

Selectmen's Meeting – March 27, 2012

Present were Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby, Jr. 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.

Whitcomb Hall. Selectmen reviewed a preliminary report from Richard Busick detailing items stored in the building. Selectmen advised that departments needed to make diligent efforts to clean up surplus items stored in the building setting a goal to have departments remove items and organization of remaining property by 5/15/ 2012.

Citizens Concerns. A resident met with Selectmen expressing concern about trash and other items such as tires being dumped at 147 Pine Street. He reported that illegal burning had occurred at the property in the past requiring response from the Fire Department.

55 Denman Thompson Highway. Selectman Carlson reported that activity which town personnel had hoped would clean up the property had ceased. She advised that the property looked worse.

27 West Street. Selectman Colby relayed that residents had expressed concern to him about the condition of this property.

Nomination – Economic Development Advisory Committee. Selectmen met with candidate Amy Bush reviewing her background and interest in the community. Information regarding the committee's charge and work to date was shared with Ms. Bush. Selectmen voted to appoint Amy Bush as a member of the Economic Development Advisory Committee with a term to expire September 24, 2014.

Non-public session – RSA 91-A:3IIa, Police Department. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 6:48 p.m. Selectmen came out of non-public session at 7:10 p.m. voting by roll call to seal the minutes of the session until resolved. Modification to the department's rank structure (to be implemented in mid April) establishing 3 sergeants' positions and eliminating the rank of corporal were approved.

Emergency Management. Selectmen met with EMD Bruce Bohannon reviewing the Vermont Yankee budget developed for submission to NHOEM for the budget year beginning 7/1/2012. The proposed budget funds facility costs (including CODERED), exercise and training costs, administrative costs as well as operating and maintenance costs associated with the generator at the EOC and Town Hall/Station 2. The budget follows a new format adopted by the state and includes some new items such as inventory control. Bohannon advised that drills were scheduled for 2013 and some practice exercises would be scheduled during 2012. Selectmen approved the budget to be submitted to NHOEM authorizing Chairman Davis to execute on behalf of the board. Selectmen authorized purchase of an ArcView License (\$2,375) to allow special analysis of maps by the town's emergency management function. Bohannon advised the data analysis enabled by the software would be an asset and available to other departments.

Fire Department. Selectmen met with Chief Skantze and Deputy Chief Sanchez considering the following matters:

- **Ladder Truck Invoice.** An invoice for repairs to the town's ladder truck dated 2/21/2012 was reviewed. Skantze advised he had not expected the repairs detailed to exceed \$1,000

so he had not advised the board prior. Repairs related to work identified during the truck's annual ladder test as well as its rear compartments and lights. He also advised that the ladder was aging and will require replacement with a new or less used vehicle in the near future. Selectmen advised that although they are currently considering modification increasing the purchase limit of \$1,000, they expected communication in advance of department's authorization of such work in the interim. Selectmen authorized payment of the ladder truck repair invoice (#11509) \$1,791.07.

- **Surplus Vehicles.** Minimum bid suggestions for the 1980 Chevrolet and the 1972 International were discussed with Skantze concurring with Selectmen's proposal to set no minimum for the pick up. Skantze suggested a \$5,000 minimum for the reel truck. Tatro had suggested a minimum bid of \$1,500. After discussion, Selectmen set the minimum bid limit at \$2,500.
- **Upcoming events at the Cheshire Fairgrounds.** Skantze advised that an inspection of the ice arena facility had been conducted resulting in a 15 page report identifying code compliance issues. It prioritizes deficiencies in a manner aimed at assisting the organization in attaining compliance. In the interim, Skantze has advised that large public events in the arena will require assignment of fire personnel in part due to lack of an alarm system. Up to 2 personnel will be assigned to the Home Show (Friday, Saturday & Sunday), 4 personnel to the Beer Festival set for April 7 and possible additional personnel for a circus set for April 9th. A copy of the adopted special duty and unusual events policy for fire department personnel was given to Skantze and Sanchez. Selectmen concurred with the Chief's assignment of personnel to the events listed above in accordance with Section IH of the Call and Training Pay policy adopted 5/17/2011. Employee compensation for the event will be processed in accordance with the provisions of the Special Duty Pay Policy.
- **Forestry Training.** Skantze reviewed the planning for the forestry training conducted by the department on 3/26/2012 and reviewed with Selectmen concerns expressed to the department and its response.

Trustee of Trust Funds. Selectmen reviewed a report from Trustees authorizing recruitment of a part time bookkeeper as detailed in the trustee's report dated 3/21/2012 – Attachment #1.

Rules of Procedure. Selectmen authorized scheduling of hearings to consider the updated rules. Selectmen adopted a rule providing for the scheduling of 15 minutes for an agenda items or appointments.

Use of Town Vehicles Policy. Selectmen approved an additional amendment to Section 2.3.4 regarding transportation of alcoholic beverages and controlled substances aimed at providing procedures for clean up of discarded items – Attachment #2.

Fastroads Update. Fox relayed to Selectmen communication with Carol Monroe in response to the town's letter seeking to add locations in the west village including the WS Wastewater Treatment Plant, Swanzey Historical Museum and Fire Station. Ms. Monroe advised that the fiber line running down Route 10 had been deferred to a later stage in the project and would not be happening in conjunction with the fiber line running down Route 32. She also advised that the town would be receiving detail regarding the equipment installation at the Police Station in support of Fastroads request for a license to utilize the facility.

Town Hall Staffing. Selectmen approved an amended position description for the Finance Office Assistant authorizing the position as full time – Attachment #3.

Outsourcing of Tax Bill Production – June issue. After a review of additional costs (estimated at approximately \$500) Selectmen authorized outsourcing of the June bill production.

Assessment of the direct and indirect costs and resulting pros and cons will be conducted after this trial to determine whether outsourcing is the preferred method for bill production.

Swanzy Lake Day Camp – Rates for 2012 season. Selectmen reviewed attendance for the program and current rates voting to leave rates unchanged for the 2012 season.

Recreation Programs. Selectmen discussed the various recreation programs sponsored by organizations outside of town government at Brown and Lane Field. Need to investigate expansion of recreation opportunities offered under the umbrella of the town’s organization was discussed. Selectman Carlson suggested meeting with recreation committee members and others in the community involved or interested in recreation might advance investigation advising that she had a resident in mind with background in recreation management that might be willing to help advance consideration.

April Meeting Calendar. Selectmen reviewed the calendar setting meetings for April 3, 10 and 17.

PSNH Smart Start/Lighting Upgrades. Fox advised Selectmen that an amended agreement for the Town Hall/Station 2 (including a light for the bathroom downstairs) had been received resulting in modification in the project’s net cost to \$4,040.01 with \$2,443.93 attributable to Town Hall and \$1,596.08 to Fire Station 2. Selectmen authorized proceeding with the revised proposal.

Consent Agenda. Selectmen reviewed and approved the following consent agenda items:

- Abatement #2012-04, Millwood \$ 42.
- Abatement #2012-05, Cole \$150.
- Authorize Chair to execute payment arrangement, Tax Map 88 Lot 23.
- Open Container Permit Application #2012-03 – Brown Memorial Field.
- Authorized refund of inventory penalty collected in error \$31.

Consideration of Minutes of Selectmen’s Meeting of March 20, 2012. Selectmen reviewed and approved the minutes of their meeting of March 20, 2012 correcting several typographical errors.

Consideration of non-public minutes of March 6, 2012. Selectman Davis and Carlson approved the non-public minutes of 3/6/2012. Selectman Colby abstained.

Non-public session – RSA 91-A:3IIa, Police Department. Selectmen voted unanimously by roll call to go into non-public session at 9:05 p.m. Selectmen came out of non-public session at 9:15 p.m. voting by roll call to seal the minutes of the session until resolved.

Meeting adjourned at 9:15 p.m.

Submitted by,

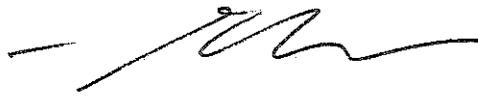
Elizabeth A. Fox
Town Administrator

March 27, 2012 - Non-public session RSA 91-A:3IIa – Session II

Employee compensation

Selectmen reviewed terms of the agreement between the town and DeAngelis concluding that it tied pay adjustments to the annual review process to be conducted later this year with resulting Board recommendations implemented at anniversary date of promotion to Chief.

Unsealed on 3/25/2014.

A handwritten signature in black ink, consisting of a series of connected, fluid strokes that form a name, possibly "M. DeAngelis".