

TOWN OF GREENVILLE
BOARD OF SELECTMEN
Wednesday, December 28, 2011
PUBLIC MINUTES

In Attendance:

Board members: Kelle O'Keefe, Scott Blease, Brenda Bergeron

Others: Town Attorney Byron Bedard; Utility Partners representatives: Bill Douglas, Chuck Terry, Randy Loupa; Tom Barrett/resident

7:00 pm Opened meeting

K. O'Keefe made a motion to open the meeting at 7:00 pm. seconded by B. Bergeron. All in favor.

B. Bergeron gave a brief explanation regarding the whole process of choosing a company to run water and wastewater plants since the contract with Woodard and Curran will expire the end of 2011. In April of 2011, the Town contacted MRI (Municipal Resources, Inc) to help prepare the bid documents for water and wastewater operations. The Board of Selectmen signed the contract with MRI to provide the service of preparing the RFP (Request for Proposal). There were ten companies interested, but only three met the qualifications; Woodard and Curran, Utility Partners, and White Water. White Water withdrew their interest, leaving only two companies submitting a response to the RFP. Don Jutton, President of MRI formed a Committee to review the RFPs: Wallace Stickney, Professional Engineer and former NH Commissioner of Transportation also former Director of FEMA; John McLean, City Manager for Keene who responsible for Water and Wastewater Operations and Rodney Bartlett, Public Works Director for Peterborough. The Committee noted both companies were deemed qualified and responsible. Utility Partners bid was about \$24,000 to \$25,000 less than Woodard and Curran, and this company agreed to hold the price for two years. Woodard and Curran operated the plants for ten years but the Committee recommended Utility Partners to operate the plants. After further consideration, on December 21th, 2011 the Board of Selectmen; Town Administrator, Kelley Collins; Attorney B. Bedard, and representatives from Utility Partners: Bill Douglas and Chuck Terry, met to review and discuss the draft contract. After some revisions, the final draft contract was accepted by both the Board of Selectmen and Utility Partners. This is a five year contract which may be terminated by either party for any or no reason by giving ninety (90) days written notice to the other party.

K. O'Keefe made a motion to award Utility Partners a contract to operate the Water and Wastewater Facility. B. Bergeron seconded. Vote 3-0.

B. Bergeron made a motion to enter a Contract Operations and Maintenance Agreement and to authorize K. O'Keefe to sign the contract with Utility Partners. Scott seconded. Vote 3-0.

K. O'Keefe and B Douglas signed the final Contract Operations and Maintenance Agreement to operate Water and Wastewater Plants, and Attorney B. Bedard notarized it. A copy of the contract will be filed with the Town Clerk.

B. Douglas thanked the Board of Selectmen and Attorney Bedard, and he expressed his opinion that the Board of Selectmen and Attorney Bedard were very thorough with the whole process before signing the contract, and that the taxpayers should appreciate that effort.

B. Douglas introduced R. Loupa as the Project Manager for Utility Partners to run Water and Wastewater Operation in Greenville. B. Douglas mentioned that Utility Partners has a strong staff. On Friday, December 30th, at 12 noon, they will work jointly with the representatives from Woodard and Curran in the transition process, and he believed it will be a satisfying transition. B. Douglas asked the Board's permission to have R. Loupa visit the plants Thursday and Friday to observe the operation. The Board has no problem. K. O'Keefe mentioned that Lew would be on vacation and John would be the only one working.

B. Bergeron thanked Attorney B. Bedard for making the process easier. The wording substitution on the contract made for easier understanding.

B. Bergeron made a motion to conclude the meeting at 7:25 pm, seconded by K. O'Keefe, all in favor.

New Business

The Board reviewed and discussed setting a date for a work session with Woodard and Curran to review options for meeting requirements of EPA Administrative Order by 2014. The Board agreed to schedule the meeting at the next Selectmen's meeting, January 11th, 2012.

Old Business

Review and discuss status of High Street Project.

E. FitzGerald explained the need to change the Request for Proposal (RFP) to Request for Qualification (RFQ) to meet requirements of CDBG. Sean Sweeney from FEMA will do this for \$150. The Board agreed.

Review and discuss Pilgrim Food's request to increase flow.

E. FitzGerald reported to the Board that the Town Administrator had not been able to contact Attorney G. Sargent for more information regarding this case.

Review and discuss Selectmen's submission to Town Report.

K. O'Keefe asked when the Town Report has to be submitted to the Town Office. E. FitzGerald said January 10th, 2012 is the due date. K. O'Keefe reminded the rest of Board members about the submission.

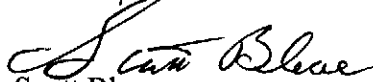
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- The Board reviewed, approved, and signed the check manifests.
- The Board reviewed, approved, and signed December 14, 2011 Selectmen's meeting minutes.

K. O'Keefe made a motion to adjourn the meeting at 7:39 pm, seconded by S. Blease, motion passed.

Approved by:
Board of Selectmen,


Kelle O'Keefe, Chair


Scott Blease

Brenda Bergeron

Minutes taken by Elisa FitzGerald