

## Selectmen's Meeting – April 3, 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.

**Recycling Center.** Selectmen met with Solid Waste Manager David Krisch reviewing matters related to the Center.

- **Non-public session – RSA 91-A:3IIa.** Selectmen voted unanimously by roll call to go into non-public session at 6:40 p.m. to consider personnel matters. Selectmen came out of non-public session at 6:50 p.m. Members voted by roll call to seal the minutes of the session indefinitely.
- **Operational matters.** Krisch advised he would be forwarding to the board a recommendation to replace the lift used to move materials within the building. He also advised that first quarter tonnage was up slightly and that revenues had declined.

**Department of Public Works.** Selectmen met with DPW Director Lee Dunham reviewing the following department matters:

- **Cemetery, Parks & Facilities Maintenance – Carpenter Home Additional Room Project.** Dunham provided the board with a report dated March 30, 2012 detailing progress to date on the room. He advised that since the 30<sup>th</sup>, walls had been primed, ceiling finished and the outside window installed. He advised doors had arrived and were ready for installation. Several additional requirements identified as the project advanced will require amendment of its budget. He anticipates the project's cost will be \$1,000 to \$1,500 higher than initially approved. Additional items included assessment of the sprinkler system to ensure it had capacity for the additional sprinkler heads and installation of a fire rated door between the utility room in the center of the home and the resident spaces to the rear. Fire department life safety code determined these items were required. Dunham advised he would keep the board up to date advising he intended to submit a request to amend the project budget at its conclusion.
- **Wilson Pond Dam and progress toward compliance with NHDES requirements.** Dunham provided a report to members dated March 31 detailing status of tasks included in the engineering services agreement between the Town and Dubois & King. State requirements for storm events and the hope that control over inflows to the diversion channel will assist in meeting these storm event requirements at the historic structure were reviewed. Fox advised that she was able to confirm through NHDES that Dam #126.12 referenced in a NHDES letter to PSNH dated 6/22/2011 was the dam adjacent to the diversion channel that directs water to the Wilson Pond network. While identified in the NHDES letter as being on Otter Brook, it is actually located on the Branch. Dunham

anticipated preliminary recommendations from the engineers in May and advised members that public hearings to obtain feedback on report findings and recommendations will likely be scheduled during the summer. Lerandeau queried whether dredging the mill pond above the Upper Wilson Pond Dam could be a method to advance compliance with NHDES storm event requirements.

- **Paving Plan 2012.** Dunham reviewed with members a memo dated March 31 summarizing his paving work recommendations for Budget 2012 reviewing with members a schedule of roads and pavement related work – Attachment #1. Passage of the additional motor vehicle registration fee collected through vehicle registrations at Town Meeting 2012 resulted in his recommendation that chip sealing of roads in the Wilson Pond neighborhood reconstructed in 2005 and 2006 be included to preserve the town's investment this road network. Roads reclaimed last year and West Street (west of the bridge) reclaimed in 2007 will be treated with fiber mat. Reclamation of the northern portion of Old Richmond Road (from Hale Hill Road to the Old Richmond Road Bridge project area) is also included in the schedule. Dunham advised he may modify the portion of road to be reclaimed (excluding the area of a larger concrete culvert near the Fire Pond) if permitting of the modifications needed to this culvert become too complex. Fox advised members that during the first year of implementation of the motor vehicle fee which is directed to a new capital reserve account for road and bridge improvements the process of directing and withdrawing funds in this account may result in it being more expedient to reimburse expenses related to the road improvements from the existing expendable trust account for road reconstruction. Once a regular remittance schedule and fund balance in the new account is established the administrative process associated with withdrawals becomes less complex. Dunham advised that he recommended proceeding with chip sealing and fiber mat treatments utilizing the terms of state bid awarded to All State Asphalt. Selectmen concurred approving contracting with All State Asphalt for that portion of the pavement plan work (\$2.30 square/yard for chip sealing at an estimated cost of \$101,479 and \$3.45 square/yard for fiber mat at an estimated cost of \$44,131) designating up to \$150,000 of the DPW operating budget as funding source for the chip sealing and fiber mat work approved. All State has also advised they will extend the terms of the 2011 reclamation and paving contract (awarded through a sealed bid process) to the work proposed in 2012. Selectmen advised they would consider this proposal deferring action.
- **Replacement of 1996 International Dump Truck.** Dunham reviewed specifications developed based on state bid by Liberty for a 2012 International 7400 SFA 4x2 cab and chassis. Base price of the cab and chassis is \$79,995. Dunham recommends addition of a warranty based on the town's maintenance experience with truck turbochargers and other engine related problems. He advised the state contract and state purchases for these trucks have included extended warranties. Terms of the warranty available to the town were reviewed with Dunham advising that the maximum warranty available for the truck's Allison transmission was 3 years (at an additional cost of \$500). Other warrantee options included coverage for the engine at \$2,000 (7 years/3600 hours), towing \$714 (7 years/50,000 miles) and a vehicle protection plan at \$1,248 (7

