

Selectman's Meeting – May 1, 2012

Present were Selectmen Deborah J Davis, Nancy L Carlson and Kenneth P Colby, Jr. Also present was Interim Town Administrator Richard Busick. Chairman Davis called the meeting to order at 6:13 p.m.

Financial Matters. Selectmen reviewed and approved accounts payable and payroll manifests.

Citizen Concerns. Paul & Jane Kennedy of 210 Sawyers Crossing Rd (Map 40 Lot 5) appeared to speak with Selectmen regarding their request for Town help to alert drivers that they are approaching a T-intersection in front of the Kennedy property. Those present discussed ways to protect the property from traffic that fails to turn left or right at the intersection, including signage or a physical barrier. Selectmen will ask DPW Director Dunham and possibly Police Chief DeAngelis for their recommendation.

Swanzy Recycling Center. Selectmen met with Solid Waste Manager David Krisch to discuss the Solid Waste Manager job description update and PAFs. Krisch described his approach to developing the job description, as well as likely future staffing needs and positions (to be discussed in greater detail at a later meeting, with Krisch to provide a written proposal). Selectmen and Krisch discussed how Recycling Center staff members interface with staff at the State level. Selectmen will review Krisch's job description for continued discussion and possible adoption on May 29, and discuss posting of the description at that time. Krisch also asked for Selectmen review and on May 29 consider approval of updates to the solid waste ordinance. For information, Krisch reviewed his approach to PAFs.

Whitcomb Hall Committee. Krisch informed Selectmen that he has formally resigned from Whitcomb Hall Committee, but will continue to be available to help as needed.

Tire Amnesty Day. Krisch informed Selectmen that he has set June 23 for the Recycling Center's 2012 tire amnesty day.

Department of Public Works. Selectmen met with DPW Director Lee Dunham to discuss 2012 paving plan and bids, PAFs and the seasonal FT cemetery maintenance worker. Dunham reported on his plans for putting paving projects out to bid, with Dunham to deliver bid specifications to Selectmen by May 4. Dunham and Selectmen agreed that Dunham will return on May 29 with bids for opening.

Selectmen and Dunham discussed possible remedies for Paul and Jane Kennedy's concerns regarding safety and signage near their house. Selectmen endorsed Dunham's recommendation and plan to install a "stop ahead" sign.

Selectmen and Dunham discussed restrictions on towing vehicles through the Town's covered bridges.

Selectmen and Dunham discussed guardrails on Webber Hill Road. With Selectmen's endorsement, Dunham said that he will obtain bids to install guardrails along the full length of the road, with the installation possibly to be done in two sections over the course to two years.

Acceptance of Personal Property donated to Towns and Village Districts (RSA 31:95-e). Selectmen discussed the offered donation of one elm tree from Lynne Rust and her husband. Colby expressed his hope that the donated tree be planted in a visible location to maximize citizens' enjoyment of the tree. Selectmen considered several locations in the vicinity of Town Hall.

Sullivan Withdrawal Committee Process. Selectmen reviewed information prepared by Superintendent Hodgdon. *Motion* by Colby to table the decision due to Selectmen's time constraints. Second by Carlson. All in favor.

Status of accounts eligible for tax deeding on Friday, April 20, 2012. Busick reported that nine more property owners have made payments for deeded properties, and several additional property owners have entered into payment arrangements.

Swanzy representation on MRSD Budget Committee. In response to the Board's solicitation of nominations for two positions, Selectmen received an application from Bruce Tatro. *Motion* by Colby to appoint Tatro to the MRSD Budget Committee. Second by Carlson. All in favor.

EPA Notice of Termination of Coverage forms. *Motion* by Colby to authorize Busick to sign forms for Water & Wastewater IMPs in North Swanzy (project completed in 2006) and the Ashuelot Rail Trail project (completed in 2011). Second by Carlson. All in favor.

Lake Host Program Swanzy Lake Protective Association. Selectmen considered Nancy Karlson's request of a \$3,000 contribution to the Lake Host program run by the New Hampshire Lakes Association. Busick reported that money has been allocated in the 2012 budget. *Motion* by Carlson to authorize the \$3,000 contribution. Second by Colby. All in favor.

