

**Town of Greenville
Board of Selectmen**

Minutes – November 8, 2023

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

Meet with Whitewater, Inc. Re: Contract Extension

The Selectmen met with Steve Donovan, Eric Smith, and Dan Wojcik of Whitewater Inc., to discuss the proposed contract extension for operation of the Town's Water and Wastewater facilities. Mr. Wojcik discussed the current staffing, with himself as manager, and 3 consistent full-time on-site operators, all licensed in NH or MA. The Town Administrator discussed her continued concern that the Town is paying a premium rate for staffers who seem to be permanent replacements for the originally anticipated staff held-over from H2O Innovations. Mr. Donovan discussed the experience level of the current staffers, and explained that the new contract would be based on their actual rates. He also discussed that 200 hours of overtime was built into the new annual cost to provide for standard weekend coverage. Chairperson Mary discussed concerns about the scope of services, as some repairs and such which had been considered part of routine operations under the 2 prior contract operators were being considered additional services under Whitewater. The Town Administrator echoed that concern for items such as the Consumer Confidence Report (CCR) and pursuit of grants. Mr. Donovan indicated that the CCR would only be an additional cost if the Town wanted Whitewater to distribute it. He discussed that the Town would need to be the applicant for any grants. Chairperson Mary noted that there needed to be a minimum of 90 days' notice for termination of the contract.

Chairperson Mary discussed the financial challenges of the Town, due to its limited customer base and other factors. The need to secure funding for the intermediate pump station repairs was discussed as an example of limited funding and reserves. Chairperson Mary discussed that the Town would need to have the contract reviewed by Town Counsel, and questioned when Whitewater wanted to have the agreement finalized. Mr. Donovan indicated that ideally, the contract would be signed before the first of the year. Both parties expressed optimism about the continued relationship.

Chairperson Mary questioned if the anoxic zone recycling issue had been resolved, and Mr. Smith indicated it had not. Chairperson Mary suggested a submersible pump as an effective temporary solution. The Selectmen thanked the men for their time, and indicated they would be in contact after the legal review was completed.

Meet with Road Agent Re: 2024 Budget and Potential Warrant Articles

The Selectmen met with Road Agent Scott Leard to review the Highway Administration and Streets budgets. The Town Administrator noted that the proposed salary line reflects a 5% increase, as it was developed prior to the Board's recommendation of a 3.5% cost-of-living adjustment. Mr. Leard discussed the proposed increase under temporary help, as his recommendation to hire a year-round part-time person to assist with larger projects like culverts during good weather times, and as an additional plow driver in the winter. The Town Administrator relayed that, in addition to increasing

productivity, the transfer of institutional knowledge in advance of more-senior staff retirements would be another goal with this entry-level position. Chairperson Mary expressed reservations about such an increase in the budget, given the known impending increases (such as benefits), and wanted to see the full budget before considering such a change.

The Selectmen reviewed a narrative of the proposed paving, culverts, and other projects to be done in the next couple of years. Mr. Leard advocated for an investment above the annual highway maintenance budget and available block grant to preserve the existing pavement, and reduce costs in the future. Selectwoman Bickford asked if there is a document that guides the recommended paving schedule. Mr. Leard discussed the recent road surface management audit, which produced such a document, and indicated it is a good decision-making tool to be utilized along with local knowledge and experience. Both Selectmen requested that the narrative be reduced to a bullet-point style to make it easier to understand the full scope of the recommended projects. Mr. Leard indicated he would provide a bullet-pointed list.

The Town Administrator discussed the substantial amount of Road Agent hours worked which are exempt from overtime, and Chairperson Mary indicated a willingness to consider a salary increase beyond the standard percentage.

Old Business

Avitar 5-year Assessing Agreement

The Selectmen discussed Avitar's proposed assessing contract, expressing that the increased cost from the prior contract for the new 5-year term was reasonable.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to accept the 5-year Contract Assessing, Cycled Inspection & Update Contract with Avitar Associates of N.E., Inc., at a total cost of \$132,312. Motion carried with 2 in favor, none opposed.

New Business

2024 Budgets: Building Inspector, Planning/Zoning, Library

The Selectmen reviewed the proposed 2024 budgets for Building Inspector, Planning/Zoning, and Library. There were no questions or concerns.

Water/Sewer Abatements

The Town Administrator discussed her recommendation that fees and interest be abated for a 2020 water invoice which had a lien executed without proper notification.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to abate all interest and fees from the 2020 Lien for Map 1 Lot 48 (current fees/interest totaling \$734.11). Customer to pay only original invoice amount of \$1,726.08.

Motion carried with 2 in favor, none opposed.

The Selectmen reviewed a request for sewer abate from Map 5 Lot 66 related to filling of a pool. The pool volume was estimated at 4,400 gallons.

Motion by Chairperson Mary, 2nd by Selectwoman Bickford, to abate 2023 Sewer for Map 5 Lot 66 in the amount of \$101.20.

Motion carried with 2 in favor, none opposed.

Letter from Underwood Re: Rt 31 Water Main Acceptance

The Selectmen reviewed a letter from Underwood Engineers regarding the completion of punch list items related to the Greater Waste Water Main Extension, indicating that the applicant may now petition the Town to accept the main extension as Town utility. The Town Administrator confirmed that no action was required at this time.

Miscellaneous

The Selectmen discussed the upcoming meeting schedule, agreeing to set the upcoming public hearings at 6:00 p.m., with the regular business meetings being at held at 5:00 p.m.

Signature Folder

The Selectmen:

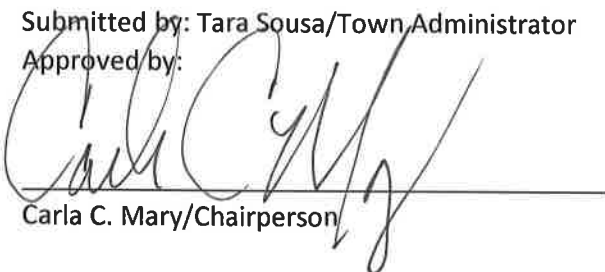
- Reviewed, discussed, and approved minutes of the October 11, 2023 and October 25, 2023 meetings.
- Reviewed, discussed, and approved check manifests for accounts payable and payroll.
- Reviewed, discussed, and approved Purchase Orders: Highway.

Motion by Selectman Reardon, 2nd by Selectwoman Bickford, to adjourn at 5:04 p.m.

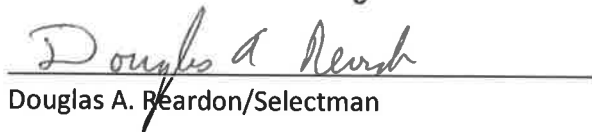
Motion carried with 2 in favor, none opposed.

Submitted by: Tara Sousa/Town Administrator

Approved by:

A handwritten signature in dark ink, appearing to read 'Carla C. Mary', is written over a horizontal line.

Carla C. Mary/Chairperson

A handwritten signature in dark ink, appearing to read 'Douglas A. Reardon', is written over a horizontal line.

Douglas A. Reardon/Selectman

Margaret Bickford/Selectwoman