

SELECTMEN'S MEETING – JUNE 10, 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.

CONSIDERATION OF OLD BUSINESS

Site visits (6:30 – 8:30) With Fox and DPW Director Dunham, Selectmen visited the following locations:

Davis Avenue, to review the location of the roadway right-of-way relative to the driveway, plantings and fence at the end of the cul-de-sac, and to discuss snow plowing and snow storage.

CL Lane and Woodland Heights, to inspect the condition of pavement.

Carlton Road extension retaining wall. Dunham said that he will determine whether the retaining wall has been seal-coated.

Cresson Bridge, to view damage to the granite block wing wall on the southeast corner of the bridge. Dunham said that he will obtain recommendations for repair, and plans to schedule repairs after the end of the school year.

Ash Hill Road, to review the 5,000' length of roadway along which approximately 42 trees will be removed from the area between the road and stone wall. Dunham also identified the area where ledge and a large boulder will be removed.

Owens Drive, to review the general location of a proposed shared driveway

Spring Street, to review areas where repairs to sidewalks are problematic; also, to view the former location of a now-dismantled sidewalk railing.

West Swanzey fire station, to view renovations

Town Hall landscaping, to recommend removal of a dead bush and an apparently dying bush

CONSIDERATION OF NEW BUSINESS

2004 DPW dump truck Dunham requested authorization to approve additional repairs as part of service related to a recall of the truck. Dunham said that the estimated cost of the replacement speedometer sensor, clutch linkage and oil leak repair is \$1,500, and may be more (\$2,500 to \$2,700) if the oil leak is a symptom of a larger problem. Selectmen determined that approximately \$6,300 remains in the repair budget, and discussed most economical ways to accomplish the repairs.

Motion by Tatro to authorize repair of the speedometer, clutch linkage and oil leak, with the total expense not to exceed \$3,000 and oil leak repairs to be completed during this service. Second by Carlson. All in favor.

Modification to public hours at Town Hall Returning to a potential cost-cutting measure considered during budget development, Fox reported that she and staff have discussed options

for adjusting the work week. Fox said that it appears that a four-day week would give the biggest opportunity to offer early morning and evening hours. She proposed a schedule of 8:00 to 5:00, Monday through Wednesday, and 8:00 to 6:30 on Thursday, with Town Hall closed to the public on Fridays.

Fox said that the staff's objective is to meet the needs of customers who only can come to Town Hall before or after work. Fox said that she has wanted to offer evening hours for some time, feeling that doing so would help make it possible for customers to accomplish all their business in a single visit. Fox said that the proposed schedule also could provide a day for those employees without customer-driven functions to accomplish work without the interruptions of foot traffic. Fox said that saving energy was a minor goal; however, for hourly employees, the strategy would reduce time in excess of the 37.5-hour workweek. (Salaried employees would be unaffected.)

Fox said that the towns of Winchester and Chesterfield have realized energy savings from a similar approach, and have received positive feedback for being open earlier; many other municipalities close their town halls for part or all of Friday.

Those present discussed ways to test the proposed system, and considered potential challenges like coordination with other departments and calculating vacation time. Fox recommended initiating the trial period during the first week of July, and said that a change in hours would have to be advertised as quickly as possible. Tatro requested further details. Carlson suggested testing the change during the summer, announced as "summer hours." The group agreed to revisit the topic at the June 17 meeting.

Additional listing of dogs Selectmen acknowledged receipt of the listing from the Town Clerk.

Scheduling discussion of Fire Department job descriptions Selectmen agreed to defer discussion of this topic until the June 17 meeting.

CONSIDERATION OF MINUTES – deferred until the June 17, 2009 meeting

CORRESPONDENCE, PERMITS & OTHER MATTERS - The following were reviewed and executed by the Board:

- Appointment of Robert Goodrich as a regular member of the Conservation Commission, Term to expire Town Meeting 2012.
- Release of Lien, Tax Map 20 Lot 64.
- Request for Documents to PSNH, NE Power and West Swanzey Water Company.
- Event Permit #2009-10.
- Pole Licenses for 3 new poles on Wilson Pond Road and Safford Drive, #2426/1, 2426/2 & 242/65.

NON-PUBLIC SESSIONS

Session I

Motion by Carlson at 8:52 p.m. to enter non-public session, pursuant to RSA 91-A:3IIb, to discuss hiring. Second by Tatro. Vote by roll call. All in favor. Present were Carlson, Tatro, Davis and Fox.

Selectmen left non-public session at 9:11 p.m. Selectmen voted by roll call to seal the minutes of the session until the matter is resolved.

Session II

Motion by Tatro at 9:12 p.m. to enter non-public session, pursuant to RSA 91-A:3IIe, to discuss litigation. Second by Carlson. Vote by roll call. All in favor. Present were Carlson, Tatro, Davis and Fox.

Selectmen left non-public session at 9:37 p.m. Selectmen voted by roll call to seal the minutes of the session indefinitely.

ADJOURNMENT

Motion by Carlson to adjourn; second by Tatro. All in favor. The meeting adjourned at 9:40.

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.