years/50,000 miles). Selectmen approved purchase of the cab and chassis including warrantee coverage detailed above from Liberty International designating the capital reserve fund for DPW trucks and equipment as funding source for the \$84,457 purchase.

- **Seasonal Cemetery, Parks and Facility Maintenance Personnel.** Dunham advised that he would be posting the temporary full time position hired seasonally in this department to assisting with grounds and other facility maintenance needs. Typical this seasonal full time position begins around the first of May (to prepare for Memorial Day) and runs through the end of October.

**Joint Loss Management Committee and Employee Safety.** Dunham (current committee chair) reviewed with Selectmen the work of the committee comprised of employee and supervisor/management personnel. Much effort has been dedicated to development of a manual detailing safety policies and procedures. While the committee members recognize that is a document in development which will require continued review and modification, they have adopted it and request the endorsement of the Board of Selectmen. Board members voted to approve the manual – Attachment #2 - recognizing that it is a document in development and revisions and changes are anticipated as employees and supervisors work with its contents.

**Open Space Committee – Selectmen’s Representative.** Selectmen designated Kenneth P. Colby, Jr. to serve as Selectmen’s representative to this committee.

**Town Administrator Recruitment.** Selectmen consider the following matters pertaining to recruitment of an administrator:

- **Position Description.** Selectmen reviewed the existing position description and town administrator position descriptions from several other communities within Swanzey’s size range. Members modified the existing position description adding a summary section and editing the duties and responsibilities related to the town’s general assistance program. Selectmen approved the updated position description – Attachment #3.
- **Recruitment.** Selectmen reviewed recruitment proposals from LGC and MRI. Favorable experience with the fire chief recruitment handled by LGC was reported. Selectmen voted to contract with LGC to assist in the recruitment as detailed in their proposal dated 3/28/2012 authorizing Town Administrator Fox to execute the necessary contract with LGC Professional Recruitment Service.
- **Interim Town Administrator Services.** Selectmen reviewed a proposal for interim services from MRI deferring action to allow further investigation into whether more locally based resources were available to assist on an interim basis.

**Session for Acceptance of Inventories and hear parties regarding their liability to be taxes.** Selectmen were in session from 7:30 to 8:00 p.m. to accept inventories and hear parties regarding their liability to be taxed. No inventories were received and no taxpayers submitted comment to the board.

**Notice of Award – PD Portable Radio Grant.** Notice that the grant seeking funding for 50% of the cost to replace 15 of the department’s portable radios has been received. A public hearing has been scheduled for next week to accept the funds awarded pursuant to RSA 31:95-b.

**Swanzy Fire Department Special Duty Pay.** Selectmen considered amendments to the policy dated May 25, 2010 deleting reference to the repealed compensation system based on points. Selectmen approved an amended policy – Attachment #4.

**Budget 2012.** As a result of decisions made at school district official ballot voting session resulting in discontinuance of the SRO program at the end of the 2011-2012 school year and transfer of that officer to patrol functions, Selectmen reallocated total appropriations approved adopting as an operating budget for importing to the town’s financial management software a budget that is reflective of adjustments accounting for discontinuance of the SRO program mid-year. With the SRO officer returning to patrol, funding included in the recommended budget to allow for hiring of an additional officer (if the SRO program had continued) were re-allocated to general government. Funds were also re-allocated to include a funding proposal from the Red Cross which had been included in the list of agencies recommended for funding but not included in the total funds raised due to a excel formula error. The approved re-allocated budget is included as Attachment #5.

**Update – Status of accounts eligible for deeding & payment arrangement requests.** Fox reviewed with board members the accounts still pending and several requests received seeking payment arrangements.

**Energy Efficiency - PSNH Proposal for Lighting Improvements at Station 1 and Station 3.** Selectmen reconsidered inclusion of these projects with others being advanced through the PSNH program. Chief Skantze has reconsidered and recommends inclusion. Members voted to approved proceeding with projects at Station 1 (with a net cost of \$1,084.46) and Station 3 (with a net cost of \$1,658.24) authorizing Fox to execute necessary agreements. As recommended by the Fire Chief, Selectmen designated the expendable trust account for fire station improvements as funding source for these projects.

**Certificate of Occupancy Procedures.** Selectmen reviewed a memo from Town Planner Sara Carbonneau detailing changes approved by voters at Town Meeting 2012 to the Certificate of Occupancy requirements. The option available to the board to designate a party responsible for signing off on behalf of the board was reviewed. Selectmen voted to designate the Code Enforcement Officer (CEO) to execute Certificates of Occupancy on behalf of Selectmen. In the absence (or in the case of vacancy in the position) of the CEO, the Board of Selectmen may execute.

**Position Descriptions – Town Hall.** Selectmen approved position descriptions for a deputy town clerk and deputy tax collector – Attachment #6 & 7.

**Consent Agenda.** Selectmen approved the following consent agenda items:

- Approved authorizing chairman to execute permits to trap – Mt. Cresson (Tax Map 39 Lot 4), Muster Field (Tax Map 57 Lot 124), Monadnock Fuel Fire Access (Tax Map 56 Lot 4) and Tacy parcel (Tax Map 35 Lot 8).
- Confirmation – Amy Bush, EDAC member with term expiring 9/24/2014.
- Confirmation – Karen Elliott, Deputy Town Clerk thru 10/31/2012.
- Confirmation – Theresa DiLuzio, Open Space Committee member with term expiring Town Meeting 2015.
- Exemption and Tax Credit Applications Tax Year 2012 and Deferral Applications Tax Year 2011 – Attachment #8.
- Current Use Applications Tax Year 2012 – Attachment #9.
- Approved authorizing chairman to execute payment arrangements for Tax Map 87 Lot 5068 & Tax Map 3 Lot 35-4.
- Notice of Intent to Cuts – Tax Map 31/20 & 22, Tax Map 45 Lot 37 and Tax Map 59 Lot 2.
- Notice of Intent to Excavate, Tax Map 12 Lot 5 and Tax Map 86 Lot 1.
- Deferral Application denial – Tax Map 73/22-502.
- Yield Tax Warrant \$931.42.

**Non-public session – RSA 91-A:3IIa, Police Department.** Selectmen voted unanimously by roll call to go into non-public session at 8:55 p.m. Selectmen came out of non-public session at 9:05 p.m. Voting to seal the minutes of the session indefinitely.

**Non-public session – RSA 91-A:3IIc.** 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 indefinitely.

**Consideration of Minutes of Selectmen’s Meeting of March 27, 2012.** Selectmen reviewed and approved the public and non-public minutes of their meeting of March 27, 2012 correcting a few typographical errors on page one of the public session minutes.

**Town Hall.** Selectmen advised that Town Hall offices were to be closed on Friday, 4/20/2012 at 2:30 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator

**April 3, 2012 – Non-public session RSA 91-A:3II – Session II**

**Police Department**

Selectmen reviewed the recommendation of Chief DeAngelis to promote Mark LaBelle to a supervisor position (Sergeant) – probationary status for 6 months expressing support for a pay of \$22.75 while on probationary status as a supervisor.

*Unsealed on 3/25/2014.*

A handwritten signature in black ink, consisting of a series of connected, stylized loops and lines.