

## SELECTMEN'S MEETING – FEBRUARY 11, 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 Nancy L. Carlson, Bruce L. Tatro, and Deborah J. Davis. Town Administrator Elizabeth Fox also was present.

### **FINANCIAL MATTERS**

Selectmen reviewed and approved accounts payable and payroll manifests.

### **CALL TO ORDER**

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

### **INFORMATION**

Gocht septic system Fox advised Selectmen that a meeting with Gocht has been scheduled for Wednesday, February 25<sup>th</sup>. Town Counsel Beth Fernald will be present.

Sawyers Crossing & NH Route 32 Selectmen reviewed 2/3/09 correspondence from NH-DOT in response to a 5/7/08 letter from the Board of Selectmen pertaining to the intersection. Fox has requested the assistance of the Police Department in obtaining data related to traffic movements and motor vehicle crash information.

**CITIZEN CONCERNS** – none pending

### **DEPARTMENT REPORTS –**

6:45 – 6:50 Recycling Center (see **OLD BUSINESS**)  
6:50 – 8:15 DPW Director Lee Dunham (see **OLD BUSINESS**)  
8:05 -- 9:30 Fire Chief Norm Skantze (see **OLD BUSINESS**)

**APPOINTMENTS** – none scheduled

**NOMINATIONS** – none scheduled

**CONFIRMATIONS** – none scheduled

**ENFORCEMENT** – none scheduled

**PUBLIC HEARINGS** – none scheduled

### **CONSIDERATION OF OLD BUSINESS**

Town Report 2008 Selectmen discussed and amended a draft Report of the Selectmen.

Fire Department With Fire Chief Skantze, Selectmen discussed employee status and staffing (**NON-PUBLIC SESSION**). Other Fire Department topics included:

*Forest Fire Warden and Deputies* With Fire Chief Skantze and DPW Director Dunham, Selectmen discussed leadership of this function. To enhance unity of command, Skantze expressed willingness to assume the duties of fire warden. Skantze said that he envisions Fire Department officers serving as deputy wardens.

Selectmen authorized the appointment of Skantze as Forest Fire Warden, Lee Dunham and other officers as deputy wardens.

*Proposed establishment of an expendable trust account* Fox provided a draft resolution to establish an account for the purpose of accepting gifts and donations made to the Fire Department. Town Attorney Bradley has reviewed and approved the resolution.

**Motion** by Tatro to adopt the resolution – Attachment #1. Second by Davis. All in favor.

*New England Fire Equipment and Apparatus road maintenance service* Chief Skantze recommended that the Town enter into a service agreement for in-house preventative

maintenance and certification of fire equipment. (Vehicle inspections would continue to take place at local garages, and vehicle repairs would not be covered.) Skantze reported receipt of a quote of \$9,225 for twice-annual service, proposed for payment from the repair budget. Skantze has prior experience with the company, and proposed evaluating whether to continue with the service after using it one time. Tatro asked Skantze to determine whether oil analysis is included in the contract.

**Motion** by Tatro to authorize Skantze to enter into the service agreement. Second by Davis. All in favor.

Protective clothing Skantze requested authorization to expend up to \$14,750 to purchase additional sets of protective clothing.

**Motion** by Davis to authorize the purchase. Second by Tatro. All in favor.

Forestry truck, Center Station Skantze reported receipt of a \$3,034 estimate to replace the engine. He said that he has located someone who can replace the crankshaft, but cautioned that no one can guarantee that the replacement will be successful. Skantze recommended repairing the truck, which is needed, but advocated waiting to make the investment.

Monthly logs At the request of Selectmen, Skantze will provide Board members with monthly reports documenting Fire Department activity.

Homestead Woolen Mill Dam Selectmen reviewed a draft MOU related to removal of the dam. Fox reported that a group of citizens have expressed willingness to participate in the development of a walking tour brochure.

#### **CONSIDERATION OF NEW BUSINESS**

Recycling Center 6:45 – 6:50 Steve Stewart reported receipt of a \$1,375 estimate to replace the two recycling center entry doors. The replacements would be 18-gauge aluminum, one with windows, and would be complete with lock sets and lever handles. F. Faulkner would install the doors.

Selectman Tatro queried whether building code requires internal crash bars, and requested two additional bids (eg, Perkins, Belletate). Selectmen recommended that Stewart encourage Faulkner to consult with Code Enforcement Officer Weston regarding code requirements.

Department of Public Works DPW Dunham presented information on the NH Rural Signing and Delineation Improvement program. He stated that Swanzey has been selected for participation due to crash data; the program is designed to reduce collisions by improving signage. The Town will be asked to accept the signs, and their maintenance.

Identified areas include Matthews Road, Airport Road, Old Homestead Highway (south of Town Hall and north of Talbot Hill), Eaton Road, Swanzey Lake Road (near East Shore), Hale Hill Road near Route 32 and Oliver Hill. Dunham will attend an information meeting on February 12.

Dunham also reported that the Federal Highway Administration has upgraded requirements for nighttime visibility of signs; grants of sign materials are available from 3M. Dunham proposed submitting an application to upgrade stop, yield, speed limit and warning signs. Upgrading street signs could take place in 2012.

Tatro recommended contacting the State prison for possible sign manufacture.

Dunham reported increased fuel use in January relative to 2008. He and Board members discussed the merits and issues related to constructing a salt shed with capacity for a full year's supply of salt.

Dunham and Tatro discussed making arrangements to inspect the New Holland tractors used for plowing sidewalks at Keene State College.

Jaffrey appreciation Fox reported receipt of a letter to the Selectmen expressing appreciation from the Jaffrey Board of Selectmen for Swanzey's DPW mutual aid assistance clearing debris resulting from the recent ice storm.

Audit engagement execution letter Fox advised Selectmen that a pre-audit meeting will take place on February 23, at a time TBD.

**Motion** by Davis to authorize Carlson to sign the audit engagement letter. Second by Tatro. All in favor.

**Motion** by Carlson to have Davis represent the town at the pre-audit meeting. Second by Tatro. All in favor.

Appraisal of Utility Property Fox requested authorization to request a proposal from George E. Sansoucy, P.E. The expense could be covered by the expendable trust for reevaluations. Selectmen requested additional information: names of other companies that appraise utility properties, and the potential gain of the using the service.

Legislative matters; NHMA meeting Selectmen discussed pending bills, and agreed in their opposition to binding arbitration; the right of non-emergency personnel to strike. Selectmen agreed in their support of returning to union recertification process by election rather than check card; increasing the retirement age for police; electronic notice. Selectmen will discuss the bills in greater detail at the February 25 meeting.

Tatro agreed to represent the Board at the March 2 NHMA meeting. Fox also may attend.

Cool Monadnock roundtable Selectmen received an invitation to a February 20 breakfast at Antioch. Tatro will attend on behalf of the Board.

#### **CONSIDERATION OF MINUTES**

**Motion** by Tatro to approve the minutes of the February 5, 2009 regular meeting. Second by Davis. All in favor.

#### **CONSENT AGENDA**

1. Letters of support for HB 657.
2. Notice of Lien, Tax Map 87 Lot 2-5101.
3. Conservation Commission resignation – G. Babonis.
4. Intent to cut, Tax Map 81, Lot 1

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

#### **NON-PUBLIC SESSIONS**

*Session I* At 7:12, 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. DPW Director Dunham also was present.

Selectmen left non-public session at 7:18 p.m., voting by roll call to seal minutes of the session indefinitely.

*Session II* At 8:05, 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. Fire Chief Skantze also was present.

Selectmen left non-public session at 9:30 p.m., voting by roll call to seal minutes of the session indefinitely.

**ADJOURNMENT**

*Motion* by Tatro to adjourn; second by Davis. All in favor. The meeting adjourned at 10:05.

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.