

Selectmen's Meeting – October 25, 2011

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

Chairman Tatro called the meeting to order at 6:25 p.m.

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

Police Department. Selectmen met with Police Chief Busick considering the following matters:

- **Retirement of Police Chief.** Busick expressed his regret to be reaching the end of his 36 year career in law enforcement serving as a police officer and his appreciation for the opportunity to serve as Swanzey's chief which has been his most rewarding supported by good staff, good community and team of town officials and employees. He recommended Selectmen consider advancing the department's second in command advising the board he was available to assist in the department's leadership transition and his interest in continuing his association with the town on a part time basis. He suggested continued participation through establishment of civilian position to assist with department budget matters, attending meetings serving as a department representative, managing grants, mentoring, problem solving and other administrative tasks. He recommended authorization of an effort to recruit an officer if the board was to promote from within the department. With his retirement, the department will be short a sworn officer's position and have more difficulty filling patrol shifts.
- **Police Department Car Port Proposal.** Selectmen reviewed a site plan showing the location proposed for the car port aimed at providing shelter from the weather for duty cars. Egress from the station to the car port area, and the icing problem at the rear door, were discussed with Busick advising officers would continue to exit from the side door or the sally port when conditions warranted. Snow removal procedures and feedback from DPW Director Dunham regarding how the lot clearing process would be modified was reviewed. Selectmen authorized proceeding with the vendor who providing the lowest quote for the car port and its installation. DPW will provide site work and a subcontractor will be retained for needed paving. Costs for the project (\$7,485 with installation and up to \$1,000 for site work) were authorized by the board for funding from the expendable trust for police facilities. Chief Busick was authorized to sign vendor agreements necessary for the project.

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

- **Town Hall Heat Plant.** Dunham reviewed additional efforts to solicit quotes for replacement of the town hall heat plant. Four additional vendors were contacted with 2 or 3 being walked through the facility. No proposals resulted. After discussion, Selectmen authorized proceeding with the Pinney Plumbing and Heating Proposal dated 10/11/2011. The heat plant project will be funded through the energy efficiency borrowing authorized at Town Meeting 2011.
- **DPW Truck #3.** Dunham advised the board that the 2004 International 7300 dump truck (with approximately 45,000 miles) was out of service due to a mechanical issue. While still being assessed, it appeared that the turbo had blown and one or two cylinders. Service personnel suspected an injector tip failed starting the engine problem. This is the second turbo which has failed on this truck. Tatro queried whether there was oil in the antifreeze. Dunham advised that diagnosis report had not included that fact. Initial

- estimates to repair the motor putting the truck back in service are in the \$10,000 range. Selectmen authorized expending approximately \$10,000 to proceed with the repair.
- **Marcy Hill Road.** Correspondence from Bob Melanson (274 Marcy Hill Road) expressing concern about the condition of the road was discussed. Construction methods in the early 1970s and the abundant surface water in that portion of town were reviewed. Methods available today to stabilize road beds in wet areas were not practiced in the early 1970s. Development of options and cost estimates for consideration during the budget development process was requested.
 - **Intersection of Ridge Road and Joslyn Road.** A pavement concern was relayed by Selectmen to Dunham.
 - **Replacement of 1996 Int'l Dump Truck.** Status of department proposals for replacement of this truck were discussed with Dunham advising he intended to initiate efforts to advance scheduling of purchase early next year.
 - **GACIT Hearing.** Dunham, Tatro and Representative Lerandeau (who attend the GACIT hearing) reported.
 - **Cobble Hill Road and Warmac Road Bridge Projects – Updated Cost Estimates/Funding Available – Attachment #1.** Fox provided Selectmen with a spreadsheet detailing project funding sources with updated cost estimates received from engineers for the Warmac Road Bridge Project. Development of improved numbers for Cobble Hill Road Bridge is still underway.

Site Plan Approval and Landscaping Security – Sevene, Tax Map 57 Lot 118. Selectmen were advised that the letter sent Mr. Sevene (as a result of the board's August 30, 2011 decision) had not been picked up by Mr. Sevene and was returned to the town unclaimed. Selectmen voted to instruct the town treasurer to transfer the funds held in escrow to the general fund to be applied to the outstanding civil penalty (Superior Court Case #213-2010-EQ-00025) due the town.

FD Equipment Purchases. A spreadsheet detailing equipment purchases proposed for funding from the expendable trust for tools and equipment during the 2011 budget development was provided to members. A copy was also forwarded to Chief Skantze.

Invasive Species. An email from Grace Lilly, dated 10/21/2011, regarding buckthorn control was provided to board members.

SWRPC Dinner – 11/15. Selectmen declined attendance as it was a regular board meeting night and budget reviews with departments were scheduled.

Tax Rate 2011. A recent check of the DRA portal indicated documents required to enter the rate setting queue were still pending (as of 10/25/2011) from the School District and Perry Lane Lighting Precinct. Fox advised outreach several times seeking to provide assistance to the Perry Lane Lighting officials with compliance with DRA requirements.

PD Goals and Objectives. Goals and objectives for 2011 & 2012 prepared by Chief Busick were provided to Selectmen.

Financial Statements – Year Ending 12/31/2010. Audit reports were distributed to members.

Schedule Town Meeting 2012 and the Presidential Primary. Members were alerted that modification to the schedule – related to the budget hearing – may be required if it conflicts with the Presidential Primary.

Budget 2012. Insurance renewal information reflecting increases in health insurance rates, decreases in dental, no change in property and general liability and increases in worker's compensation rates were shared with Selectmen.

Non-public session – RSA 91-A:IIa, Personnel. Selectmen voted unanimously by roll call pursuant to RSA 91-A:3IIa to go into non-public session at 8:30 p.m. Selectmen came out of non-public session at 8:49 p.m. Selectmen voted by roll call unanimously to seal the minutes of the session. Leave of absence status for RC employee Steve Stewart through 11/8/2011 was approved.

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 8:50 p.m. Selectmen came out of non-public session at 9:10 p.m. voting by roll call to seal the minutes of the session indefinitely.

Non-public session – RSA 91-A:3IIa, Personnel. Selectmen voted by roll call to go into non-public session at 9:11 p.m. pursuant to RSA 91-A:3IIa. Selectmen came out of non-public session at 9:15 p.m. voting by roll call to seal the minutes of the session indefinitely.

Consent Agenda. Selectmen approved the following consent agenda items:

- Appointment papers – Lori Belletete as Tax Collector term expires Town Meeting 2012.
- Correspondence to W. & T. Cushing re: outstanding tax liens.
- Pole License 250/34-1 – Eaton Road: Fairpoint.

Consideration of Minutes of Selectmen's Meeting of October 18, 2011. Selectmen approved as written the minutes of their meeting of October 18, 2011.

Meeting adjourned at 9:20 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator