

**Town of Greenville  
Board of Selectmen**

**Minutes – August 23, 2023**

Call to order at 3:30 p.m. in the Town Hall Meeting Room, 46 Main Street, Greenville. Present: Chairperson Carla Mary, Selectmen Douglas Reardon and Margaret Bickford, and Town Administrator Tara Sousa.

**Old Business**

**Purchase & Sale Agreement for Map 3 Lot 2-6**

The Selectmen met with Attorney Charles Moser and his clients, Matthew and Richard Franks, regarding the draft purchase and sale agreement for Map 3 Lot 2-6 (duck pond lot). The Selectmen reviewed their written request to consider revisions to the proposed deed restrictions to allow for a concrete pad (for equipment storage), and drainage improvements to the site. Selectmen Reardon expressed that he would like to review the proposed alterations on-site, in his capacity as Building Inspector. The other Selectmen were agreeable to the requested accommodations if Selectmen Reardon was satisfied through his inspection of the property.

**Motion by Selectwoman Bickford, 2<sup>nd</sup> by Chairperson Mary, to accept the purchase and sales agreement for Map 3 Lot 2-6 pending revisions to allow a concrete pad and drainage work, and to authorize Chairperson Mary to sign the agreement.**

**Motion carried with 3 in favor, none opposed.**

**New Business**

**Meet with Whitewater Representatives Dan Wojcik, Steve Donovan, and Eric Smith**

The Selectmen reviewed the Monthly Operating Reports for June and July, and a quote for recommended work and upgrades from Ell. Eric Smith discussed that staffing has been the greatest challenge in taking on the project, but they now feel they have a solid, qualified staff in place with a good mindset. Chairperson Mary questioned the licenses held and the breakdown of staff at the different facilities. Mr. Smith reviewed the NH licenses held by Phil Ryan (WW), Dan Wojcik (Water), and Brian Leblanc (WW), and the MA licenses eligible for reciprocity, which they are pursuing, for Tim Siart and Chris Allen. He and Mr. Wojcik discussed that all staff work at both facilities and utilize a team approach. Chairperson Mary asked the Town Administrator how the staffing cost is broken down in the budget, and she explained that regular staffing is broken down 55% wastewater, 45% water, and overtime is broken down 50/50, unless attributable to a specific event. The Town Administrator questioned if the covering staff would be transitioned to permanent for the facility, and billed at a rate closer to the budgeted rate for the former primary operator, expressing concern about the contract operations budget if 2 operators continue to be billed at a premium rate. Mr. Donovan indicated that at last review, the cost were tracking close to the original budget. The Town Administrator theorized that that was likely due to savings from limited hours worked by some staffers in the early days of the contract. Mr. Donovan said he would review the matter. Chairperson Mary discussed the Town's desire to enter into a longer-term contract, suggesting a 3-year term. All Selectmen were in agreement that they would prefer to continue with a labor-only contract.

Mr. Smith discussed Whitewater's focus on compliance and safety, planned work at the Water Treatment Plant, and needed rehabilitation or replacement of the secondary clarifiers and aeration tanks at the Wastewater Plant. Mr. Smith indicated the preliminary price tag for that work is 1.5 million. Chairperson Mary questioned if DES was going to require the backup clarifiers to be brought back online, or if that was merely a recommendation. Mr. Wojcik expressed that nothing is being forced at this time, but DES will be monitoring progress and ultimately wants to see functioning back-up systems. The Selectmen agreed to engage Underwood Engineering with an ESR to look at options for the clarifier rehab and aeration tank work. Chairperson Mary requested that Whitewater provide a quote for the necessary work on the baffles in the contact chamber. Mr. Donovan indicated they would work on a proposed contract for the Board's consideration. Chairperson Mary thanked all for their efforts and expressed that the Town looks forward to a continued relationship. The Whitewater representatives thanked the Board and departed. Selectman Reardon noted that the exterior soffit at the water plant still required repair.

#### **Underwood Contract Amendment**

The Town Administrator explained that the proposed amendment is to fund the environmental reviewed required for the congressionally directed spending award. The review had not been required for the CWSRF grant, and therefore was not anticipated.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the chemical feed building design contract amendment by Underwood Engineering in the amount of \$5,100.**

**Motion carried with 3 in favor, none opposed.**

#### **Heating Oil Bids**

The Selectmen reviewed heating oil bids for the 2023-2024 heating season. The Town Administrator noted the lowest bid did not have an option for downside protection.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectwoman Bickford, to accept the bid by Fraticelli Oil in the amount of \$22,642.50 for 7,500 gallons.**

**Motion carried with 3 in favor, none opposed.**

#### **Miscellaneous**

The Board requested an update on the status of outstanding water & sewer amounts for a commercial account.

Selectmen Reardon relayed that a member of the Vautour family had suggested that the Boston Post Cane could be officially awarded to Annie Vautour at their upcoming reunion, as Mrs. Vautour would be making a brief appearance at the event. The Selectmen authorized the Town Administrator to obtain a replica cane, and Selectman Reardon volunteered to present it on behalf of the Board.

#### **Signature Folder**

##### **The Selectmen:**

- Reviewed, discussed, and approved minutes of the August 9, 2023 meeting.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.

**Motion by Chairperson Mary, 2<sup>nd</sup> by Selectman Reardon, to adjourn at 4:38 p.m.**

**Motion carried with 3 in favor, none opposed.**

Submitted by: Tara Sousa/Town Administrator  
Approved by:

---

Carla C. Mary/Chairperson



---

Douglas A. Reardon/Selectman



---

Margaret Bickford/Selectwoman