

## **Selectmen's Meeting – July 13, 2010**

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 6:10 p.m.

**Financial Matters.** Selectmen reviewed and approved accounts payable and payroll manifests.

**Old Home Day – July 17, 2010.** Selectmen were provided with an up to date schedule for the day's events noting that the parade is set for 10 a.m. and sign dedication is at 11.

**Cost comparison – Recreation Programs.** Information regarding costs associated with summer programs in several area towns was provided to board members in follow up to a query the previous week.

**RFQ Engineering Services – Cobble Hill and Warmac Roads.** The RFQ has been released (posted on the town's web site, LGC site and appearing in the Union Leader). Due date for responses is July 30<sup>th</sup>.

**Carpenter Home.** An interim balance sheet – January to June 2010 was provided to members.

**Richardson Park.** A copy of NHDES's inspection report finding the park in compliance with beach rules and regulations was provided to board members. Kudos were extended to Judy Bohannon, Francis Faulkner, Lee Dunham and other recreation and DPW personnel responsible for this positive report.

**NHMA Legislative Policy Conference.** Information about the policy conference and floor proposal process was distributed to members for discussion at the board's next meeting.

**Public Hearing – RSA 31:95-b, Accepting and Expending unanticipated funds from grants or other private sources.** Chairman Carlson opened the public hearing at 6:30 p.m. reading the public notice provided. Tom Little and Fire Chief Norm Skantze were present. Funds which have become available are as follows:

- A grant in the amount of \$7,315, awarded by East Hill Foundation, to purchase and install a range hood in the Brown Memorial Field Concession.
- Unanticipated revenue, beyond that appropriated in the 2010 Budget, for police and fire special duty.

Chief Skantze expressed support for the range hood which will improve fire safety at the concession. Fox reported that anticipated revenue which offsets expenses associated with police special duty and fire special duty has met or exceeded the amounts appropriated during the budget process. It is anticipated that additional details will be required between now and the end of the year and authorization to continue accept and expend these funds is sought.

Chairman Carlson closed the public hearing at 6:33 p.m.

Selectmen voted, pursuant to RSA 31:95-b, to accept and expend the grant award from East Hill Foundation providing for installation of a range hood/fire suppression system at Brown Field and continue to accept and expend funds associated with police and fire special duty. Selectman Carlson was authorized to execute the East Hill Foundation grant award documents on behalf of the Town.

**Fire Department.** Skantze met with Selectmen continuing discussions initiated at the board's July 6<sup>th</sup> meeting reviewing the following matters:

- 2010 Mack Tanker. The tanker, delivered the previous week, has been inspected and the vendor will be at the station on Wednesday to address punch list items. Selectmen and Skantze continued discussion of the building and door modifications required to accommodate the tanker. Conflicting input from various vendors regarding whether a traditional overhead door could accommodate the tanker was discussed. Quotes from several vendors were reviewed. A verbal quote from Keene Overhead Door for a roll up door of \$2,800 was discussed. Grounds and Facilities Supervisor Francis Faulkner joined the discussion recommending a roll up door and advising that the Keene Overhead Door quote was the most affordable obtained. Estimated r-values for overhead versus roll up doors were reviewed and it was noted that roll up door r-values were likely not as high. Selectmen voted to proceed with installation of a roll up door through Keene Overhead Door subject to receipt of a written quote and door installation being complete prior to August 6<sup>th</sup>. Approval of invoices associated with the door installed in Bay 1, totaling \$2,036.64, was granted. Funding source designated by Selectmen for the door projects was the fire station expendable trust. Selectman Tatro advised he was not comfortable with the chain of events and how the door scenario unfolded asking for further explanation.
- Non-public session – RSA 91-A:3IIb, Hiring. Selectmen voted by roll call to go into non-public session at 7:22 p.m. pursuant to RSA 91-A:3IIb. Present were Fire Chief Norm Skantze and Town Administrator Beth Fox. Selectmen came out of non-public session at 7:30 p.m. voting by roll call to seal the minutes of the session until the conditional offer of employment authorized was satisfied.
- Surplus Radios. Selectmen considered disposition of a list of surplus radios provided by Chief Skantze – Attachment #1. Selectmen approved Skantze's recommendation to consign (for sale) in "as is" condition the radios at R & R exchanging radio maintenance services for any value gained from the sale of that equipment.
- Surplus Radios – 6 Motorola Portable Radios, chargers & microphones. Selectmen approved Chief Skantze's recommendation to transfer ownership, as is condition, of these radios to the Meadowood Fire Department Underwater Dive Team to improve communication between the fire departments and the dive team when responding to emergency calls.
- Purchase of 4" hose. Selectmen approved purchase of 800' of 4" hose for 27 Tanker 1 with \$2,800 of the purchase to be funded from the equipment allowance included in the tanker purchase and \$1,160 from the department's operations budget account #01-4220-2-680.
- First Responder Radio Interoperability Grant to reprogram 91 mobile and portable radios owned by the Department. Skantze advised that the grant application filed for this reprogramming by SWNH Fire Mutual Aid had been approved and included the town's radios.
- General Vendor Permit Checklist for Temporary Mobile and Fixed Food and Beverage Concession. Skantze reviewed a worksheet he will be utilizing for these inspections. He advised members he wished to have a discussion in the future regarding a variety of inspections which the department could be doing and the fee for services revenue stream which might support them. A listing of various fire and fire related codes was provided to Fox to copy for Selectmen's review.
- Forest Fire Deputy Warden Pay. Skantze reviewed with Selectmen a deputy warden's meeting which he had conducted in June and some tools he was utilizing to manage communications regarding permits between the department and deputy wardens. The number of permits and kind of permits issued in 2009 were reviewed. Need to develop information to guide permit seekers and make the process more efficient and effective was

