

Selectboard Minutes 04/09/2015

Minutes

Town of Greenfield

Greenfield Town Offices, 7 Sawmill Road Greenfield, NH

Selectboard's Work Session Minutes

Wednesday, April 09, 2015 – 4:30 PM

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

Staff: Administrator Patt, Julie Steenson Library Director, Brian Giammarino Police Chief, Kathleen Valliere Tax Collector

Public: Carl Weber, Primex

The meeting was called to order at 4:30 PM by Chairwoman Karen Day

Documents for Approval/Review/Signature

The Selectboard reviewed and/or signed the following items:

- A/P Invoices
- A/P Checks
- Payroll
- NHRS Monthly report
- Employee Vacation Schedule Request Forms
- Highway Safety Project DWI/DUI Patrol Grant Award
- Resident letter
- Electronic Banking Signatures
- Oak Park Rental – Boy Scouts
- Thank you letters – Monadnock Family Services & CVTC
- Meeting Minutes

5:00 PM: Julie Steenson, Library Director

At 5:00 pm the Selectboard welcomed the Library Director to the meeting. Director Steenson requested the Board enter a non-public session to discuss personnel matters under RSA91-A IIa. On a motion by the Chair and a second by Selectwoman Charig Bliss, the Board vote on a roll call vote 3-0 to enter a non-public session. At 5:15pm the Board voted to exit non-public session on a vote of 3-0.

In response to a recent vote by the Library Trustees to move the Library Director to a salaried position, Selectman Atherton made a motion to create a part-time salaried exempt position within the Greenfield Personnel Policy that fulfills the criteria of the Fair Labor Standards Act's Administrative Exemption. It was noted that this change of status did not change the Director's total annual wages for the 2015 year. Benefits associated with the part-time exempt position will remain as outlined in the personnel policy. The motion was seconded by Selectwoman Charig Bliss. The motion passed 3-0. The Chair asked the Administrator to provide an updated personnel policy reflecting the part-time salaried exempt position at the next meeting.

The Board and Ms. Steenson discussed a tour of the municipal buildings as a follow on to the Department of Labor visit. Ms. Steenson is the Chair of the Joint Loss Management Committee and will coordinate with the Department Heads to do a tour starting at 5PM on April 23rd.

5:30 PM: Brian Giammarino, Police Chief

At 5:37 pm the Selectboard welcomed Brian Giammarino to the meeting. Chief Giammarino asked to enter into a non-public session for the purpose of discussing the opportunity to hire a part-time police officer. On a motion by the Chair and a second by Selectwoman Charig Bliss, the Board voted on a roll call vote to enter non-public session, 3-0. At 6:07 pm the Board voted to come out of non-public session. It was noted that the Board had approved the hire of S. Bell as a part-time officer. There followed a brief discussion about the recent inquiry by the Selectboard in Francestown expressing interest in sharing police services. The Board discussed with the Chief the best way to approach the possibility noting that Greenfield residents deserve to have a full airing the pros and cons of sharing services with another town.

6:15 PM: Carl Weber, Primex

At 6:15 pm, noting that there were no other appointments, the Board agreed to bring Carl Weber of Primex forward fifteen minutes early. Mr. Weber facilitated a white board session with the Selectboard to help clarify issues around the hiring of a Department of Public Works Manager. The topics during the meeting were focused on the priorities, planning, and timing of the hiring process. The meeting also covered the identification of internal and external road blocks that could affect the hiring process and the success of a new employee once the hiring process had been completed. Next the Board explored the culture and mindset of Greenfield and discussed how best to help an employee succeed once hired.

8:15 PM: Kathy Valliere, Tax Collector

At 8:15 pm the Board voted to enter non-public session at the request of Richard Griffing who could not be present. On a roll call vote the Board voted 3-0 to enter into non-public session for Reputation. At 8:29 the Board voted to end non-public session and return to the public meeting. The minutes were sealed.

8:30 PM: Documents for Approval/Review/Signature

At 8:30 pm the Board reviewed A/P invoices, signed A/P checks and payroll. The Board reviewed and signed minutes, approved an Oak Park Rental, and approved vacation for B. Giammarino and T. Mason.

Adjournment

On a motion by the Chair, and a second by Selectwoman Charig Bliss, the Board voted to adjourn. The motion carried 3-0. The meeting adjourned at 10:00 PM.

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

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