

## Selectmen's Meeting – April 26, 2011

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

The meeting was called to order by Chairman Tatro at 6:20 p.m.

**FCC & Compliance with narrowband radio operation upgrade deadline.** Correspondence from the FCC advising the town of the 1/1/2013 deadline to convert to narrowband operations was provided to Selectmen. Copies have been sent to leaders of department with potential impacts including Skantze, Busick, Dunham and Bohannon. Selectmen requested a memo be sent to each department seeking information regarding impacts (if any) of the narrowband conversion deadline.

**Ashuelot Rail Trail Project.** Selectmen were advised that the pre-bid meeting had been conducted Monday, 4/25 and that almost 10 plan sets had been issued to interested parties to date. Bids are due May 9<sup>th</sup>.

**USPS and Rural Route Delivery originating from Swanzey.** Selectmen discussed the Postal Service's proposal to move Swanzey's mail routes from the town's post office to Keene expressing concern. Retaining the delivery origination point in town for residents' mail is important to ensure it is efficient, effective and timely in its receipt. Problems related to delivery of mail (as well as packages, emergency services etc) for North Swanzey residents whose mail is currently delivered out of the Keene post office were noted. Selectmen discussed and approved sending a letter expressing the board's concern – Attachment #1. Selectmen also decided to request assistance in retaining local delivery from Senator Sheehan, Congressman Bass and Senator Kelly.

**Recycling Center.** Selectmen met with Mr. Weeks, 151 Highland Circle, who had sent an email the previous week expressing concern about document security and public access at the Center to mix paper. Selectmen advised Mr. Weeks that his concern had been shared with the town's Solid Waste Manager and that access by the public to mix paper at the Center was now restricted to staff. The fact that mix paper is baled and shipped out for further processing was discussed with members noting that residents need to be attentive to ensuring that private information is shredded.

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

- Concrete Cubes at Richardson Park. Selectman Carlson queried about the cubes removed from the park's road frontage and was advised that a new fence was to be installed to improve the entrance appearance and that the cubes were being re-used at the Recycling Center.
- Letter of Deficiency – Upper Wilson Pond Dam. Selectmen reviewed proposed amendments to the timeline detailed in correspondence dated 3/21/2011 authorizing Fox to execute the intent to repair with the timeline amendments proposed.
- Replacement of 6 wheeled dump truck. Dunham reviewed with Selectmen specifications prepared by Liberty International for replacement of the town's 1996 6 wheeled live body dump truck. Dunham advised he had not concluded his deliberations regarding whether it was most prudent to replace this live body with other live body truck so he was not yet prepared to make recommendation to the board. Whether the specifications and quote provided by Liberty was based on state bid was discussed and requires clarification. Acquisition of the cab and chassis needs to be either through a competitive process or at least 3 quotes should be obtained. The department will continue work on its process to

replace this truck providing additional information and recommendations to the board at a future meeting.

- **Paving Plan 2011.** Dunham discussed with Selectmen plans in development for paving for 2011. An initial schedule of roads to be chip sealed, shimmed or reclaimed prepared in October was reviewed with a schedule updated by Dunham in April. Several of the roads initially prioritized for 2011 have changed and Dunham expressed concern that the winter had been tough on many of the town's roads. Whether a fiber mat application versus top coat should be applied to the portions of Old Richmond Road and Matthews Road reclaimed in 2010 was discussed. Tatro advised he would anticipate a pavement life of 6-7 years from a fiber mat application. Top coat would be applied toward the end of the fiber mat's useful life. Other sections of Matthews Road identified as priorities (north end near town line) and proposed reclamation of Eaton Road was discussed. Reclamation of the second section of Old Richmond Road is not scheduled in 2011. Repairs to an area impacted negatively by a culvert and entrance of a Chimney Stone Pond Road (a private road) were discussed.
- **Ash Hill Road.** Dunham advised that tree removal would be occurring in May.
- **Village of West Swanzey.** Identity of the party responsible for repainting these obsolete hydrants was discussed with Selectmen requesting Dunham bag the hydrants which have been out of service for many years and are now without a water source following removal of the Homestead Dam. Later in the meeting Chief Skantze suggested a ring might be added to the units indicating their status instead. Dunham also advised that the pump house had been vandalized. Need to develop a re-use plan or sell the electric pump was discussed.

**Non-public session – RSA 91-A:3IIb, DPW CPM Seasonal Hiring.** Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb to considering hiring at 7:35 p.m. Selectmen came out of non-public session at 7:43 p.m. Selectmen authorized the re-hiring of Matthew Trombley (temporary full time employee probationary status) to provide grounds maintenance through the Cemeteries, Parks and Facilities Maintenance Division. Mr. Trombley's anticipated start date is May 2.

**Fire Department.** Selectmen met with Chief Skantze reviewing the following matters related to the department:

- **Ice Pond Dam.** Skantze, Dunham and Selectmen discussed correspondence dated April 17, 2011 from Gordon Davis of 839 West Swanzey Road expressing concern about the impact of low water in the ice pond (due to removal of the boards in the dam) on fire suppression for Evergreen Knoll. Boards were removed from the dam by its owner, NHDOT, due to concerns in the region regarding flooding in late March or early April. Dunham reported his observations regarding construction of the dry hydrant and whether there was a strainer (as required) on the fill end advising that its fill pointed downward and that a strainer was in place. In the past week or so, NHDOT has installed one flashboard which has raised the water level in the pond some but not to the point where it is a robust fire protection water source. Skantze advised he had site visited the location that afternoon showing members some photos resulting and indicating he had left his card at Mr. Davis's residence. He advised that the hydrant was an important water source for Evergreen Knoll and the west village area. Selectmen requested Skantze contact officials at NHDOT's Base Hill Road office advising them of his concerns about low water impacts on fire protection in the village area requesting sufficient flashboards be installed to ensure adequate water for fire protection purposes. Dunham reported that the hydrant at the West Swanzey Church has also been damaged and requires repair so that the cistern is an operational water source.

- Call & Training Pay. Skantze, Fox and Selectmen reviewed a draft dated 4/21/2011 including policy for administration of call and training pay, forms, corresponding amendments to the town's overall personnel policy and special detail policy and rates. Administration, processing, method of determining time worked and forms were reviewed and discussed at length. Revisions will be developed to the time sheet developing a hybrid of the 2 samples. Compliance with Fair Labor Standards Act relative to overtime for personnel who might be employed by the town in dual roles was discussed with Skantze advising he thought an exemption might be available advising he would provide documentation. Potential implementation (if finalized in the next few weeks) could be June 1. Special duty pay policy was also discussed with Selectmen requesting the Chief investigate and report back with recommended detail rates for department vehicles.
- Pending Items. Skantze reviewed a list of items pending - Attachment #2 - reporting that mutual aid was installing a new tower in Gilsum which should help with communications on the west side of town. He also advised he had talked with Mutual Aid Director Tirrell about re-tone policy proposing a 6 minute interval (versus 4). Tirrell advised he would bring the proposal to the Mutual Aid Board of Directors. He advised he was still collecting quotes for renovation to the west station providing members with one prepared by Da Brothers Contractors LLC. Board members were provided with and accepted a letter of resignation from Brett Murray hired as a department intern in March of 2010. Mr. Murray's last day with the department will be April 29<sup>th</sup>. Skantze indicated Murray intended to complete a project he had initiated to obtain a town designation as a heart healthy community. Skantze advised the department had recently completed a promotion assessment process resulting a lieutenant's candidate list indicating he would provide to Selectmen the results of that process for their consideration in filling a lieutenant's vacancy at East Station. The oil burner installation has been completed at East Station. The department will be conducting a hiring process in May with Skantze querying if an ad seeking candidates to participate should be placed in the paper. Selectmen concurred and Fox advised it could also be posted on the town's web site. Skantze reported that Saturday station coverage was scheduled to begin May 7 with coverage running 12 hours a day. Selectmen advised they had not authorized scheduling of Saturday station coverage advising Skantze to defer its scheduled start. Skantze advised that Meadowood County Area Fire Department had suspended activity including the dive team and several area chiefs (including Jaffrey, Marlborough and Swanzey) were discussing incorporating the function into a task force that provided the service through mutual aid. Skantze noted that the listing included projects funded in the 2011 budget and that he would be coordinating with Fox regarding scheduling and timing of purchases and then presenting recommendations for purchases to the Board for approval. Skantze also proposed to Selectmen that the intern program be modified into a residential program with 2 interns living at the West Station during the school year advising that it would improve response time for medical calls in that part of town. Interns would pay a nominal rent (suggesting \$200 month). To accommodate a residential program, station modifications would be required to the room layout on the second floor providing living quarters. Fire separation work and installation of an alarm system would also be necessary. Selectmen advised Skantze to provide a memo outlining details of the proposal for their consideration prior to further discussion. Fox advised that information required to process March call and training pay had been received from Chief Skantze on 4/25. Due to some discrepancies noted spot checking the data, an Excel version of the payroll hours by call file (vs. pdf) has been requested from the Chief.

**COPS FAST Officer funding.** Information received on an opportunity to apply for funding for police positions was provided to Selectmen with Fox advising that Chief Busick had requested

Selectmen consider authorizing an application to seek support of the 12<sup>th</sup> officer's position left vacant due to fiscal constraints. She indicated Busick would likely meet with the board in the near future to discuss whether or not the board would authorize an application.

**Fire Department Monthly and YTD Call Data.** March and YTD call information was provided to members.

**Taxes Eligible for Deeding.** Selectmen were updated on the status of parcels eligible for deeding with 2009 tax liens (2008) taxes outstanding. Four parcels remain unpaid. Selectmen requested Fox send correspondence to those owners emphasizing the urgency of addressing the tax situation asking they contact the town promptly to initiate discussion regarding payment arrangements.

**Carpenter Home Call Pay Policy.** Selectmen approved an amendment to the policy aimed at clarifying that the weekly stipend for taking call would be pro-rated if an employee was on call for a portion of the week. A copy of the policy as amended is included with these minutes as Attachment #3.

**Monadnock Transportation Management Association.** Selectmen appointed Dave Krisch to serve as the town's representative on the Monadnock Transportation Management Association.

**May & June Selectmen's Meeting Schedule.** Selectmen reviewed calendars for the upcoming month setting meeting dates and opportunity to conduct site visits.

**Abatements 2010.** Selectmen reviewed a portion of the abatement applications filed for tax year 2010 voting to grant applications filed related to Tax Map 19 Lot 26, Tax Map 24 Lot 49 and Tax map 19 Lot 5 executing letters advising applications of the board's decisions. Abatement applications for Tax Map 19 Lot 27, Tax Map 71 Lot 17, Tax Map 87 Lot 2-5004, Tax Map 29 Lot 4-1 and Tax Map 84, Lot 8-1, 8-2 and 9 were reviewed with Selectmen voting to deny those applications executing letters to taxpayers detailing the board's decisions.

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

- Accepting and authorizing expenditure pursuant to RSA 31:95-b, Old Home Day donations totaling \$100 from LeTourneau, Moorman & Karabakakis.
- Intent to Cuts, Tax Map 44 Lot 6, Tax Map 81 Lots 14 & 17, 83-1 and 82-6, Tax Map 75 Lot 3.
- Intent to Excavate, Tax Map 24 Lot 58.
- Denial of Elderly Exemption Application, Tax Map 58 Lot 33.
- Approval of Greenhouse Exemptions, Tax Map 53 Lot 2-1 & Tax Map 21 Lot 18.
- Raffle Permit #2011-03, Relay for Life & #2011-08 Cal Ripkin League.
- Event Permit #2011-07, Relay for Life.

**Minutes of Selectmen's Meeting of April 12, 2011.** Selectmen approved as written the minutes of their meeting of April 12, 2011 as written.

Meeting adjourned at 7:00 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator