

Selectboard Minutes 12/15/2015

Minutes

Town of Greenfield

Greenfield Town Offices, 7 Sawmill Road

Greenfield, NH

Selectboard's Work Session Minutes

Tuesday, Dec. 15, 2015 – 5:00 PM

Selectboard: Chairwoman Karen Day, Selectman Stephen Atherton Jr., Selectwoman Margaret Charig Bliss,

Staff: Administrator Patt, DPW Buildings and Grounds Manager Patrick Greene, Building Inspector Michael Borden

Public:

The meeting was called to order at 5:00 PM by Chair Karen Day.

Documents for Review/Approval

- Letter to DRA – PILOT equalization
- DPW Purchase Order

5:00 PM: Selectboard Budget Work Session

At 5:00 pm the Chair welcomed DPW Manager Patrick Greene to the Selectboard budget work session. The Board discussed the Building and Grounds, DPW project list for 2016. There are some projects, such as replacing the furnace at the Meeting House for the Sanctuary, that the Selectboard may be able to encumber out of the 2015 budget. The Board discussed a number of items including:

- Replacing the kitchen stove downstairs at the Meeting House
- Replacing the 2nd furnace at the Meeting House
- Replace the electrical panels at the Meeting House
- Raze 12 Slip Road, pending a court order
- A trailer for DPW Buildings & Grounds to store tools and provide transport to job sites

After review of the project list for potential encumbered funds, the Board requested that Mr. Greene refresh the Meeting House electrical panel replacement quotes. The Building Inspector provided a copy of the Scope of Work document that he created for this job in 2014. The Board requested three quotes for a trailer for the Building and Grounds department. The Board requested two additional quotes for the Meeting House Sanctuary Furnace. The Board authorized the purchase of a kitchen stove for the Meeting House after

reviewing quotes provided by Mr. Greene. Mr. Greene reported that Brennan and Mackay out of Milford NH, had the best price at \$774.00.

The Board requested that Police Chief Brian Giammarino be scheduled to discuss 2016 wages.

At 7:00 pm the Board, on a motion by the Chair and a second by Selectwoman Charig Bliss voted on a roll call vote to enter into non-public session to discuss personnel wages. The Board voted to exit non-public session at 7:50 pm. It was noted that the Board would provide a 1% COLA to five employees and three rate adjustments for the 2016 year.

Documents for Review/Approval

The Board reviewed an email from Town Counsel regarding a letter to the DRA. The letter was released to mail to the Department of Revenue. The Board then reviewed a purchase order for the DPW. The Board requested that the Recycling Center be provided a cell phone. The Board discussed instituting a cell phone reimbursement policy. The Board concluded that department heads would be provided with a cell phone reimbursement to cover emergency call-outs and use of cell phones for town business. The reimbursement policy is for \$30.00 a month. In addition the town has two phones on a town plan. Both are at the police station.

Adjournment

On a motion by the Chair, and a second by Selectman Atherton, the Board voted to adjourn. The motion carried 3-0. The meeting adjourned at 8:52 PM. The minutes are final when approved and signed by the Selectboard. A signed copy is on file in the Selectboard's office.

**Chair, Karen Day Margaret Charig Bliss,
Selectwoman Stephen Atherton Jr., Selectman**