

Selectmen's Meeting – December 13, 2011

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

Chairman Tatro called the meeting to order at 6:10 p.m.

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

Site Plan Approval and Landscaping Security – Sevene, Tax Map 57 Lot 118. Selectmen discussed the pending matter with Selectman Carlson reporting that Mr. Sevene had stopped advising her that he accepted the town's offer detailed in correspondence dated 11/22/2011. With that verbal acceptance, Selectmen voted to proceed as detailed in their letter to Mr. Sevene dated 11/22/2011.

Public Hearing – RSA 31:95-b, Accepting and authorizing a donation received from Cheshire Buildings to provided fuel assistance to needy families. Chairman Tatro called the public hearing to order at 6:30 p.m. Selectmen discussed how to expend the donation with Fox advising that she would recommend access through the town's assistance program setting a goal of first seeking to provide assistance to eligible home owners and then renters. The hearing was closed by Chairman Tatro at 6:32 p.m. The Selectmen voted to accept the funds donated, \$5,000, for the purpose of providing fuel assistance to needy families within the town.

Intersection of Route 12, Lake Street and Swanzey Factory Road. Notice of a meeting of the special committee, not a hearing or forum for accepting testimony, has been received. The meeting set for Tuesday, December 20th in Concord accompanied transcripts of the proceeding, feedback between the committee and NHDOT and other related information. It appears discussions with NHDOT have been focused on modification of the footprint of the proposed round about. Staff representatives will plan to attend the December 20th meeting.

Budget 2012 - Highway Block Grant Allocation Budget 2012. Notice that the town should anticipate receipt of \$166,684 in highway block grant assistance in 2012 (v. \$194,734 in 2011) has been received. In anticipation of the decline in support, proposals to adopt a local transportation improvement fund fee (per RSA 253) had been underway. Selectmen reviewed a draft warrant article – Attachment #1 - and the process recommended for consideration which would include a public hearing (in conjunction with the budget hearing) as well as a public hearing following the deliberative session prior to official ballot voting was reviewed. Selectmen voted to present the option to voters noting that, based on the highway block grant revenue drop from 2011 to 2012 of approximately \$30,000, that a much smaller local fee would result in more of townspeople's money being spent on local roads. With more than 10,000 vehicles registered annually in Swanzey approximately \$50,000 a year is anticipated.

Petition Zoning Amendment. Selectmen were advised that a petition had been received asking the town delete its 125' shorelands setback on Wilson Pond and rely on the state's 50' setback requirement.

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

- Dunham and Tatro reported on their trip to Newport to view the Holder sidewalk tractor for sale recommending to the board that the town decline submitting a bid.

- Cemetery and Parks Maintenance. Selectmen reviewed the status of department expenditures voting to purchase the Ex-mark mower (replacement now included in the 2012 budget) from funds available in 2011. Purchase of the mower from Gary's Power Equipment at a cost of \$9,383 was approved. The old mower (7 years old) will be taken out of service and will be sold as surplus in the spring.
- Facility Matters. Selectmen considered proposals to reduce heat loss in the roof area at the police station voting to proceed with quotes obtained from Pinney Plumbing (\$1,295 or less) aimed first at sealing the ductwork system and then adding insulation in accordance with the quote received from Builder's Installed Products (\$1,780). The project will be financed through the energy efficiency warrant article approved by voters in 2011. Replacement of the rubber roof over Station #2 (outside of the Selectmen's Office windows) was discussed. Two quotes for the work were reviewed with Selectmen voting to proceed with the proposal from Guyer (\$2,475). Work will be funded through the general government operating budget.
- Budget 2012, proposed pavement work 2012 and future years. DPW Director Dunham provided Selectmen with spreadsheets – Attachment #2 – detailing various roads and treatment methods. Spending proposed for 2012 (between the operating budget and expendable trust for road rehabilitation and reclamation) totals approximately \$312,000. Tatro suggested considering application of fiber mat (as applied to Matthews Road and Old Richmond Road this year) to Railroad Street and Eaton Road estimating its reduced cost would free up approximately \$20,000 which might be used for other needed road work. Dunham will review the data to develop recommendations for those additional dollars.
- Bridge Projects. Status of the Warmac Road and Cobble Hill Road projects approved at Town Meeting 2011 and progress toward construction was reviewed.
- A proposal to development of Standard Construction Details, Road Acceptance Policy Guidance and Construction Procedures Manual dated December 6, 2011 submitted by Underwood Engineers was approved by the board authorizing Fox to execute on behalf of the town. Services will be financed with funds available year end in land use portion of the general government budget.

Building Permit Software Application. Selectmen authorized execution by Fox of a proposal to purchase a software application for management of the building permit applications and related land use processes with funding source for the purchase being designated budget 2011- general government (Land Use).

Repair of Stone Wall along Potash Bowl. Selectmen discussed an estimate obtained by Mrs. Schyner to repoint or retrofit pieces of this stone wall. More information regarding the area of the work was requested.

Town Report Bid. Selectmen awarded printing of Town Report 2011 to Silver Direct and the voter guide to Braden Printing.

Request for refund of MV fees – Amazing Grace. Selectmen considered correspondence from Mary Beckwith requesting a refund of motor vehicle fees voting to deny requesting staff prepare correspondence transmitting that decision.

Personnel Policy. Selectmen voted to amend the deferred compensation limits established to conform with IRS regulations effective January 1, 2012(\$17,000 annually) – Attachment #6.

Budget 2012. Selectmen reviewed pending items including the reduced funding request from the Swanzey Lake Protective Assn. to be included within general government expenses, funding requested for upgrade of police portable radios to be included in the emergency communications expendable trust, updating of heating oil accounts, consideration of thermal imaging cameras as a special warrant article

Consent Agenda. Selectmen approved the following consent agenda items:

- Abatement # 2011-08, Monadnock Family Services, 88 Wilson Pond Rd.
- Abatements #2011-09, Macri (greenhouse exemption).
- Raffle Permits #2011-23, 24 & 25.
- Authorizing Chair (Selectman Tatro) to execute a CDBG Contract for Feasibility Grant Administration, lump sum agreement not to exceed \$1,300.
- Resolution regarding carry forward appropriations and revenues Budget 2011 to 2012 – Attachment #3.
- Authorizing Chair (Selectman Tatro) to sign off designating Bohannon as recreational trails grant administrator for a improvement project proposed to start at Sawyers Crossing Road and run southerly subject to conducting necessary public hearings and votes to accept a grant if awarded.
- Holidays 2012, DPW & Fire Department – Attachment #4 & 5.

Consideration of Minutes of Meeting of December 6, 2011. Selectmen approved the minutes of their meeting of December 6 noting correction of a typographical error on page 1.

Meeting adjourned at 9:05 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator