

## **Selectmen's Meeting – December 20, 2011**

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

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

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

**Sale of Surplus Municipal Equipment – Generator.** Bids received for the generator deemed surplus that formerly powered the Police/Emergency Management Operations Center were opened – Attachment #1. Selectmen voted to award the bid to Arnie Filipi who bid \$2,125 authorizing Town Administrator Fox to execute necessary sale documents on behalf of the town.

**RSA 31:95-b, Proceeds from Sale of Generator.** Selectmen authorized expenditure, pursuant to the provisions of RSA 31:95-b, of up to \$1,000 of the proceeds from the sale of the generator to purchase a portable generator that can be transported and used to power the radio repeater station if required.

**Unused holidays/Vacation hours in excess of 172.** Selectmen reviewed a memo from Chief Busick dated 12/19/2011 voting to authorize payment upon his retirement (12/31/2011) of unused 2011 paid holidays (up to 6 days) and earned vacation leave of up to 10 hours more than the 172 allowed to carry over at year end.

**Budget 2012.** Selectmen reviewed the budget worksheets and summaries authorizing the following adjustments:

- Continued vacancy – 12<sup>th</sup> officer position (estimated cost \$70,000), inclusion of \$12,500 in emergency communications expendable trust in anticipation of portable radio purchase, declining to establish an expendable trust for department vehicle fuel.
- Fire Department - continued deferral 2012 of proposed Saturday coverage program (budget request \$13,440) line item reduction from \$20,000 to \$10,000, reduction of gasoline line from \$4,500 to \$3,500, increase of diesel from \$4,500 to \$5,500, reduction in Class B & C uniform proposal from \$5,000 to \$3,000. Purchase of thermal imaging cameras will be advanced via a warrant article versus expendable trust funding (zeroing requested expendable trust funding), funding of \$20,000 was proposed for fire stations and facilities.
- Adjustments to funding requested for capital reserve and expendable trust including deferring to budget 2013 consideration of additional funds for repair and rehabilitation of town dams. Information from DPW Director Dunham was requested to support items that might be advanced in the town's road improvement plan if the municipal transportation capital reserve account funded through a \$5 additional registration fee was approved. Reduction in funding proposed for land conservation acquisitions was considered and deferred.
- Wastewater treatment plant upgrades and improvements. Information on anticipated tax and user rate impacts associated with the warrant article proposed to fund the improvements was reviewed with Selectmen.

**Public Hearings – Related to Budget 2012.** Selectmen reviewed hearing notices draft advising they wished to proceed with scheduling the bond, budget and municipal transportation capital reserve fund hearings for 1/12 and the CDBG grant application hearings for the 1/17.

**Personnel Policy – FMLA.** Selectmen approved amendment to the FMLA portion of the town's personnel policy – Attachment #2.

**Carpenter Home Accounts Receivable.** Selectmen considered an outstanding receivable accruing interest since the spring authorizing staff discontinue invoicing with other receivables and waive the interest assessed to date. They requested a payment arrangement be developed for the initial room and board charges outstanding.

**SRO Program MRSD Budget 2012/2013.** Staff advised an estimated cost for the upcoming fiscal year totaling \$71,000 had been provided to district officials. Pending receivables related to the program were also reviewed.

**Memorandum of Agreement between the County of Cheshire and the Towns of Swanzey, Fitzwilliam and Marlborough.** Selectmen voted participate in an application seeking funding for upgrade of police department portable radios authorizing Chairman Tatro to execute a memorandum supporting the grant application.

**January Meeting calendar.** Selectmen reviewed the month's calendar setting meeting dates of 1/3, 1/12, 1/17, 1/24 and tentatively 1/31.

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

- Withdrawals from Capital Reserve and Expendable Trust accounts of the town detailed in a memo to Trustees dated 12/20/2011.
- Contract with Cartographic to maintain the town's tax maps during 2012.
- Letter to owner of 55 Denman Thompson Hwy requesting clean up of the property.
- Request to Town Treasurer seeking reimburse general fund for expenses paid on behalf of the Conservation Commission and transfer of 50% of the Land Use Change Tax collected or taken to tax lien during 2011.
- Abatement #2011-10, Braden.
- Abatement #2011-11, Evergreen Knoll.
- General Assistance Lien, Tax Map 58 Lot 67.
- Request to Town Treasurer seeking transfer of Sevene Landscaping Escrow to General fund.

**Consideration of Minutes of December 13, 2011.** Selectmen reviewed and approved the minutes of their meeting of December 13, 2011.

**Recreational Trails Grant Application Proposed.** Selectmen were advised that the federal government had eliminated funding for the program therefore preparation of the application authorized had been deferred by staff.

Meeting adjourned at 8:45 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator