

## SELECTMEN'S MEETING – OCTOBER 29, 2008

*Minutes are not final until reviewed and approved by the Board.  
Review and approval of minutes generally takes place at the next regularly scheduled meeting.*

### **ATTENDANCE**

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

### **FINANCIAL MATTERS**

Selectmen reviewed and approved accounts payable and payroll manifests.

### **CALL TO ORDER**

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

### **INFORMATION**

Southwest Region Planning Commission quarterly dinner, November 18 George Campbell, Commissioner of NH-DOT, is scheduled to speak. Reservations are due by November 5.

Request for ZBA rehearing On November 3, 2008 the ZBA will hear a request for rehearing of an application for a variance that was requested by Robert McClure and Diana McClure (Tax Map 33, Lots 5 and 13) and denied by the ZBA at a September 22, 2008 special meeting.

Police Department goals and objectives For review and consideration at a future meeting, Selectmen received FY 2009 goals and objectives prepared by Police Chief Busick.

Sidewalk Committee The Committee chair has asked the Board to reschedule the Sidewalk Committee's appointment to November 5.

**CITIZEN CONCERNS** – none presented

### **APPOINTMENTS**

6:15 – 6:30 Bill Hutwelker, Town Treasurer (see **NEW BUSINESS**)

6:55 – 7:50 Library Trustees (see **NEW BUSINESS**)

### **DEPARTMENT REPORTS**

### **NOMINATIONS**

Posted currently is an alternate's position on the Conservation Commission. Nominations will be accepted through November 3, 2008.

**CONFIRMATIONS** – none pending

**ENFORCEMENT** – none pending

**PUBLIC HEARINGS** – none scheduled

## CONSIDERATION OF OLD BUSINESS

Gocht variance application (Tax Map 45, Lot 12) Selectmen reviewed the following correspondence:

- October 14, 2008 letter to the Board of Selectmen from attorney Tom Hanna
- October 13, 2008 copy of letter to Ronald Gocht from surveyor Richard Drew
- October 13, 2008 letter from Ronald Gocht
- September 10, 2008 letter to the Swanzey Zoning Board of Adjustment from the Board of Selectmen
- September 2, 2008 letter to the Board of Selectmen from town attorney Fernald.

Fox reported that the ZBA will review the matter on November 3, 2008.

Carpenter Home heating system Fox reported that the RFQ under preparation by Grounds and Facilities Maintenance Supervisor Francis Faulkner had been forwarded electronically to Selectmen for their review.

Non-public session, RSA 91-A:3IIa. (See **NON-PUBLIC SESSION**)

## CONSIDERATION OF NEW BUSINESS

Investment policy With Town Treasurer Bill Hutwelker, Selectmen conducted their annual review of the Town's investment policy (last reviewed August 15, 2007). Revisions correct a typo to change the word "responsible" to "responsibly" (page 1); update the Town's population estimate to 7,203 (most current Office of Energy and Planning estimate); and replace language referring to the election of the Treasurer with the following: "... effective Town Meeting 2009 [the Board of Selectmen] will appoint a town Treasurer in accordance with RSA 41:26-e."

Hutwelker reported currently available interest rates, and reported that his practice has been to divide money evenly between two accounts for best protection against uncertainty. Fox noted that the 2008 tax rate will reflect the decline in interest income. Hutwelker asked to meet again with the Board at the end of December 2008 or beginning of January 2009 to consider potential opportunities with certificates of deposit. Hutwelker commended Finance Office staff Theresa Lonuder and Karen Elliott.

**Motion** by Tatro to approve the investment policy, as amended. Second by Davis. All in favor.

Fire Department donations Selectmen discussed policy issues inspired by a \$50 donation to the Swanzey Fire Department, given by the Therrien family in the memory of Beulah Rines of Swanzey, Fox suggested creation of an expendable trust fund for fire department purposes.

After discussion, Selectmen requested that Fox work towards formalizing an approach for the Fire Department to receive this and similar donations, and perhaps contact funeral home operators so that they may advise families of the opportunity to make gifts. The Selectmen and Fire Chief will send thanks to the Therrien family.

Proposed Budget 2009 Selectmen and library officials discussed the Mount Caesar Union Library and Stratton Free Library proposed budgets.

The Mount Caesar Union Library proposal (22% higher than FY 2008) includes a modest increase in funding for books, an increase in funding for fuel oil, and an increase in the salary budget to fund annual raises and the addition of part time hours staffing to increase opportunities for having an additional employee on duty when open. Library officials

advocate the expansion of staffing hours to ensure double coverage (as recommended by the State librarians' group), both for safety and to accomplish library work.

The Stratton Free Library proposal includes a modest increase in computer expenses and payroll. Library officials removed a request for funding groundskeeping after determining that Town employees may be available to assist. Fox encouraged officials to contact Grounds and Facilities Maintenance Supervisor Francis Faulkner for help with these kinds of issues.

Library officials anticipate requesting appropriations (\$4,000 for Mount Caesar Union Library; \$2,000 for Stratton Free Library) to the expendable trust accounts as part of their Budget 2009 request. In addition Mt. Caesar Union Library officials advised of some roof and water damage repairs that would necessitate a request in the next few months to Selectmen to release of funds from the expendable trust account to finance needed repairs.

Expense Reduction Analysts Selectmen discussed participating in a pilot project with the Monadnock Purchasing Committee. Fox explained that the purpose of the project is to achieve cost savings through cooperative purchasing of materials and supplies. Selectmen agreed that it would behoove the Board to investigate, and requested that Fox further research the matter.

Carpenter Home rates 2009 Selectmen reviewed proposed rates, which reflect a 5% increase in private pay. If approved, the rates would become effective January 1, 2009.

**Motion** by Tatro to approve the 2009 Carpenter Home rate structure as outlined. Second by Davis. All in favor.

General Assistance proposed assistance guidelines Selectmen reviewed the new rates. Fox reported that, to date, the Town has served 90 clients, and the number of clients has been on the rise in recent weeks.

**Motion** by Davis to approve the GA assistance rates. Second by Tatro. All in favor,

One ton truck bids Selectmen authorized Fox to open the ten bids. Fox will request payment in cash or certified check within one week.

**Motion** by Tatro to award the bid to David Putnam, Jr. who submitted a bid of \$4,300. Second by Davis. All in favor.

Driveway permit – Underwood Fox reported receipt of notification from NH-DOT of a driveway permit application proposing construction of a driveway on a 30' right-of-way off Route 12 in the vicinity of Tax Map 19, Lot 70 and Tax Map 19, Lot 72. Fox reported that no use has been proposed for the lots that would be accessed by the driveway. Selectmen agreed to defer consideration until after Town Planner Carbonneau brings the matter before the Planning Board.

#### **Other business**

Disposal of 1971 Mack, 1977 Mack, 1997 1-ton pickup with plow Selectmen discussed marketing strategies for these vehicles, and approved Fox's suggestion to post availability of the 1-ton pickup with Local Government Center and on the Mutual Aid website bulletin board. Selectmen recommended a minimum bid of \$2,500 for the pickup.

Meeting with Sidewalk Committee Selectmen reviewed notes in preparation for the upcoming meeting with the Committee.

Water leak under Town Hall Fox reported receipt of an e-mail message from DPW Director Dunham, who has excavated in the vicinity of Town Hall in an attempt to determine the source of the leak.

Town Hall sound system ZBA Chairman Hutwelker advised Selectmen that members of the public have difficulty hearing presentations and discussion during public meetings. Fox offered to investigate current sound system technologies.

### **CONSENT AGENDA**

1. Revised MS 1, Summary of Valuation.
2. Audit Report – Brown Field LWCF Grant self audit  
*Motion* by Davis to authorize to Carlson to sign on behalf of the Town. Second by Tatro. All in favor.  
*Motion* by Davis to approve the consent agenda; second by Tatro. All in favor.

### **CONSIDERATION OF MINUTES**

*Motion* by Tatro to approve, as printed, the minutes of October 15, 2008, and October 25, 2008. Second by Davis. All in favor.

### **NON-PUBLIC SESSIONS**

#### Session 1

*Motion* by Tatro at 6:35 to enter non-public session, pursuant to RSA 91-A:3II(a), to a personnel matter. Second by Davis. Vote by roll call. All in favor. Present were Carlson, Tatro, Davis and Fox.

Selectmen left non-public session at 6:50 p.m.

*Motion* by Davis to seal minutes of the session until the matter is finalized. Second by Tatro. Vote by roll call. All in favor.

#### Session 2

*Motion* by Tatro at 8:51 to enter non-public session, pursuant to RSA 91-A:3II(a) and RSA 91-A:3II(c), to discuss personnel and a personal employee matter. Second by Davis. Vote by roll call. All in favor. Present were Carlson, Tatro, Davis and Fox.

Selectmen left non-public session at 9:31 p.m.

*Motion* by Davis to seal minutes of the session indefinitely. Second by Tatro. Vote by roll call. All in favor.

### **ADJOURNMENT**

*Motion* by Tatro to adjourn; second by Davis. All in favor. The meeting adjourned at 9:35.

Submitted by

Victoria Reck Barlow  
Recording Secretary

#### **LIST OF FUTURE AGENDA/PENDING ITEMS**

1. Personnel policy updates – drafting of updates ongoing. Distribution pending.
2. Display on Route 12 (pending enforcement issue) referred to Weston.
3. Disposition of South Grove Street Land acquired by tax deed - pending.
4. RFP – Town Facilities assessment.
5. Hiring – Department of Public Works (1 full time positions).
6. Subdivision Road Standards. Draft developed by DPW Director Dunham distributed to Selectmen. Review pending. Winter Maintenance draft – revisions to priority section requested.
7. NHDOT Projects – development of scope of work and fee proposals for fire suppression systems pending response from NHDOT.
8. WS Sidewalk Committee – work plans & process 2008? Equipment Budget 2009.
9. Disposition of excess vehicles (2 fire trucks and 1 DPW truck) underway.
10. Street Addressing Committee. Review of file and project status underway. Committee meeting to be scheduled.
11. Discussion, defining roles and responsibilities between Selectmen, DPW and West Swanzey Sidewalk Committee. Research underway.
12. Town ordinances – Fireworks. Further consideration deferred to allow for input of full time fire chief following hiring.
13. Carpenter Home Properties – Discussion with counsel re: options. Authorization to investigate pending.
14. Westbrook Court – Class VI – Camuso (Richmond).