

## **Selectmen's Meeting – December 14, 2010**

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

Chairman Carlson called the meeting to order at 6:15 p.m.

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

**Nominations – Economic Development Advisory Committee (EDAC).** Selectmen met with Steven Bittel who expressed interest in serving the town as a member of this advisory committee. After discussion regarding his qualifications and interest in the community, Selectmen voted to appoint Mr. Bittel to fill the EDAC vacancy with a term to expire 9/24/2013. Selectmen requested the necessary appointment papers be prepared for signature at their next business meeting.

### **New Hampshire 2013-2022 Ten Year Plan, Transportation Improvement Projects.**

Selectmen reviewed correspondence from SWRPC Senior Planner J. B. Mack dated 12/7/2010 seeking nomination of emergency or out year transportation projects. Selectmen requested additional detail on several projects which were included in the list. Feedback on the request should be sought from the Planning Board, Police Chief and DPW Director with a request that it be shared with Selectmen prior to 1/14/2011 to allow time for board consideration prior to the Planning Commission's 1/21/2011 deadline.

**Carpenter Home Roof Project.** DPW Director Lee Dunham met with Selectmen reviewing some recommended changes in methodology related to re-roofing of the south side of the ell and porch resulting from additional investigation. The proposed change in project approach in this area will reduce cost and eliminate concerns related to snow dump off a metal roof in front of building exits, sprinkler requirement concerns and the requirement to eliminate a dormer. This area will be re-roofed with lifetime or 30 year type shingles with the porch roof pitch being raised and insulation added. Concerns about how to join the roof of the front cape to the ell if metal was used will also be eliminated. Cost estimate for this plan revision are less than the initial proposal re-roofing with metal and eliminating a dormer. Selectmen approved the plan modifications.

**Motor Vehicle Registrations – E-reg.** Selectmen reviewed cost information related to offering E-registration services to residents developed as a result of some board discussions a few weeks ago. Whether to pursue and devote energies to services such as E-reg or electronic payment of tax and utility bills or a strategy that might allow debit transactions at the counter was discussed at length. How to estimate potential utilization of E-reg and the diminished transaction costs to the town as use increases was also discussed. Selectmen deferred action initiating implementation of E-reg requesting investigation of available methods to put other services on line and debit transactions.

**Investment Policy.** Selectmen met with Town Treasurer W. William Hutwelker reviewing the town's current investment policy and investment options. Need to avoid investments in institutions in which town officers might have an interest was discussed. Limited income opportunities, keeping in mind need to ensure safety of the town's funds, in the current market were reviewed. Efforts to re-align the town's CD investments to meeting cash flow needs are also underway. Selectmen re-adopted the current policy and board members and Town Treasurer Hutwelker executed a copy – Attachment #1.

**Brownsfield Nomination – Route 10 Auto.** Selectmen were advised that the town's application for seeking site assessment through this program will be considered this week by the SWRPC

Brownsfield Committee. Strategy for proposed by town counsel to gain access for the site assessment was reviewed with members.

**Route 12 Intersection – Signals or Roundabout.** Comments collected by NHDOT and other materials related to the public information meeting conducted on November 10<sup>th</sup> were distributed electronically to board members. Selectmen discussed the comments received which predominantly favored a roundabout versus signalized intersection. Selectmen voted to endorse the roundabout as the town's preferred alternative. Selectman Davis raised concerns expressed about whether as part of the project additional signage directing travelers to use Lake Street versus Park Street to travel between Routes 12 and 32. The Board determining assessment of whether signage is recommended should be conducted when the intersection improvements are completed.

**Proposed application seeking CDBG funding – Keene WWTP upgrade.** Engineers recommend retaining CDBG grant writer Donna Lane to assist with development of this application. They have worked with her on previous applications and feel she has the necessary experience to develop what will be a challenging application to get funded. Selectmen endorsed proceeding with Underwood Engineer's recommendation.

**Fire Department Payroll – November 1 to November 30, 2010.** Selectmen reviewed the summary of personnel activity submitted by Chief Skantze requesting Fox follow up with several questions regarding how calls were categorized on the activity report and what training level was required to respond to various types of calls. Approval for processing of the submitted report was deferred.

**Professional Services Agreement Amendment: Grant Administration between Town and SWRPC for SCS Page Homestead Project.** Consideration of this amendment was removed from the consent agenda. Selectmen discussed the existing agreement with Selectman Tatro questioning why additional funds were required by the Commission for this project's grant administration if they had contracted to complete it for a set amount. Turn over in the commission personnel assigned to serve as administrator during the project has resulted in it requiring more time than expected. Selectman Tatro objected to providing additional funds to complete the contracted job. It was noted that additional fund requested would be taken from available grant proceeds. Selectmen voted to approve the professional services agreement amendment authorizing Chairman Carlson to execute the contract amendment on behalf of the town.

**Consent Agenda.** The board reviewed and approved the following consent agenda items:

- Acknowledgement of resignation, EDAC – Bill Hutwelker.
- Tax Map Updating Agreement – April 1, 2011.
- Authorize Chair to execute Insurance renewals – 2011.
- Authorize transfer of LU Change Tax to Conservation Commission 2010.
- Acknowledgement of resignation Fire Department member Philip Thomsen.
- CDBG Requisition #10 – SCS Page Homestead Project.
- Notice of Lien, Tax Map 65 Lot 1-2.
- Thank you – Gary Phippard & Cheshire Builders, WS Fire Station façade improvement project.
- Thank you - Thompson Bridge & Dam Project Booklet.
- Carry forwards 2010 – Attachment #2.

**Budget 2011.** Selectmen reviewed the overall budget focusing discussion on developing recommendations related to employee compensation. Wage adjustments approved in prior years

were discussed. Selectmen requested information be developed relating various CPI standards, other communities practices and an analysis of budget impact of various levels and methods of pay rate adjustments. Board members reviewed information regarding costs associated with the 12<sup>th</sup> officer position and how its funding impacted that department's budget if included in 2011. Funding requested by Swanzey Lake Association to support the lake host program was discussed with Selectmen deciding to include it as a component of the operating budget.

Meeting adjourned at 9:30 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator