

## **Selectmen's Meeting – September 30, 2009**

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

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

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

**Update of Assessed Values.** Selectmen discussed the project's status and how to better communicate with property owners the methodology supporting updating values.

**Pending Items and other matters.** Selectmen discussed moving higher on the priority list recommendations from public safety personnel regarding fireworks regulations and how enforcement might be improved as it relates to trailers and over height and over weight vehicles crossing the town's covered bridges.

**PB Department Review.** Selectmen reviewed responses from departments to date.

**EDAC Nominations.** Carlson informed the Board that there were two nominees. They were both members whose terms expired 9/24/2009. Tatro proposed that these individuals be reappointed with terms to expire 9/30/2012. Vote: All In Favor.

**EDAC Feedback.** In reviewing EDAC's report to the board, Carlson felt that some the goals outlined were focused on group's initial charge and that they had spent much of their first year learning about the town's development resources. The initial charge of approved by Selectmen in April of 2008 was designed to serve as a road map for the group's activities. The Board would like to see them to outreach and collaborate more with the Swanzey businesses as that effort would support attracting businesses to Swanzey. Carlson suggested the group concentrate more on some of their short term goals initially. Fox will draft a proposed response to EDAC for subsequent review by the Selectmen.

**6:30 Public Informational Meeting – Lower of Water Level in Lower Wilson Pond (RSA 482:13).** Chairman Davis called the informational meeting to order. Proposed is draw down of Wilson Pond to fix gate. DPW Director Lee Dunham queried if he would need to wait 30 days from this date before proceeding to draw down the water level in the pond to allow repairs to occur. The statute was reviewed and it was concluded that following the informational meeting he could proceed as scheduled on 10/15. No other comments received. No one from the public attended. The board voted to proceed with the project.

**Surplus Vehicles – Fire Trucks.** Methods to dispose of the trucks deemed surplus (1990 & 1991 Pierces) were briefly reviewed (Sealed bids sale/Auction/Trade for Services). Information regarding the upcoming state auction – a week away – was provided to the board. Efforts to finalize cost estimates for expanding the west station to

accommodate the ladder truck accepted by the board last week are still underway. Authorization of the project was deferred until its cost estimate was complete. Some portions of the project are likely to be accomplished through donation or volunteer efforts.

**Wellness Committee Grant Application.** Selectmen discussed the grant application which includes funds to support employee health education and renovation of space within the barn at the Carpenter Home. Selectman Tatro proposed endorsement by Selectmen of the grant application provided there is no cost to town.

**LUCT Abatements.** Selectmen discussed the pending application from Still Bros. and the sales data available since setting these land use change tax penalties. Further discussion will be scheduled at an upcoming meeting.

**Records Retention Committee.** The State recommends establishment of a committee which would need to consist of a member of the Board (or a designee), the Treasurer, someone from the Assessing Dept., Tax office or Clerk's office. Fox suggested Sara Carbonneau represent the Board. Fox stated there would be some work involved pertaining to how to questions such as how to retain, where, what format. Selectmen authorized establishment of such a committee.

**Possible Town Hall Closures.** Fox proposed that the Board consider being closed on Veteran's Day to provide staff with an opportunity to clean and organize the building. Selectmen authorized closing to the public on that day to allow staff to focus on such efforts. Whether it would be feasible to close on November 18 to allow the majority of staff to attend the LGC Conference training sessions was discussed but no decision was made until additional information regarding the November work plan is available. Selectmen requested that notice of full building closures be advertised in the paper.

**Assistance Guidelines Update.** Board reviewed proposed updates to the guideline amounts prepared utilizing state standards for food allowances, NH Housing Finance Authority rental information and SCS utility costs. Tatro proposed setting up a program for welfare clients allowing them to work at the recycling center, paint, etc. Fox advised that the town had some past experience with "workfare" and that properly supervised it could be a tool that has value for both clients and the town. Supervision has been the major challenge. Selectmen requested staff investigate renewing its "workfare" program. Selectmen voted to adopt the updated guidelines – Attachment #1.

**Non-public session – RSA 91-A:3IIa, Employee matters.** Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 7:40 p.m. Present were Police Chief Rich Busick and Town Administrator Elizabeth Fox. Selectmen came out of non-public session at 8 p.m. voting by roll call to seal the minutes of the session indefinitely.

**Fireworks and Covered Bridges.** Selectmen requested Busick work with Chief Skantze to address the pending issue of an ordinance related to fireworks. In addition, board members requested his recommendation for regulatory changes that would improve

enforcement of trailer, height and weight restrictions for the town's covered bridges. Information regarding application of the noise ordinance draft prepared was also requested.

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

- Event Permit #2009-17, Homecoming Parade.
- MS 1 Extension.
- Revised letter to Gerken (Tax Map/lot number mix up in original)
- Timber Tax Warrant \$1,624.33 & Timber Tax Warrant \$3,194.44.
- Authorize Chair to sign CD 57 for Johnson Easement transaction.
- CDBG Requisition #7.

**Minutes of Selectmen's Meetings of 9/14/2009 & 9/23/2009.** Selectmen approved as written public and non-public sessions of the minutes of their meetings of 9/14/2009 & 9/23/2009.

**Carpenter Home Minivan Policy.** Selectmen adopted the policy drafted in supplement to the Town's general vehicle policy to guide use of the 2007 Dodge van donated to the town by the Chamberlain family to support the residents and operation of the Carpenter Home – Attachment #2.

Meeting adjourned at 8:45 p.m.

Submitted by,

Donna Munson  
Recording Secretary

Elizabeth Fox  
Town Administrator