

SELECTMEN'S MEETING – DECEMBER 17, 2008

*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 6:20 p.m.

INFORMATION

DPW training Selectmen received notice that Trevor Hood has achieved the status of Roads Scholar One, having completed 25 contact hours in the University of New Hampshire Technology Transfer Center's educational program in local road maintenance and construction. Selectmen congratulated Hood on his accomplishment.

CITIZEN CONCERNS – none presented

APPOINTMENTS – none scheduled

DEPARTMENT REPORTS – Police Chief Busick (see **OLD BUSINESS**)

NOMINATIONS – none scheduled

CONFIRMATIONS – none pending

ENFORCEMENT – none pending

PUBLIC HEARINGS – none scheduled

CONSIDERATION OF OLD BUSINESS

Budget 2009 Selectmen reviewed worksheets detailing the proposed budget as it currently stands, as well as additional information from DPW Director Lee Dunham regarding road work included in the DPW operating budget. Fox reported that corrections to background calculations resulted in a change in the anticipated tax impact.

Selectmen again re-examined budget areas showing any percentage increase over funds budgeted for 2008, and continued to search for any remaining ways to responsibly lower budget totals. Board members' considerations included further reductions to capital reserve fund appropriations and expendable trust appropriations, reductions in merit increases, and fuel cost adjustments.

Fox reported that Fire Chief Skantze has reviewed his revised budget, and would like to meet with Selectmen to discuss their recommendations.

Fox advised the Board that she will post notice of the public hearing on the budget, now scheduled for Wednesday, January 14th.

Personnel policy changes Selectmen reviewed proposed policy amendments distributed by Fox at the December 10, 2008 meeting and proposed for implementation on January 1, 2009.

Motion by Davis to approve the personal policies – Attachment #4, effective January 1, 2009. Second by Tatro. All in favor.

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

Legislative Delegation In response to a suggestion from Representative Lerandeau at a prior meeting, Selectmen considered scheduling a session with the Town's delegation. Selectmen decided to postpone such a meeting until Board members require an update on legislative matters.

Route 10 Winchester Bridge Citizen Advisory Task Force Selectmen discussed the Town's representation on the task force, which is expected to hold four or five meetings beginning in early 2009. Fox will inquire whether the Planning Board and Conservation Commission would like to send delegates, and will flesh out the list of representatives for the Board's review at their next meeting.

Funding source for Carpenter Home Refrigerators Fox advised the Board that sufficient funds remain in the 2008 operating budget to cover the \$2,200 purchase, originally authorized for funding from the Carpenter Home trust account. Selectmen discussed reserving trust account funds for future expenses, including roof repairs, furnace upgrades, and other improvements.

Motion by Tatro to fund the \$2,200 purchase of Carpenter Home refrigerators from the Carpenter Home operating budget. Second by Davis. All in favor.

Gocht septic system For their review, Selectmen received correspondence, and a new map and floor plan of the proposed addition provided by the Gochts.

Fox reported that she had met with Gocht. Fox summarized the situation: The Gochts seek to execute their plan for a 1-bedroom, 2-bathroom addition proposed to nearly double the size of the house. (A free-standing garage also is proposed.) The Gochts have received a State shorelands protection permit to execute the planned construction. The +/- 1.06-acre parcel's survey line differs from the line drawn as part of the septic system design. The existing septic system encroaches onto Town land, and the area of encroachment is greater than it appeared to be in the 1980s. With a corrected survey line, encroachment of a proposed replacement septic system will be larger than the area that was originally drawn. To correct the record, Fox advised the Board to formally acknowledge the accurate location of the existing encroachment.

Noting that the presence of the septic system precludes use of Town land for Town purposes, Selectmen expressed their preference that the replacement septic system be located on land owned by the Gochts, rather than on land owned by the Town.

CONSIDERATION OF NEW BUSINESS

Hunting camp agreement, Tax Map 83, Lot 7 Selectmen reviewed an agreement between the Town and William G. and Sheryl A. Prescott relative to a hunting camp on a Class VI road. On October 20, 2008, the Zoning Board of Adjustment granted the Prescotts a use variance from Section IV.A.1. for the camp. Board members reviewed the terms of the liability waiver, which will be recorded at the Registry of Deeds.

Motion by Davis to approve and execute the agreement. Second by Tatro. All in favor.

Town Hall sign donation Selectmen reviewed drawings of a changeable type sign proposed for Town Hall by Jim Vitous, who offers to donate the labor of construction. Vitous estimates materials at \$450, and changeable letters at \$208, and can create the sign in 2008.

Motion by Tatro accept the donation of labor for the sign and to allocate not to exceed \$750 for changeable letters and materials to create the sign. Second by Davis. All in favor.

Request for abatement of inventory penalty – Cutler, 178 Forest Ave. Selectmen reviewed and discussed a November 18, 2008 letter requesting abatement of the inventory penalty fee.

Motion by Tatro to abate the \$50 penalty. Second by Davis. All in favor.

CONSENT AGENDA

1. Authorizing the chair to execute the sub recipient agreement with SCS for the CDBG funded sewer and water line extension.
2. Personnel policy regarding CDBG Grant.
3. Code of Ethics regarding CDBG Grant.
4. Payment request authorization CDBG Grant.
5. CDBG Payment Request #1.
6. Request for withdrawal of capital reserve and expendable trust funds.
7. Holiday Schedule Town Hall et al and DPW – Attachment #1 & 2.
8. Carry forward appropriations 2008 to 2009 – Attachment #3.
9. Payroll posting information – Budget 2009.
10. Event Permit #2009-1.
11. Notice of Lien, Tax Map 70 Lot 25 and Tax Map 25 Lot 4-2.
12. Abatement #2008-4, \$72.38.

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

CONSIDERATION OF MINUTES

Carlson proposed the following amendment to page 2, Budget 2009: Selectmen recommended continuing use of the point system, with a 4% increase in ~~stipends~~ the point pool, through the end of 2009.

Motion by Davis to approve, as corrected, the minutes of the December 10, 2008 regular meeting. Second by Tatro. All in favor.

NON-PUBLIC SESSIONS

I. At 7:32, Selectmen voted unanimously by roll call to enter non-public session, pursuant to RSA 91-A:3IIc, to discuss personnel. Present were Carlson, Tatro, Davis, and Fox.

Selectmen left non-public session at 7:45 p.m., voting by roll call to seal indefinitely the minutes of the session.

II. At 7:50, 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 (until 8:00). Police Chief Busick also was present.

Selectmen left non-public session at 8:03 p.m., voting by roll call to seal indefinitely the minutes of the session.

OTHER MATTERS

List of future agenda items Selectmen reviewed items on the list. Board members recommended obtaining Chief Skantzze's opinion regarding Item 7 (fireworks ordinance) and eliminating Item 9 (Westbrook Court) as completed.

ADJOURNMENT

Motion by Tatro to adjourn; second by Davis. All in favor. The meeting adjourned at 8:20.

Submitted by

Victoria Reck Barlow
Recording Secretary

LIST OF FUTURE AGENDA/PENDING ITEMS

1. Personnel policy updates – drafting of updates ongoing. Distribution of initial amendments 12/10/2008.
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 – additional revisions suggested and request for legal opinion by BOS.
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).