

Selectmen's Meeting – May 17, 2011

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

Chairman Tatro called the meeting to order at 6:10 p.m.

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

Warmac Road Bridge Project. NHDOT has approved this project's engineering study authorizing proceeding to preliminary plans for a precast concrete rigid frame bridge with an estimated construction cost of \$407,000. Selectmen requested an article be included in the upcoming edition of Swanzev Uncovered to update residents regarding the status of the 2 bridge projects authorized at Town Meeting 2011.

Code Enforcement. Selectmen met with Chet Greenwood reviewing building permit activity year to date.

Citizen Concerns. Martha Zimmerman met with Selectmen expressing support for the Lake Hosting program but concern about its funding sources.

Department of Public Works. Selectmen met with DPW Director Lee Dunham reviewing the following matters:

- **Replacement of DPW Truck.** Development of proposals pertaining to replacement of the large dump truck is ongoing. Further discussion with Selectmen will occur at a future meeting.
- **Paving Plan 2011.** Dunham reviewed with Selectmen some additional road work recommendations and adjustments to the town's paving program for 2011. Further information will be included in the Selectmen's agenda packet next week.
- **Upper & Lower Wilson Pond Dam RFP.** Dunham reported he has received a lot of interest from engineers in response to the town's Request for Proposals. A subcommittee, likely to include Dunham, Tatro, Bohannon and a resident from the project area will be reviewing the proposals, potentially interviewing firms and ranking for consideration by Selectmen.
- **Ice Pond Dam.** Dunham reported that he had received a query about this state owned dam from a representative of Trout Unlimited.

Swanzy Lake Protective Association – Lake Hosting Program. Selectmen met with Nancy Karlson who requested town financial support for the Lake Hosting program during summer 2011. Activities of the hosts who monitor boats and educate the public on the threat of invasive species were reviewed. Ms. Karlson reviewed with Selectmen threats to the lake, activities of the Swanzy Lake Protective Association and why the group sought town support – Attachment #1. Plans are to start the program with paid staff beginning Memorial Day weekend. Selectmen advised they would review the request.

Fire Department. Selectmen met with Chief Skantze considering the following department matters:

- **Ice Pond Dam.** Skantze advised he had talked with NHDOT District Engineer Doug Graham regarding installation of the stop log bay boards at the Ice Pond Dam. Since his

conversation with Graham at least some boards have been replaced raising water levels at the hydrant installed by the Evergreen Knoll project developers.

- **Hydrant at West Swanzey Community Church cistern.** Skantze advised that DPW Foreman Trevor Hood had indicated that the parts to repair this hydrant had been obtained and that the department had that work included in its repair plan.
- **Residential Intern Program.** Skantze provided Selectmen with a packet of information to support this program proposal. Discussion with the board will be scheduled at a future date following review by board members.
- **Alarm systems – Station 1 & Station 3 (East and West).** Skantze presented Selectmen with proposals (totaling \$12,000) from Amer Electric to install alarm systems at these locations recommending awarding to Amer who currently maintains the town's existing alarm systems. Selectman Tatro requested additional quotes be obtained to assure that the proposal was competitively priced.
- **Ambulance Service.** Whether the town should investigate development of an ambulance service (vs. contracting) as a revenue source to support fire department operations was discussed.
- **HeartSafe Community.** Skantze presented an application develop by Intern Brett Murray nominating Swanzey as a heartsafe community.
- **Call & Training Pay Policy – Swanzey Fire Department.** Selectmen adopted effective July 1, 2011, policy for department call employees and volunteers pertaining to call and training compensation, recordkeeping, employment and volunteer requirements – Attachment #2 and corresponding amendments to sections of the personnel policies of the town – Attachment #3. To accommodate mid-year (July 1) implementation, annual participation and training requirements for Call Firefighters and Call EMTs shall be prorated for the balance of 2011 at 50% of the levels indicated in Section IV of the call and training pay policy.

COPS Hiring Grant Application. Selectmen authorized Chief Busick to submit an application seeking funding to support filling the vacant 12th officer's position. Applications are due by May 25, 2011.

General Assistance Policies. Selectmen amended policy to provide for payment of the town's grave opening fee in addition to the guideline amount set for funeral home services.

Perambulation of Chesterfield Town Line. In response to correspondence from the Chesterfield Selectmen, Swanzey Selectmen confirmed designation of John Bridges as their representative for perambulation of this town line.

Street Addressing Policy. Information regarding regulations and related matters was distributed to Selectmen to provide an opportunity for board members to review.

Consent Agenda. Selectmen approved and executed the following consent agenda items:

- Exemptions and Tax Credits to delete TY 2011 – Attachment #4.
- Event Permit #2011-09, OHGC Plant & Bake Sale.
- Raffle Permit #2011-10.
- Execution of Vision Software License.
- Execution of Vision Software Maintenance Agreement.
- Execution of Application, Certification and Agreement for Federal Surplus Property.
- Authorized the board chair to execute an engineering services agreement with HTA for plans and bid phase services for replacement of the Cobble Hill Road Bridge.

- Approval of Current Use Applications Tax Map 84 Lots 8-1, 8-2 & 9.
- Denial of Current Use Application, Tax Map 71 Lot 17.
- Authorize assessment adjustments to tax billing software following merge of Vision data for properties owned by CFA and City of Keene – Attachments #5 & 6.

Minutes of Selectmen’s Meeting of May 3, 2011. Selectmen reviewed and approved minutes of the public and non-public sessions of their meeting of May 3, 2011.

Swanzy Lake Protective Association. Selectmen authorized \$3,000 of financial support from the general government budget for the lake hosting program at Swanzy Lake.

Meeting adjourned at 9:36 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator