

SELECTMEN'S MEETING – MAY 6, 2009

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

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

CALL TO ORDER

Chairman Davis called the meeting to order at 6:20 p.m.

INFORMATION

Department of Public Works Selectmen received DPW Director Lee Dunham's projected work report for the week of May 4, 2009 and a 2009 work schedule, as well as spreadsheets of work completed during the weeks of April 12 and April 19.

Fire Department Selectmen received the April 2009 call data report, along with the same information in year-to-date format.

Police Department Fox reported that the ad seeking to fill the vacant officer's position has generated interest. Testing is scheduled for the end of May.

Carpenter Home financials Selectmen received monthly and year-to-date revenue and receivables reports.

CITIZEN CONCERNS – none pending

DEPARTMENT AND COMMITTEE REPORTS –

6:30 – 7:30 Fire Chief Norm Skantze (see **OLD BUSINESS**)

7:30 – 8:00 DPW Director Lee Dunham (see **OLD BUSINESS**)

APPOINTMENTS – none scheduled

NOMINATIONS Vacancies are posted.

CONFIRMATIONS – none scheduled

ENFORCEMENT – none scheduled

PUBLIC HEARINGS – none scheduled

CONSIDERATION OF OLD BUSINESS

Carpenter Home heat system and energy improvements – RFP results Selectmen reviewed information and recommendations from Grounds & Facilities Supervisor Francis Faulkner in response to the RFP. Board members noted that the cost of the analysis is a small fraction of the anticipated \$40,000 - \$50,000 expense of improving energy efficiency at the Carpenter Home, including a new heating plant. The technical expertise will help to inform setting of priorities.

Motion by Tatro to award the \$3,800 contract to Design Day Mechanicals, contingent upon a successful interview by staff. Second by Carlson. All in favor.

Fire Department With Fire Chief Skantze, Selectmen discussed the following topics:

- . *Protective clothing* Selectmen reviewed a \$6,014 purchase order for 10 helmets, 10 pairs of composite boots, and 10 pairs of gloves. Per Board policy, Selectmen requested that

Skantze obtain three price quotes for the protective clothing (provided for in the Fire Department budget). Skantze said that he will supply the quotes at the May 20 meeting, and will return to a future meeting to discuss tool and equipment purchases.

- . *Uniforms* Skantze said that he will bring a purchase order to the May 20 meeting.
- . *Forestry protective clothing* Skantze said that he will bring a purchase order to the May 20 meeting. Skantze noted that options range from purchasing a small number of sets of clothing to outfitting the entire department. For planning purposes, Fox requested information regarding the projected lifespan of the gear.
- . *Controlled burn exercise adjacent to Moore Nanotechnology construction* Skantze reported that the date – driven by bookings at the Keene State College Camp at Wilson Pond -- has been set for May 16.
- . *Intercept agreement with City of Keene* Skantze and Board members agreed to postpone action. Skantze reported that there has been no occasion to use the service during his half-year as Chief.
- . *Training* The group discussed various approaches towards attracting and compensating highly qualified instructors for continuing education. Fox advised the group that instructors must be covered by insurance, either their own or that of the Town. Skantze said that it might be possible to hire a company that provides continuing education. Tatro noted that \$3,800 remains in the budget for training.
- . *Resource conservation and development* As a component of hazard mitigation planning, Skantze reported that he has approached a firm for assistance with identifying and mapping the locations of existing pressure hydrants, dry hydrants and draft sites. Skantze said that one goal of the project would be to repair all existing hydrants.
- . *Tanker* Skantze presented a brief overview of the Department's approach towards downscaling specifications for the new tanker truck. In summary, the goal is to meet all safety standards in a truck built on a commercial chassis that can fit into existing garage space, meet minimum requirements in case it needs to stand in as an engine, and "just be able to haul water down the road." Skantze said that he will provide Selectmen with draft specifications.
- . *Engine 2* The group discussed long-standing issues with the vehicle, and considered approaches for rectifying the problems. Fox said that she will collect records of repair invoices. Tatro advocated for prompt resolution.
- . *Submission of invoices* The group discussed possible procedures to facilitate compliance with bookkeeping requirements for weekly submission of invoices.
- *Officers* Tatro reminded Skantze of the June 30 deadline.

Department of Public Works DPW Director Lee Dunham and the Board discussed 2009 hiring recommendations for the summer grounds maintenance crew. The group focused on ways to provide service with the greatest possible economy. Selectmen agreed to continue 2008 cemetery crew hours of 8:00 to 4:00, with lunch taken in the field, starting as of May 11, 2009.

Motion by Tatro to re-hire Matt Trombley, at his 2008 rate of pay, pending successful completion of motor vehicle background check. Second by Carlson. All in favor.

Selectmen inquired about timing of repairs to the Cresson covered bridge. Dunham said that preparing cemeteries for Memorial Day is the current work priority; bridge repairs will require coordination with Faulkner. Prior to the work, Dunham said that he will issue press releases to alert the public to the bridge closing.

Carlson inquired about painting of crosswalks. Dunham said that he expects the work to take place during May, depending on weather.

Selectmen discussed a tendency of road crews to leave behind debris from repair of potholes. Dunham said that he will instruct the Swanzey road crew to load the debris into the truck, and then patch potholes.

Goals meeting Selectmen set May 13 at 6:00 for a special session to set goals for 2009. Topics may include a Town recreation program and uses of the Mt. Caesar property, as well as the list of future agenda/pending items.

CONSIDERATION OF NEW BUSINESS

Richardson Park rules Selectmen considered amendments to address the 2009 summer calendar, and the addition of a rule formalizing the prohibition against fishing from the Town beach.

Motion by Carlson to re-adopt the rules, as amended. Second by Tatro. All in favor.

Resignation of Memorial Day and Veterans Day parade planner Selectmen reviewed a letter from Jim Devine requesting that a new planner assume his duties in 2010. The group discussed publicizing the opportunity, and agreed that it might be an opportunity to involve more Vietnam and Persian Gulf veterans. Fox said that she will begin to explore interest.

CONSIDERATION OF MINUTES

Proposed corrections to page 2, Stewards of Mt Caesar Advisory Committee: Zeh presented photographs depicting recent damage to trails, exacerbated by spinning tires during wet conditions, and a photograph of a Jeep at the Mt. Caesar summit. ~~, taken at the same time.~~

. . . DiLuzio offered to invite Samperisi to a future Board meeting, if so requested by Selectmen, and said that she would ask him to attend the Committee's public hearing, if one should be scheduled. ~~information meeting.~~

Motion by Carlson to approve the minutes of the April 15, 2009 regular meeting, as amended, and minutes of the April 15, 2009 non-public session. Second by Tatro. All in favor.

CONSENT AGENDA

1. RSA 31:95-b, accepting and expending funds from Orton Foundation \$1,000 for Swanzey Rural Character Premiere, in addition to a \$135 reimbursement from Post Office.
2. Abatement #2008-8, Austin – Denied.
3. Abatement #2008-4, Heffernon – Granted \$1400 assessed value.
4. Event Permits #2009-7 & 8.
5. Intent to Cut, Tax Map 51 Lot 17.
6. Intent to Excavate, Tax Map 86-1 & Tax Map 12-5.
7. Gravel Tax Warrant \$ 2,624.32.
8. Sansoucy Utility Appraisal Agreement.
9. Permit to Trap, Mt. Cresson Property, Tracy Lot & Muster Field.
10. CDBG Requisition – Page Homestead Utilities.

Motion by Carlson to approve the consent agenda. Second by Davis. All in favor.

NON-PUBLIC SESSION

At 8:21, Selectmen voted unanimously by roll call to enter non-public session, pursuant to RSA 91-A:3IIa, to discuss personnel. Present were Carlson, Tatro, Davis, and Fox.

Selectmen left non-public session at 9:03 p.m., voting by roll call to seal minutes of the session indefinitely.

ADJOURNMENT

Motion by Carlson to adjourn; second by Tatro. All in favor. The meeting adjourned at 9:05.

Respectfully submitted,

Victoria Reck Barlow,
Recording Secretary

LIST OF FUTURE AGENDA/PENDING ITEMS

1. Personnel policy updates – drafting of updates ongoing.
2. Disposition of South Grove Street Land acquired by tax deed - pending.
3. RFP – Town Facilities assessment.
4. Subdivision Road Standards. Draft developed by DPW Director Dunham distributed to Selectmen. Review pending. Winter Maintenance draft – BOS suggestions re-worked at provided to Dunham 1/5 for final review before forwarding to Town Counsel as requested for an opinion.
5. Street Addressing Committee. Review of file and project status underway. Committee meeting to be scheduled.
6. Discussion, defining roles and responsibilities between Selectmen, DPW and West Swanzey Sidewalk Committee. Research underway. 2009 work plan discussed with committee.
7. Town ordinances – Fireworks. Further consideration deferred to allow for input of full time fire chief following hiring.
8. Carpenter Home Properties – Discussion with counsel re: options. Authorization to investigate pending.
9. Westbrook Court – Class VI – Camuso (Richmond).
10. Old Home Day Committee recruitment.