Authorization to accept a copy of a receipt for purchase of a Mobile Tool Box for Fire Department Company 2. Selectmen authorized Finance to process the reimbursement to Bell based on a copy of sales receipt.

Town credit card. Selectmen considered participating in a Town credit card to be used by department heads or their designees in the performance of their duties and responsibilities. Busick presented scenarios for use, and a process for use of a card. Selectmen expressed general support for the concept, and raised questions about how to control access and spending limits. Colby requested that Busick develop specific guidelines for use of the card.

Use of City of Keene property at the Dillant-Hopkins Airport for 'overflow' parking during Old Home Day. Selectmen considered the City's proposed agreement between the Town and City (proposed to include a revocable license and indemnification agreement and receipt of a certificate of liability insurance in the minimum amount of \$1,000,000 listing the City as an additional insured). Selectmen agreed to postpone a decision until after reviewing arrangements for Old Home Day 'overflow' parking made between the Town and City in 2011.

Designation of Authorities for Clean Water SRF Loan. With regard to improvements at the City of Keene Wastewater Treatment Facility, *motion* by Carlson to authorize Glenn Page, Chairman of the Swanzy Sewer Commission, to serve as the Town's authorized representative of the Town of Swanzy for the purpose of filing an application for a loan, in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500. Second by Colby. All in favor.

Selectmen also authorized Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby Jr. to sign the loan agreement.

Carpenter Home staffing level changes related to increase of residents from 15 to 16. Busick advised Selectmen that Dawn Rice, Carpenter Home administrator, will be present a proposal at the May 15 meeting to address meeting increased staffing needs.

Staffing transition. Selectmen discussed in general terms the transition time between town administrators. Colby recommended that Busick meet with department heads to encourage extra awareness of the need for cooperation during this challenging time

Non-public session -- RSA 91-A:3IIa, DPW seasonal employment – Session I.

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 6:47 p.m. Present were Selectmen, Interim Town Administrator Busick and DPW Director Dunham. Selectmen came out of non-public session at 7:00 p.m. Selectmen voted to seal minutes until an offer is made.

Non-public session -- RSA 91-A:3IIa, compensation FD – Session II.

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 8:12 p.m. Present were Selectmen and Interim Town Administrator Busick. Selectmen came out of non-public session at 8:36 p.m., agreeing that there is no need to seal the minutes.

Busick reported that certifications had been received but, due to misunderstanding, had not been acted upon in a timely manner. Busick reported that Fire Chief Skantze requests that Selectmen waive a provision of Call & Training Pay Policy to provide for pay rate adjustment, effective April 1, 2012, for Intern Evan Casavant. Selectmen reviewed certifications and the sequence of receipt of materials.

Motion by Colby to waive a provision of the Call & Training Pay Policy to accept May 1 as the effective date of Casavant's pay rate adjustment. Second by Carlson. All in favor.

Consent Agenda. Selectmen approved the following consent agenda items:

1. Authorize chair to sign both the License Agreement and the Connection License agreement with the New Hampshire FastRoads LLC – Attachment # 1
2. Authorize chair to sign on behalf of the Board the Equitable Sharing Agreement and Certification between the Swanzey Police Department and the Department of Justice
3. Per RSA 31:95-e Acceptance of Personal Property donated to Towns and Village Districts; Accept gift of one elm tree from Lynne Rust and her husband (RSA 31:95-e).
4. Authorize chair to sign the Wetlands and Non-Site Specific Permit 2012-00435 for the Cobble Hill Road bridge project.
5. Updated Rules of Procedure (3 copies)
6. PAFs (PD, RC)
7. Authorize chair to sign payment arrangements to delay deeding, Tax Map 73 Lot 22-0576 & Tax Map 61 Lot 2-11.
8. Raffle Permit 2012-06
9. Raffle Permit 2012-10
10. Event Permit 2012-08
11. Notice of Intent to Cut, Tax Map 33 Lot 5.
12. Notice of Intent to Cut, Tax Map 75 Lot 3.
13. Property tax payment arrangement letter - Map 49 Lot 3-2

Consideration of Minutes of Selectmen's Meeting of April 17, 2012. Selectmen approved the minutes of the meeting of April 17, 2012, including non-public sessions.

Meeting adjourned at 8:52 p.m.

Submitted by
Victoria Reck Barlow
Recording Secretary