Chairperson O'Keefe made a motion to open the Selectmen's Meeting at 5:30 p.m.
Selectperson Bergeron seconded. Motion passed 3-0

**Non Public Session under RSA 91-A:3, II (b) to interview a candidate for
Animal Control Officer**

Chairperson O'Keefe made a motion to go into Non Public Session at 5:30 p.m.
Selectperson Bergeron seconded. Roll Call Vote: Chairperson O'Keefe – yes;
Selectman Blease – yes; Selectperson Bergeron – yes.

Selectperson Bergeron made a motion to offer Alexander Edgar the position of ACO,
for the Town of Greenville, answering to the BOS at \$20/hour all inclusive (mileage/cell)
with one hour minimum and conditioned on satisfactory background check. Chairperson
O'Keefe seconded. Vote: 3-0.

Chairperson O'Keefe made a motion to leave Non Public session at 5:48 pm.
Selectman Blease seconded. Roll Call Vote: Chairperson O'Keefe – yes; Selectman
Blease – yes; Selectperson Bergeron – yes.

6:00 p.m. Meet with Town Clerk/Tax Collector, Kathleen Valliere to:

Review proposed 2012 budget(s)

Chairperson O'Keefe called Town Clerk/Tax Collector's Office and was told
she just stepped out for lunch.

**7:00 Meet with Don Jutton from Municipal Resources, Inc. to review RCPs
for Water and Wastewater Operations contract. Evaluators, Wallace
Stickney, John McLean, and Rodney Bartlett will be in attendance. Mr.
Stickney will facilitate this portion of the meeting.**

The Board met with members of the committee they chose to evaluate the proposals
for Water and Wastewater Contract Operations. John MacLean, City Manager for
Keene, NH and Rodney Bartlett, Public Works Director for Peterborough.

Don Jutton introduced the evaluators, Wallace Stickney, former Commissioner of
Transportation is a Sanitary Engineer, was FEMA director under the first George Bush,
was unable to attend due to a family medical issue.

Rodney Bartlett – process started with Request for Qualifications (RFQ), a tour of the
facility, we received (2) submission. One submission was from Utility Partners and one
submission was from the Town's current vendor, Woodard and Curran. Joe Geary
worked for Rodney Bartlett for (4) years in Salem. The evaluators spent quite a bit of
time with Utility Partners' proposals - they did some extra work with them regarding cold
weather operations. Provided more specific information regarding their recommended
operators. Did a reference check with customers in the north for both submissions.

Looked at both firms as being qualified, responsible bidders. W & C is working for
Rodney in Peterborough. He has not dealt with Utility Partners before. W & C has also
worked for the City of Keene and done good work.

Board of Selectmen Questions:

Chairperson Kelle O'Keefe – Utility Partners only have 2 water treatment grade 2s?
Thought you need an experienced grade 3 operator? There is an organizational chart

and they would be working temporarily under another operators' grade 3 license in the interim. Chuck Terry will be on site. Is that unusual? No they don't have to be on-site but they are responsible, under their license.

W & C – proposal is different than what they are currently providing the Town. Water Operator, Wastewater Operator and a Project Manager 8 hours per week as opposed to 40 hours per week. Core Staffing to meet compliance and everyday operations. Providing a dedicated water treatment operator, dedicated lead or operator for WW and a person to work for both and move Carla Mary's former position and have Joe Geary and Paul Roux provide those services behind the scenes.

Typically there are people doing station checks 7 days per week. Technically operators won't be on call the technicians will be.

Audience Questions:

Do you have any idea how long it will take to get a class 3 license. The next round of exams may be in December. Exams are offered quarterly.

Chairperson O'Keefe – Utility Partners hires temporary staffing rather than permanent. Is this common? It is not uncommon.

Residents – what is the term of the contract? Whatever the BOS wants it to be.

Residents – have either of these companies handled natural disasters? Paul Roux from Woodard and Curran answered that there are 300 man hours of technical support all factored into fee, factored into overhead is Paul Roux and Geary's time. During the ice storm they didn't think about thresholds they just wanted to get the water and sewer back up and running and agreed to work with the town to develop FEMA claims and insurance claims. Rodney Bartlett noted that both companies have to develop Emergency Operations plans.

Mr. Douglas from Utility Partners was in CA and intended to be here but one of his flights was cancelled.

Resident asked if the BOS decision was going to be based on recommendations or cost. Chairman O'Keefe noted both.

Paul Roux asked what the recommendation was? Rodney Bartlett noted that both companies were deemed qualified and responsible but with all other things being equal the panel's recommendation was to enter into preliminary talks with Utility Partners.

Chairperson O'Keefe made a motion to take this under advisement and schedule a meeting to discuss this further. Selectman Blease seconded. Motion passed 3-0.

Agenda for the next regular meeting on December 14, 2011.

High Street update – The Town Administrator noted that the engineering ad for a Request for Proposals (RFP) for engineering services, is still being reviewed by our Rep from the Community Development Finance Authority (CDFA) for compliance with the CDBG grant requirements.

Selectperson Bergeron made a motion to adopt the Financial Management Plan for the CDBG for the High Street Slope Stabilization. Selectman Blease seconded. Motion passed 3-0.

Anoxic Flow Meter for Wastewater Treatment Plant

Chairperson O'Keefe made a motion to replace the magnetic flow meter because it is allowing excess chemicals into the system – not only could we violate but excessive chemicals could burn people. Selectman Blease seconded. Selectperson Bergeron wanted it on the record that this is the first that the BOS has heard of it and the Board wants an explanation of how long, what the process does, what do you think caused it, etc. by this Friday. Vote: 3-0.

Selectmen's Meeting Minutes
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Paul has reached out to A & D Instruments' president to have a discussion. That flow meter measures the flow coming off both filters as it goes into clear well. It measures how much chemical for chlorine. Right now we are running it off the raw water pump side. We are not getting the optimum chemical rates. It is vital. The trip report was written by Tom McPherson and his notes say he sprayed WD 40 on that. Paul recommends replacing this now and dealing with the president. The estimated cost is \$8K-\$10K and it will take 8-10 weeks to come in.

Town Clerk/Tax Collector Budget

The Board would like to meet with the Town Clerk/Tax Collector on 11/30/2011 as the first appointment, to review her budget(s)

Adjournment

The Board adjourned the meeting at 8:00 p.m.

Submitted by: Kelley A. Collins/Town Administrator

Approved by:


Kelle O'Keefe/Chairperson
Scott Blease/Selectman
Brenda Bergeron/Selectperson