

Selectmen's Meeting – October 18, 2011

Present were Selectmen Bruce L. Tatro, Deborah J. Davis and Nancy L. Carlson. Also present was Town Administrator Elizabeth A. Fox.

Chairman Tatro called the meeting to order at 6:20 p.m.

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

Keene WWTP Upgrade. Members were reminded that a presentation was scheduled this week at City Council and invited to participate in the session by attending the meeting or viewing on Cheshire TV. Costs for the plant upgrade will be shared by Keene, Swanzey and Marlborough.

Carpenter Home. A third quarter financial report showing operational revenue versus operating expenditures was provided to members.

DPW Work Planned/Work Completed. Reports submitted by DPW Director Dunham for the past and current weeks were provided to Selectmen.

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

- **Repair of Roof, Brown Field Concession/Restroom Building.** Selectmen considered proposals solicited from vendors to replace the roof on this building. Selectmen authorized Dunham to execute an agreement with the lower cost vendor, Guyer & Son Roofing, at a cost of \$3,150 subject to waiving of the deposit requirement and provision of a certificate of insurance demonstrating liability and worker's compensation insurance.
- **Town Hall Heat Plant.** Dunham reviewed with Selectmen the results of the department's solicitation process seeking prices to replace the Town Hall/Fire Station boiler. One proposal was submitted. Variance between that proposal's cost and the estimate provided by the energy assessment conducted last winter was discussed. Selectmen deferred action requesting Dunham seek additional estimates and report back at the board's next meeting.
- **Temporary Full Time Personnel – Winter 2011/2012.** Dunham advised Mr. Fassett was interested in returning to fill the position. Selectmen authorized extending an offer of employment to Mr. Fassett with a start date of 12/5/2011.

Police Department. Selectmen reviewed information (memos dated 10/3, 10/11 and supplemental information) provided by Chief Busick proposing construction of a carport to the rear of the police station aimed at providing winter shelter for duty cars. Funding source recommended for the project, with an estimated cost of up to \$9,240, is the Police Facilities Expendable Trust. Selectmen deferred action requested a site plan be provided illustrating the proposed location. Feedback from the DPW Director and Police Chief Busick regarding impacts on snow removal and the rear lot/door icing issue was also requested.

Fire Department. Selectmen authorized the following expenditures:

- Amendment to the PO approved for SCBA testing as 38 units v. 36 were tested. New total for testing authorized was \$2,014. Repairs resulting totaling \$975 were also approved.
- Training. Tuition funding participation by 5 department personnel in a Firefighter II Course totaling \$2,050 was approved.

NHDOT Consultant/Contractor Feedback Process – Thompson Bridge. Selectmen reviewed feedback forms for the consultant and contractor authorizing execution by Chairman Tatro on behalf of the Town.

General Government. Selectmen authorized upgrade of approximately workstation monitors to flat screen models aimed at saving space and improving desktop conditions for staff.

Final Property Tax Billing 2011. Selectmen authorized staff to move to laser billing format for the final bill of 2011 if software and printing requirements can be satisfied. Members were updated on the town's status in the tax rate setting process which is currently delayed by documentation required from the School District and Perry Lane Lighting Precinct.

Non-public Session – RSA 91-A:3IIb, Recruitment. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 7:30 p.m. Selectmen came out of non-public session at 8:10 p.m. voting by roll call to seal the minutes of the session until the matter considered was resolved.

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 8:11 p.m. Selectmen came out of non-public session at 8:20 p.m. Selectmen voted to accept, with deep regret, the notice of retirement submitted by Police Chief Richard V.C. Busick IV effective 12/31/2011. Selectmen authorized FMLA leave for a Police Department employee effective 10/18/2011.

Non-public session – RSA 91-A:3IIe, Forest View Estates v. Town of Swanzev. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIe at 8:21 p.m. Selectmen came out of non-public session at 8:36 p.m. voting by roll call to seal the minutes of the session indefinitely.

Consent Agenda. Selectmen authorized the following consent agenda item:

- Release of Lien – Tax Map 70 Lot 1 and Tax Map 20 Lot 184.
- Raffle Permit #2011-21.
- Code of Ethics for CDBG Administration (Attachment #1).
- Swanzev Financial Management Plan – CDBG Project (Attachment #2).

Consideration of Minutes of Selectmen's Meeting of October 11, 2011. Selectmen reviewed and approved the minutes of their meeting correcting a typographical error replacing the word "medication" with the word "modification".

Meeting adjourned at 8:50 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator