

Selectmen's Meeting – October 25, 2008

Present were Selectmen Nancy L. Carlson, Bruce L. Tatro and Deborah J. Davis. Also present was Town Administrator Elizabeth Fox.

Chairman Carlson called the meeting to order at 9:05 a.m.

Consent Agenda. Selectmen authorized the following actions:

- Authorized Chairman Carlson to execute on behalf of the Town a Request for Release of Funds and Certification; Environmental Assessment – Attachment #1, for the Community Development Block Grant awarded the Town of extend infrastructure to the Page Homestead Senior Housing to be built on Route 12 – Attachment #1.
- Event Permit, Swanzey Veterans Council – Parade, 11/11/2008.
- Letter expressing interest in acquiring an easement: MIAN Swanzey Realty, Tax Map 19 Lot 68.
- Letter expressing interest in acquiring an easement: Frank G. Underwood Living Revocable Trust of 2007, CCRD 2484 Page 143.
- Letter expressing interest in acquiring an easement: Asher Properties LLC, Tax Map 19 Lot 67.
- Letter expressing interest in acquiring an easement: William Stowe, Tax Map 18 Lot 78.
- Letter expressing interest in acquiring an easement: Sandra Page, Tax Map 19 Lot 66.

Carpenter Home. Selectmen met with Home Administrator Dawn Rice discussing projected expenses and revenues in 2009. A financial reporting indicating the 2008 status of the SRF through September 2008 was discussed. Cost increases in 2009 are anticipated primarily in the areas staffing and overtime, food and utility costs. A rate increase of 5% is projected for 2009 due to these expected cost increases. Replacement of the heat system was discussed with Fox advising Selectmen she would forward the most recent version of the RFQ developed by Grounds & Facilities Supervisor Francis Faulkner.

Police Department. Selectmen met with Chief Busick and reviewed the department's initial operating budget, School Resource Officer's budget and funds requested to continue participating in the County's regional prosecutor program. Some areas projected to increase in 2009 include heating fuel, vehicle fuel, firearms training and office equipment. Replacement of the departments 7 year old printer copier is required. If not replaced before year end, Busick would propose inclusion of a 3 year lease/purchase for this essential equipment. School Resource Officer funding requests were reviewed and have been shared with the school. An increase in Swanzey's 2008 case volume has resulted in an increase in the estimated funds required for the county prosecutor program. Longer term department needs include development of a plan to upgrade the IMS system for the department. Busick proposes establishment of a new

expendable trust for this purpose with initial funding of \$7,500. In addition, \$2,500 for the police facilities expendable trust is recommended for funding at \$2,500.

Recycling Center. Selectmen met with Solid Waste Manager David Krisch reviewing the department's preliminary 2009 budget. Solid waste volume has remained stable in 2008 or decreased while increased staff effort in management of recyclables has increased revenue. Revenue trends are downward in 2009 due to the general overall condition of the global economy.

Fire Department. Selectmen met with Chief Skantze discussing his impressions and observations of the town and its fire department after almost 2 weeks on the job as the town's fire chief. Surplus vehicles were discussed with Skantze indicating that at least 2 trucks were either out of service now or getting ready to come out of service. The state auction, a good outlet for vehicle disposal, was last weekend unfortunately. The proposed regular meeting schedule of the stations, officers, department and trainings. Utilization of personnel/officers and the various roles that might be assigned were discussed. Offering of training in house as well as purchasing policies were discussed. Plans to establish an administrative headquarters at West Station are in development and some potential changes to the station were reviewed with Selectmen. As final plans and costs are still in development more information on this proposal will be provided later. In addition, improvement to the ramp in front of the station was discussed with Selectmen authorizing proceeding with work recommended by Skantze at an estimated cost of up to \$6,700 provided that it complies with the Comprehensive Shorelands Protection Act. Work will be funded from the Fire Facilities expendable trust.

Solicitation. Concerns in the past few days regarding solicitation activity were discussed.

Tax Rate 2008. Preliminary numbers were review with board members. Efforts to communicate with voters regarding the specific factors contributing to changes were discussed at length.

Upcoming meetings. Items scheduled or requiring scheduling were discussed.

Meeting adjourned at 2 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator