

## SELECTMEN'S MEETING – APRIL 1, 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 6:10 p.m.

### **INFORMATION**

April calendar Selectmen discussed the April schedule of meetings.

Fire Department monthly reports Selectmen acknowledged receipt by e-mail of monthly reports for January and February.

**CITIZEN CONCERNS** – none pending

### **DEPARTMENT REPORTS –**

7:45 – 8:25 Fire Chief Norm Skantze (see **NEW BUSINESS**)

**APPOINTMENTS** – none scheduled

**NOMINATIONS** Vacancies are posted.

**CONFIRMATIONS** – none scheduled

**ENFORCEMENT** – none scheduled

### **PUBLIC INFORMATION MEETING – Thompson Bridge scour countermeasures**

Davis opened the public information meeting at 6:30 and welcomed guests. Present were Sean James, Hoyle Tanner Associates (the project lead firm) and project partner Jim Barrett, Haley and Aldridge; Town Planner Carbonneau, EMD Bruce Bohannon, and members of the public. James presented slides outlining the project, and asked for input from the public.

James said that project funding is to come from Federal sources with a Town contribution: National Historic Covered Bridge program (80% federal, 20% Town of Swanze); Municipal Bridge Aid (80% federal/20% Town), and possibly also from ARRA “stimulus funding” (a portion likely to be 100% funded).

The project will be conducted in coordination with removal of the dam. Project components include

1. Fire protection – design of deluge sprinkler system (similar to that installed at the Slate covered bridge)
2. Scour protection measures, required by the pending dam removal. The project elements will be bid and constructed as one contract with the dam removal and related stone weir installation.
  - installation of stream barbs 40’ upstream of the bridge to deflect water away from the bridge abutments and towards the center of the stream, and to dissipate the energy of the stream velocity
  - underpinning of bridge piers
  - installation of additional stone fill at bridge abutments
  - re-shaping of bridge abutments to enhance diversion of water

Barrett presented details of the stone barbs, which he said will look like submerged stone docks extending from the stream bank into the river. The barbs will be 70' long and 3' high (measured from river bottom) at their greatest height, and will be visible to boaters. Placement of stones in the barbs will attempt to match the stonework of the covered bridge. Barrett said that the design avoids installation of unsightly riprap or alteration to stream bank slope, and will not affect the elevation of the river flow or affect fish migration. The design meets guidelines of the National Resources Conservation Service, and Rosen guidelines, and is based on post-dam-removal flow calculations.

In response to questions from the public, James said that scour countermeasures are designed to correct existing scour (on the downstream side, ranging from a few feet to 6' under the center pier) and prevent future scour. The bridge pier would be sheathed to prevent washout, and to extend the bridge load at least 2' deeper into hard glacial till. Re-shaping of the pier will allow water to ride up and off it.

James said that the stream will be diverted during construction, and said that traffic will be detoured during parts of the project. By combining work on the pier, abutments and sprinkler system, road closings can be minimized.

The tentative project schedule calls for

- April: final design completion, presentations to DOT committees; wetlands permit application submittal
- May – August: finalize contract documents, pre-qualify contractors, bid design
- August – November: construction

Hearing no further comments or questions, Davis closed the information session at 7:15.

## **CONSIDERATION OF OLD BUSINESS**

COPS Hiring Recovery program Selectmen reviewed and discussed a cost analysis and a February 18, 2009 memo from Police Chief Busick seeking authority to apply for a COPS program grant to add a full-time entry-level position to the department. The application deadline is April 14<sup>th</sup>.

Based on financial considerations, Selectmen agreed in their opposition to expanding the department at this time. Selectmen authorized Busick to apply for the grant; if the application is funded, Selectmen will consider participation if the new position will replace the existing full-time and half-time detective positions. Selectmen also noted that any proposed increase in the number of personnel would require authorization by voters.

FBI Academy Nomination Selectmen reviewed and discussed Chief Busick's request to nominate an officer for the Academy. Selectmen authorized Busick to submit the nomination.

Budget 2009 – Stratton Library Fox alerted Selectmen to a now-corrected data entry error in the budget spreadsheet.

Thompson Covered Bridge Scour Countermeasures (see **PUBLIC INFORMATION MEETING**)

Fox advised the Board that project abutters were notified of the meeting, as was the Keene *Sentinel*.

Update on Thompson Covered Bridge/Dam Project as a combined job Fox reported that she has met with Dam Bureau and DOT representatives to discuss Town management of the combined project. Fox discussed structuring contracts to protect the Town, management of cash flow, and opportunities for savings. Selectmen authorized Fox to continue to take steps to establish the Town as project manager.

Land Use Change Tax Penalties – Lamothe & Moore Nanotechnology Selectmen agreed to postpone discussion until a future meeting.

Non-public session – RSA 91-A:3IIa, personnel (see **NON-PUBLIC SESSION**)

Gocht septic system In response to correspondence from Gocht, as well as telephone conversations between Gocht and Fox, Selectmen requested that Fox write to R. Gocht to re-confirm the Board's decision (as advised by Town counsel, and established prior to the Gocht's applications to the ZBA in 2009): Proposed replacement of the existing septic system located on Town property with a new septic system located on Town property will require public consideration pursuant to RSA 41:14a, including two public hearings.

SCS Page Homestead project Fox reported that water and sewer lines serving the project will be installed within the State highway right-of-way. Fox will write to inform abutters.

Properties due for tax deeding, April 11<sup>th</sup> Selectmen reviewed the updated list of properties, and discussed possible arrangements for payment.

**Motion** by Carlson, in consideration of potential environmental issues and pursuant to RSA 80:76II & IIA to instruct the Tax Collector not to deed Tax Map 73 Parcel 13-1 and Tax Map 52 Parcel 10 to the Town. Second by Tatro. All in favor.

Budget 2009 Selectmen reviewed and discussed revised budget worksheets, and discussed on-going efforts to make up funds lost to the State revenue shortfall. Fox advised the Board that she has received feedback from most Town departments, and will seek closure from those remaining.

## CONSIDERATION OF NEW BUSINESS

Fire Department Chief Skantze appeared before the Board to discuss purchase orders.

To determine the Town's cost of a proposed Firefighter I class, Skantze proposed waiting a week to obtain a response to an e-mail invitation to area fire departments to participate in the training. Selectmen agreed that the Board could authorize the purchase order outside of a regular meeting if provided with a letter of explanation.

Skantze presented a purchase order for \$1,500 to cover repairs of the pickup truck housed at the Center Station designated for use as a brush truck. Selectmen discussed the repairs, which will be less expensive than originally estimated.

**Motion** by Tatro to authorize Davis to sign the purchase order for repair to the Center Station pick up. Second by Carlson. All in favor.

Other Department topics discussed included

- . General results of recent physical ability and oral board testing of firefighters. Skantze said he will bring actual numbers to the next Selectmen's meeting.
- . Department activity reports. The group discussed ways to present data to make it possible to correlate activity and payroll. Skantze advised Selectmen that the reporting software is new to some who input data, and offered to add a code within the call number to indicate the date of the call.
- . Response to calls. The group discussed the possible conflicts between the need to maximize efficient use of responders (to save money) relative to the need to encourage participation (to develop the Department). Skantze said that policy permits all firefighters to respond; in practice, there is some crossover, but it is atypical. Skantze also said that, for mechanical purposes, he generally is in favor of activating trucks. Skantze said that he would investigate reports of responses that involved all three companies.
- . Reporting to stations prior to responding to a call. Skantze said that firefighters are getting used to the new practice, and said that the system is an improvement.
- . Budget 2009. Selectmen advised Skantze of the Town's commitment to frugality. The group attempted to weigh the intangible benefits of some Department

expenditures compared to the dollar costs. Skantze asked for continued guidance, and suggested setting a cost reduction target.

- Generating revenue. Skantze proposed charging more for services, or charging for services previously supplied for free (eg, inspections).
- Public perception. Selectmen reported receipt of positive comments from citizens regarding changes in the Department.

Carpenter Home HCBC rate Fox reported that the State has authorized increasing the rates for HCBC and semi-private rooms to \$2,185, effective May 1, 2009.

**Motion** by Carlson to authorize, effective May 1, 2009, increasing the assessed HCBC and semi-private room rates. Second by Tatro. All in favor.

MS 5 Fox advised Selectmen that the unreserved fund balance has declined, and revenues have failed to meet targets. Selectmen signed the MS 5 prepared by Town Auditors.

Gates for Mt Caesar property Fox reported that the Stewards of Mt. Caesar Advisory Group have requested authorization to submit a grant application seeking gate construction materials. The application deadline is April 15<sup>th</sup>. Group chair DiLuzio proposes to make the application, and report to the Board at a future meeting.

**Motion** by Tatro to authorize submission of the grant application, and to designate Fox to sign the application on behalf of the Board. Second by Carlson. All in favor.

Town Hall staffing Fox reported that interviews of applicants for the Deputy Town Clerk will take place on April 3. The screening committee will recommend the top candidates at the Board's next business meeting. The Assessing Coordinator position will be filled next.

#### CONSIDERATION OF MINUTES

Proposed correction to page 5: Hazard Mitigation Plan update Fox said that she will send a memo to department heads advising them that all departments will have to be covered at the ~~April 14~~ April 13 meeting.

**Motion** by Carlson to approve, as corrected, the minutes of the March 25, 2009 regular meeting. Second by Tatro. All in favor.

#### CONSENT AGENDA

Notice of Intent to Cut – Tax Map 71 Lot 13-2.

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

#### NON-PUBLIC SESSION

At 8:30, 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 9:24 p.m., voting by roll call to seal minutes of the session indefinitely.

#### ADJOURNMENT

**Motion** by Tatro to adjourn; second by Carlson. All in favor. The meeting adjourned at 9:25.

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.