

Selectboard Minutes 09/24/2014

Minutes

Town of Greenfield

Greenfield Town Offices, 7 Sawmill Road Greenfield, NH

Selectboard's Meeting Minutes

Monday, September 24, 2014 – 4:30 PM

Selectboard: Chairwoman Debra Davidson, Selectwoman Karen Day,
Selectwoman Margaret Charig Bliss

Staff: Administrator Patt, Office Manager Catherine Shaw, Mark
Stetson of Avitar

Public: John Hopkins, Matt Philips

The meeting was called to order at 4:30 PM by Chairwoman Davidson.

Documents for Approval/Review/Signature

The Selectboard reviewed and/or signed the following items:

- § A/P Invoices
- § A/P Checks
- § Wastewater Checks
- § Payroll
- § Timber Tax – R7-27-1,2,3& 27-1-1
- § Current Use Change Tax – R5-22-2
- § Abatement – NH Financing Authority – Tax Exempt
- § Meeting House Rental Oct. 25th – Wedding
- § DPW October Plan & Week of Sept. 15-19th report
- § MS-1 – Summ. of Inventory Valuation – Updated 2014
Reval.
- § Greenfield Fire Department Primex Risk Management
Audit
- § Greenfield Volunteer & Employee – Workbook Review
- § Response to Resident Letter (Al Burt)
- § Selectboard Code of Conduct – 2008 version

Chairwoman Davidson opened the meeting at 4:30pm.

4:30 PM: Mark Stetson, Avitar Associates

At 4:30 Mark Stetson, Senior Appraiser for Avitar Associates came before the Selectboard. Mr. Stetson brought a copy of the Assessment Valuation Manual used by Avitar during the Town's 2014 Revaluation (RSA 75:8-a). The Board reviewed the Department of Revenue MS-1 Inventory of Valuation form, which itemizes the property values as a whole in Greenfield at the conclusion of the revaluation. The total property value of Greenfield in 2013 he thought was approximately \$155M and after revaluation in 2014 the total property value is now just under \$133M. Mr. Stetson indicated that the percentage difference in valuation that he calculated from the actual data is approximately 14.8% less than the previous year. These values do not reflect the value of the utilities.

The Board discussed the MS-1 and noted that surveys performed during the year had contributed to adjustment of about -9 (minus nine) acres in the overall number of acres. Other information such as the number of acres in current use was discussed. Mr. Stetson outlined the results of

the interview sessions that were held. There were 17 meetings (on-site and telephone) that were held with residents that had questions or concerns about their assessed values. Lastly, the contract with Avitar was discussed. Mr. Stetson noted that Avitar had been the Town's assessor for nearly 19 years. He asked whether the Selectboard was interested in a contract renewal or whether the Town would be going out to bid. The Selectboard discussed this briefly and indicated that they intend to bid the contract. Catherine Shaw said that it was expensive and the last time the contract went out for bid Avitar was the only respondent. The Chair concurred and the question of why other companies were not interested in small towns was asked. Mr. Stetson did not have an answer but said that Avitar was very interested in continuing the relationship with Greenfield and that he enjoyed working with the staff at the Town Office.

The Chair thanked Mr. Stetson for his hard work and professionalism on the revaluation.

5:00 PM: Documents for Review and Approval

The Selectboard reviewed and signed the AP checks, AP invoices, Payroll and Wastewater Account checks. The three items tabled during Monday's meeting with the Roads Commission were completed. These included a Timber Tax document (R7-27-1,2,3& 27-1-1), Current Use Change Tax (R5-22-2), and an abatement for NH Finance Authority Tax Exempt property. The Selectboard reviewed and made a minor change to their letter to a resident. The Board signed a Meeting House Rental Agreement for a wedding. The Board requested the Administrator to see if Myron Steere could attend their next meeting re: follow up on the Roads Commission meeting with the Board on 9/22. The Administrator provided a binder for compiling volunteer and employee related employment rules; this includes RSAs, insurance data, and Department of Labor mandates. The Administrator recommended that the Town purchase the Labor and Employment in NH: Guide to Employment Laws, Regulations, and Practices as reference material for the Town Office. The cost is approx. \$200.00.

Selectwoman Day opened a discussion about appointments. The Chair indicated that there are several openings on Greenfield Boards, and positions filled where the appointments are expired according to the most recent Town Officials and Committees 2014 list. A discussion of how appointments are made was held. After a short discussion the Board agreed that one of the issues that makes the process difficult is that there have been appointees that do not get sworn in by the Town Clerk; therefore the paperwork is incomplete. To remedy this **Selectwoman Day motioned that appointments shall be valid as open for 30 days and (if not completed through a swearing-in) they shall expire after the 30 day period. Selectwoman Charig Bliss seconded the motion and on a vote of 3-0 the motion passed.** The Board asked the Administrator to advise the Town Clerk of this vote and to ask the Moderator to adopt the same policy.

The Board tabled the remaining items until after the 6:15 PM meeting.

6:15 PM: Greenfield Trails Association

At 6:15 John Hopkins and Matt Philips came before the Board and provided a handout that highlighted the achievement of the Hampshire 100 as part of the National Ultra Endurance Race Series (NUE). Mr. Hopkins said that most of Greenfield probably doesn't know that the Hampshire 100 Mountain Bike Race has grown into one of the sports destination events. He said that it is considered a world class event with world class athletes; people from all over the country train all year and then come to Greenfield, camp in the State Park and race on the GTA

trails. He said that not many people in town realize how significant the event has become. There are 400-500 racers every year, plus their families; spouses, wives and the spectators. The event itself takes approximately 700 man hours to set up. The event has been held for 8 years running. Emergency personnel such as police, fire, and medical attend and are compensated as required.

Mr. Hopkins explained to the Board that are some changes in the venue going forward. Due to the amount of time the event requires and the number of people involved, the original coordinators are taking a step back due to the complexity. Mr. Hopkins explained that as they refocus there is an opportunity to tie the event into the local community on a deeper level. There will be more opportunity for local groups to be involved. Mr. Philips explained that they wanted to raise awareness of the event in town and that their first stop is with the Selectboard. Mr. Philips explained the background of the event in the context of some of the other organizations involved. The Greenfield Trails Association (GTA) uses Class VI roads as well as some of the trails and provides a list of the insured parties and landowners on their certificate of insurance. They receive permission for any use of trails through private property. The intention of contacting the Town is to look at other ways that the GTA and Hampshire 100 can integrate with the town. The Board discussed several ideas with the Mr. Hopkins and Mr. Philips; including use of the Meeting House, use of the Library, bringing part of the program down into the center of town, and how the event's destination status could be part of the town's identity if people were to embrace the event on a deeper level.

The Board thanked Mr. Hopkins and Mr. Philips and said that they were very interested and supportive of the Hampshire 100 and hoped that their next event was a success.

Documents for Review and Approval Contd.

The Board discussed the upcoming Planning Charrette briefly. There was a discussion about the Meeting House and what things could be done as part of the Charrette discovery process. It was reported that Katherine Heck, the Town Treasurer had expressed an interest in the potential of having the Town upgrade the kitchen facilities; upstairs and down. There was a brief discussion of the Charrette meeting schedule.

The Board reviewed the Primex Risk Management Audit and Action Plan document. The Board asked the Administrator to schedule a meeting with Primex Risk Management Consultant Phil St. Cyr in order to have a discussion about the audit and items on the action plan document.

Selectwoman Day was present during a recent training at the Fire Station. The training involved a smoke trailer in which firefighters are exposed to fire and smoke inside a controlled environment in order to simulate a live event. Selectwoman Day said that the training was very professional and that the provider had a safety officer on hand.

Adjournment

On a motion by the Chair, and a second by Selectwoman Day, the Board voted to adjourn. The motion carried 3-0. The meeting adjourned at 7:00 PM.

The minutes are final when approved and signed by the Selectboard. A signed copy is on file in the Selectboard's office.

Chair, Debra Davidson Karen Day, Selectwoman
Margaret Charig Bliss, Selectwoman