

## Selectmen's Meeting – November 29, 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 6:15 p.m.

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

**Friends of the Monadnock Region Airport.** Emile Legere and Bob Obenland met with Selectmen requesting the board appoint a town representative to serve on this group which has organized to promote establishment of a high end flight school and improve the regions air facility. A list of participants was provided to the board. Mr. Legere described the group's goal of putting together a package that showcases the best of our region and will benefit the entire region. Selectmen advised they would need to consider the matter and find a candidate to represent the town with interest in the subject matter and sufficient time to devote to the effort. Mr. Legere advised that he did not feel the group would need to meet a lot. Because of its flight training and education focus they are considering involving a representative from Keene State College too. When the Selectmen have found a candidate to serve as the town's representative, they should advise Leslie Hanson at Mr. Legere's office.

**Budget 2012 – Sewer Commission.** Selectmen met with Commissioners Larry Crowder and Glenn Page and Sandi Page reviewing operating budget proposals for the Commission for 2012 – Attachment #1. Final details of the bond issue proposal for Swanzey's share of the plant upgrades detailed in the Keene CIP over the next 5 or 6 years are also in development.

**Fire Department.** Chief Skantze met with Selectmen reviewing proposed equipment purchases. He advised that the Town would be recognized along with the City of Keene at a meeting next week for attaining the "Heart Safe Community" designation. Equipment purchases were reviewed.

- AED units for Engine 2 (Station 2) and the Chief's command car. Replacement of the AED units in these vehicles is proposed at a cost of \$ 3,726.38 (including cases and pads) to be funded out of the 2011 operating budget of the department. The chief advised that the old units will be taken out of service since they do not meet current standards. Given that fact, re-use is not recommended by the Chief. Selectmen queried whether the school's units met current standards and Skantze advised he would investigate. The Board approved purchase of the AED units to be assigned to the Command Car and Engine 2 to be funded out of the department's operating budget at a cost of \$3,726.38 designating Chairman Tatro as authorized to execute the purchase order.
- Upgrade of Cascade System. Skantze advised he would be returning to a future board meeting with a proposal to be funded out of the 2011 operating budget to upgrade the department's cascade systems to allow for the filling of higher pressure tanks. In addition to upgrading the cascade systems, the mobile cascade units should be tested before the new rescue tools proposed for purchase are installed. Skantze estimated cost to upgrade the cascade units at approximately \$16,000.
- Minitor Pagers. A purchase order in the amount of \$4,050 authorizing purchase of 10 new Minitor V pagers funded from the expendable trust for emergency communications was approved by Selectmen and Chairman Tatro was designated by the board to execute the purchase order on its behalf. Sign off on withdrawal of funds for this purpose by other department leaders of utilizing emergency communications equipment has been

obtained. In response to a query, Skantze advised the life cycle of a pager was approximately 6 years.

- Hydraulic Rescue Tools. A spread sheet detailing quotes obtained and the recommendation of the department's capital improvement's committee to purchase tools from Hurst at a cost of \$40,673 was reviewed – Attachment #2. Skantze advised the existing tools were 20 to 25 years old and did not always have the capacity to cut materials used in modern cars. Motor vehicle accident counts are approximately 10 monthly and, while all do not involve entrapment, the tools are used frequently. Training provided by the vendor over the next 3 years as part of the purchase price is viewed by the department as very beneficial. After discussion and questions about all of the purchases proposed for funding from the expendable trust, Selectmen approved purchase of rescue tools from Hurst as detailed in Attachment #2 at cost of \$40,673 to be funded from the expendable trust for fire tools and equipment designated Chairman Tatro to sign off on the purchase order on behalf of the board.
- Pneumatic Lift Bags. A spread sheet detailing quotes obtained and the recommendation of the department's capital improvement's committee to purchase lift bags from Rescue Tech at a cost of \$10,356 was reviewed – Attachment #3. Benefit of the type of bag offered by Rescue Tech, versus others quoted, are the equipment's anticipated longevity as the units do not have a shelf life. After discussion and questions about all of the purchases proposed for funding from the expendable trust, Selectmen authorized purchase of pneumatic lift bags from Rescue Tech a cost of \$10,356 to be funded from the expendable trust for fire tools and equipment and designated Chairman Tatro to sign off on the purchase order on behalf of the board.
- SCBA Air Packs. A purchase order for 3 SCBA Air Pack units totaling \$15,750 was approved with funding for the purchase to be taken from the fire department tools and equipment expendable trust with Selectmen designating Chairman Tatro to sign off on the purchase order on behalf of the board. A schematic detailing location assignment of the department's SCBA equipment was requested.
- After discussion, approval of a purchases order for stabilizing jacks (Rescue Jack \$5,495 – Attachment #4) was deferred. Chief Skantze recommended approval of this purchase order even though it would deplete the expendable trust advising that he preferred to spend the money now on the equipment needed by the department. He advise that after acquisition of the thermal imaging equipment proposed as part of Budget 2012 much of the department's equipment needs will have been satisfied.
- Board of Fire Control. Skantze advised Selectmen he had been asked to serve on the Board of Fire Control which provides oversight to the Fire Marshal's office.

**Budget 2012.** General Government, EDAC, SRDD, Health & Welfare and other miscellaneous areas of the budget including debt service were reviewed by Selectmen – Attachment # 5. Health insurance options were reviewed and plan changes or premium cost sharing modifications were considered by the board. Selectmen declined to modify plan offerings electing to amend policy regarding premium cost sharing. Additional information about the funding sought in support of lake host activities at the Swanzey Lake boat launch was requested.

**Property Tax – 2<sup>nd</sup> Issue Billing, Edward & Sharron Thomas/SET Real Estate Holdings.**

Selectmen reviewed correspondence dated November 28<sup>th</sup> from Mr. Thomas requesting an abatement of interest accrued on the SET Real Estate Holdings account and application of one of two payments applied following the June billing to property located at 97 Mt. Huggins Drive to the SET account. Review of town records indicates the payment was applied to 97 Mt. Huggins because that parcel's tax bill accompanied the payment. With Mr. Thomas's written request, the

tax office will adjust the payment. Selectmen authorized abatement of any interest that may have accrued between the July billing and the December billing due date of 12/23/2011 on outstanding first issue balances due for SET Real Estate Holding's property (Account #18128).

**NP Session – RSA 91-A:3IIa, Police Department.** Selectmen voted unanimously by roll call to go into non-public session at 9:30 p.m. Selectmen came out of non-public session at 9:40 p.m. voting by roll call to seal the minutes of the session indefinitely.

**Monadnock Conservancy Letter – Class VI portion of James Road in Swanzey.**

Correspondence from the Conservancy regarding what is likely a class VI road in Swanzey leading to Laurel Street in Marlborough was provided to Selectmen.

**December meeting calendar.** The calendar was reviewed with Selectmen setting meeting dates for the first 3 weeks in December and advising they hope to be able to defer meeting between Christmas and New Year's Eve.

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

- Longevity manifests and DPW Winter Stipends.
- Abatements #2011-05 & 2011-06. Inventory penalties applied incorrectly.
- Authorized Tatro to execute Acceptance of Audit Requirements – FEMA & Hurricane Irene and sign off that work related to incident is complete.

Meeting adjourned at 9:45 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator