



BOARD OF SELECTMEN

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MINUTES OF THE BOARD OF SELECTMEN WORK SESSION

Monday, May 07, 2018 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Vaughan Morgan, Jim Rolston, Paul Sanderson

Staff: Karen Anderson – Town Administrator; Paul Hayden – Property Maintenance Supervisor; Liz Cummings - Bookkeeper

Also Present: Members of the Recreation Committee

Chair Sanderson opened the Board of Selectmen work session at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the work session was being recorded. The purpose of the work session was to discuss concerns of the Rec Committee.

1. Recreation Committee

The Board received a copy of the Athletic Field Maintenance Schedule as recommended by the Greenland Recreation Committee, dated March 11, 2017. Steve Sargent addressed the Board, and stated he would not be seeking re-appointment. The Rec Committee was unsure of the responsibilities of the Town and if the Town could lend its support. S. Sargent and Matt Gladu considered the list a basic starting point for the best field maintenance schedule to work with their programs. Fields included Caswell and Krasko as well as the Maloney Recreation Complex and tennis courts. They were looking for advisory information from the Selectmen as to what they should be able to anticipate and count on when it comes to field maintenance. There is a certain amount of maintenance needed to make facilities safe and playable.

V. Morgan asked if they had read the RSA's regarding Rec Committees. He encouraged groups involved with the Town to review "Knowing the Territory". K. Anderson will pick up a copy. Chair Sanderson explained the Rec Department budget and Recreation Revolving Fund. The budget (appropriation from the Town) is used for field maintenance and capital items; the Revolving Fund is designed for money collected from users to take care of the variable expenses. The Town expects the Revolving Fund to carry the operational portion of the program; it's not a savings account for the future.

S. Sargent stated that the fields are used a fair amount. Using Caswell Field as an example, he continued that it has declined in condition and requires regular maintenance. Over time it grows in, there are some abrupt level changes, and things become hazardous. Two years ago they received a quote to completely reconstruct the infield for approximately \$20,000. They put a "band aid" on the infield for much less. The softball field was replaced a number of years ago because it was barely playable. Fencing is also an issue.

Chair Sanderson responded that when they have these types of concerns and issues, they need to speak to the Board of Selectmen. They may have the ability within the budget to deal with those problems. If

it's larger than they can deal with at the time, a warrant article can be created for the ballot and voting on by residents. K. Anderson explained the budget process and available funds.

S. Sargent asked who inspected fields for maintenance and fences for damage. Chair Sanderson stated that there is only one Property Maintenance Supervisor. The Rec Committee wanted to know whose responsibility it was to do those inspections and identify the maintenance that needed to be done. K. Anderson responded that responsibility hadn't been given to anyone. S. Sargent asked if it was the Rec Committee's responsibility to do inspections and be responsible, or is the Town responsible for any part of the list. Chair Sanderson responded it would be extremely helpful if they could help identify the issues.

C. Deorocki stated that the Town has a professional in a position that takes care of maintenance; the Rec Committee is not necessarily professionals in that industry. They are great at getting the kids to play games and setting schedules; he didn't feel it was their responsibility at all. Chair Sanderson responded the Town has one person, he also deals with public safety on the side of the roads, is the only person who deals with the Transfer Station; C. Deorocki stated he's under-staffed. Chair Sanderson continued that he's also the only person who deals with all the Town property.

J. Rolston added it was common sense that the Rec Committee, running the programs, would notice first if there were repairs needed; they agreed, stating that they're showing the Board a hole. They weren't pointing fingers; they were trying to understand. There was nothing defined, and it was the Board's job to identify that, not theirs. What was the Rec Committee's responsibility? What was the Town's responsibility?

C. Hussey asked if it was time for the Town to consider a part-time Rec Director. The response was "absolutely yes"; it would be beneficial to have one point person to provide continuity between the Town and the Rec. Money from leasing fields goes into the Rec Revolving Fund, and can be used for field maintenance. S. Sargent stated they have brought someone in over the last couple of years to do field maintenance. It was stated by a member of the Rec Committee that Krasko Field is sinking; K. Anderson noted the field was on a swamp.

P. Hayden stressed to the Rec Committee that he can't guarantee anything. If something happens in Town, it would take precedence. There was a discussion about Rec building maintenance and the building that was going out to bid to be replaced. P. Hayden stated he was still waiting for an answer about the scoreboard; C. Deorocki will get back to him. The roof needs to be designed for a scoreboard.

The Town is responsible for mowing; mosquito spraying is not done because adulticiding isn't done anywhere in Town. If there is a positive West Nile or EEE, the Town's contractor will come in and perimeter spraying will be done around the fields. Chair Sanderson added that many parents objected to any spraying. Rec responsibilities include mosquito spraying and lining fields.

S. Sargent felt some of the inspection and maintenance of fields goes beyond the mission of the Rec Committee. Their mission is to act as a committee and run Rec programs. They volunteer their time to run programs. Chair Sanderson stated that P. Hayden needed to know when the fields were going to be closed so repairs could be done. S. Sargent stated if it was done proactively, it's less of an issue. Chair Sanderson responded they may need to close the field down entirely; the Town is the priority, not the leasing of fields to outside groups. Chair Sanderson continued that he wanted them to balance the reasonable use of the fields, allowing time for the fields to be repaired and brought into good condition.

J. Rolston asked if the School paid any money towards the fields. The response was that the School athletic budget was very small. They take care of their own fields and line for soccer; Rec doesn't pay for using the gym during basketball season. J. Rolston also asked if anyone contacted the gas company (Maine Maritime) regarding damage they caused to the fence.

The Town is responsible for turning on and shutting down the irrigation system. S. Sargent stated the Rec Committee doesn't have the means or equipment to maintain the fields; the Town does. There was a discussion about maintenance of sheds and lights on the fields. LED lights at the fields will be researched.

V. Morgan suggested a "responsibility description" for the Rec Committee vs. the Town, and where questions should be directed. P. Hayden stated he drags the softball field and Maloney Field almost daily; he was told by the Rec Committee not to do the infields. V. Morgan continued there were some good points discussed, and he felt everything could be resolved. His suggestions: read "Knowing the Territory"—the Rec Committee will have a foundation of their powers and how to work with the different Boards; the Selectmen and Rec Committee should meet four times a year so any issues can be resolved quickly; it was incumbent upon the Board of Selectmen to distinguish the Town's responsibilities vs. the Rec Committee's.

Chair Sanderson added that the Selectmen didn't want to run the Rec programs, identify coaches, schedule games, etc. They needed to let P. Hayden know when the fields were available for maintenance. K. Anderson added that administratively, most parents are registering online; the Bookkeeper processes payments made at the Town Hall or through the mail. K. Anderson does the data entry directly into the system. Erica Coombs stated that finances are 100% better.

V. Morgan further suggested that minutes would help tremendously. April's minutes will be forwarded. L. Cummings addressed the issue of processing invoices. Chair Sanderson suggested holding a subcommittee meeting (Finance Committee) to review invoices for payment. Sharon McLaughlin explained the Rec Committee process. It was agreed that invoices will be forwarded to S. McLaughlin for approval, signed by her after review, and returned to L. Cummings for processing. Chair Sanderson added that if a subcommittee is appointed to review things, they don't have to wait for a monthly meeting. A subcommittee meeting is considered a legal public meeting.

Chair Sanderson discussed P. Hayden's schedule, looking for the best way to spread the Town's resources. A schedule needs to be worked on in advance so that enough time is allocated; they also need to be realistic about when he is available. If he isn't available, there will need to be a provision for hiring contractors. C. Deorocki stated it's hard to build a schedule when there are no guarantees. He asked the Selectmen what they could do to get P. Hayden more help or more time so he can guarantee a day, or does it get subbed out. The Rec Committee has already gone above and beyond, and had heavy equipment on the infield. It was recommended when spending Town budget funds they contact P. Hayden and have him do the actual subcontracting. K. Anderson will give them a copy of their Town budget. Chair Sanderson explained the budget process; K. Anderson administers the Town budget. She will provide monthly budget expenditure reports.

C. Deorocki felt it was going against the chain of command. If there is a problem, the Rec Committee should go to maintenance, and maintenance should handle it the best way he sees fit. That's why there's a Maintenance Department.

V. Morgan summarized: a chain of command will be created as well as job responsibilities. The Rec Committee will email C. Deorocki (the Board's liaison) who will bring any concerns or problems to the Selectmen.

The list given to the Board was discussed; the Rec Committee stated it's been the same list for the last three years. Chair Sanderson stated the Board may need to inspect the fields with the idea of creating a warrant article for a professional to reconstruct the field; he didn't expect P. Hayden to rebuild the field. V. Morgan added that at budget time it's important the Rec Committee put together a good sales package for the Budget Committee: they need to hear from the Rec Committee.

Chair Sanderson thanked the Rec Committee for attending the meeting, and hoped there were continued improvements. S. Sargent requested that Town and Rec Committee responsibilities be clearly defined. J. Rolston suggested that it may be prudent to recruit someone, possibly an engineer, who knows how to inspect property. The response was the Rec Committee shouldn't be doing engineering and inspection. K. Anderson will contact Primex, the Town's property liability company, to see if a representative can do a safety inspection of the fields and equipment. The Rec Committee will forward their questions to C. Deorocki for discussion with the Selectmen.

There was a discussion about the purchase of a base. J. Rolston commented that the Property Maintenance Supervisor shouldn't be purchasing athletic equipment. A nail drag needs to be done at Caswell Field as well as the lip problem resolved. C. Deorocki stated that when the field gets mowed, the infield should be turned.

2. Other Business

- Permits: K. Anderson updated the Board that the permits for Willowbrook and Great Bay West have been received; a box culvert is not required for Willowbrook. There is a 30 day appeal period. With the permits in place, a schedule is being done for Lyman to start work on Willowbrook. Lyman hasn't been authorized to do any work on Great Bay West.
- Great Bay West: P. Hayden updated the Board that the shim coat was going to be done on Tuesday, May 08, 2018. C. Deorocki told the Board that while walking his dog, Attorney Wolowitz stopped him to thank the Board for making the decision. He also apologized for his "scare" tactics. C. Deorocki felt it was a nice apology and legitimate. V. Morgan stated for the public record that the Board members couldn't be sued individually. He didn't want anyone who might consider becoming a Selectman to think they could be sued at the drop of a hat.
- Willowbrook Update: P. Hayden will be meeting with Underwood Engineering on Tuesday, May 08, 2018. P. Hayden discussed Eversource's replacement of poles on Willowbrook and additional trees that will need to be removed.
- Chair Sanderson wanted to be sure everything has been discussed with the Conservation Commission; he didn't want any appeals during the appeal period. He wanted the project to stay on track. K. Anderson hasn't contacted the Chairman, but has spoken to C. Hussey. Chair Sanderson suggested if the Conservation Commission wanted to meet with the Selectmen, it should be done during the appeal period. C. Hussey stated the grant is still in the process; Chair Sanderson responded that the Town has a permit and is under contract, and he doesn't want to lose the construction window. The Town should know if the grant moves forward during the week of May 14th.
- Potholes on Willowbrook: P. Hayden will apply a patch on the potholes on Tuesday, May 08, 2018.
- Parking on the green across from the Church was discussed. Chair Sanderson suggested a letter be written to the Church Council asking parishioners not to park on that side of the road for safety.

- Cannons are primed and will be ready for Memorial Day.

ADJOURNMENT

MOTION: V. Morgan moved to adjourn at 8:45 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, May 14, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: Monday, May 14, 2018