discussed. Options to better compensate deputy wardens were briefly reviewed and will likely be discussed further in the future. Skantze requested payment for 2009 permits be processed for deputy wardens based on the listing provided at a rate of \$2 per permit. He does not intend to seek reimbursement of 50% of that cost.

- West Swanzey Water Company. Chief Skantze advised Selectmen he had recently received an invoice claiming that the town had damaged a hydrant some time ago. He would be contacting Mrs. Brown following his vacation to try to find out more as he was not aware of any use or damage done by the town to a hydrant.

**No Smoking – Richardson Park.** In follow up to a citizen query regarding prohibiting or limiting smoking in outdoor public recreation spaces, Fox reported that it seems Selectmen have the authority to make rules and regulations relative to town properties and smoking. Considering this issue on a broader basis directed all town facilities including outdoor recreation locations was recommended on a timetable which would consider rules and regulations effective for 2011.

**Sale of Town Property acquired by Tax Collector's Deed – 140 Warmac Road.** Selectmen reviewed the outline of a proposed process for sealed bid sale of this property acquired last year approving proceeding establishing a minimum bid amount of \$25,000 advising Fox to develop a schedule and proceed.

**DRA Assessment Review Process 2009.** Correspondence received from DRA reporting success in meeting 5 of the 6 guidelines established was reviewed with Selectmen. The area identified by the department as requiring attention was that related to exemptions and credits (although review of the comments provided by DRA indicates that several items may be incorrectly identified as deficient). Town staff will be responding to DRA seeking clarification and providing information regarding why these items might not be deficient. It was noted that the work assessed by the department was that performed prior to establishment of the assessing coordinator's position and that systems and procedures related to exemptions and credits have been modified and improved.

**Swanzey Revenue Development District Advisory Board – Safford Drive, Phase II.** Selectmen reviewed a recommendation from the advisory board to proceed with a proposal from Underwood Engineering for Phase II Engineering Design Services with two clarifications/modifications to items on page 3 of the proposal related to the Cheshire Fair and Page Court Hammerhead. A financial report detailing current debt service, phase I bond proceeds available, increment generation and expenses to date as well as anticipate increment and debt service was reviewed. Selectmen voted to approve proceeding with ESR #16 authorizing Fox to execute the agreement on behalf of the town.

**Home Occupation Application – Tax Map 24 Lot 13. 13 Old Richmond Road, Administrative offices for Puppy Rescue /Foster Home.** Selectmen reviewed the application and supplemental materials voting to approve the use proposed as qualifying as a home occupation.

**Consideration of Minutes of the Selectmen's Meeting of July 6, 2010.** Selectmen reviewed and approved as written the public and non-public minutes of their meeting of 7/6/2010.

**Consent Agenda.** Selectmen reviewed and approved the following items by consent:

- Event Permit #2010-19.

**Non-public session – RSA 91-A:3IIb, Hiring.** Selectmen voted unanimously by roll call pursuant to RSA 91-A:3IIb to go into non-public session at 9:10 p.m. Selectmen came out of non-public session at 9:30 p.m. voting by roll call to seal the minutes of the session indefinitely. Selectmen

approved hiring of Mark Carrier as a temporary part time employee assisting the EMD as a Communicator.

Meeting adjourned at 9:31 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator