

## **Selectmen's Meeting – March 6, 2012**

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 6:08 p.m.

**Citizens Concerns.** Representative Lerandeau reported to Selectmen on recent legislative activity.

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

**Road Safety Audit (RSA).** The RSA Team has been formed for this project focused on the Sawyers Crossing/Route 32 intersection. It includes the following representatives: Lee Dunham, Tom DeAngelis, Norm Skantze, Sara Carbonneau, Rachael Schnyer, Betty Tatro or Jan Parsons, Tom Stewart, a representative from NHDOT and JB Mack (SWRPC). The group's first meeting will be held in late March.

**Training Opportunity in Richmond – Meetings and Public Hearings/Risk Management and Legal Issues.** Notice of an upcoming training being sponsored by the Town of Richmond was shared with Selectmen.

**Abatements 2011.** Selectmen were advised that the application period for Tax Year 2011 had concluded. In the next few weeks, staff will be developing and recommending methodology for reviewing the submittals.

**Capital Improvements Plan – DPW.** Following approval of purchase of the loader a few weeks ago, the CIP worksheet for DPW Trucks and Equipment was updated. A copy of the revised worksheet was distributed to members. Discussion of the department's equipment needs and further revisions that might be required to the plan is expected to occur within a month or so.

**55 Denman Thompson Hwy.** Carlson reported observing clean up activity at the site.

**207 West Street Citizen Concern.** In follow up to board discussions, Fox reviewed information in the record regarding business use of this location. The Code Enforcement Officer was requested to visit the property and talk with its occupant to see if noise and disruption experienced by its neighbor can be reduced.

**Police Department.** Selectmen met with Chief DeAngelis who reviewed with Selectmen his assessment of the agency dated 3/1/2012. Status of operations and needs in areas including facility, training, personnel, cruisers, inventory, computers and firearms were reviewed by Chief DeAngelis. He also reviewed goals and objectives he established for FY 2012 for the department.

**Authorization of re-application for 2012 Cops Hiring Program – competitive process that may provide 75% of entry level costs (up to \$125k) for up to 3 years to fill unfunded vacancies.** Selectmen authorized re-application by the town for this competitive program providing funding assistance for patrol officers to local agencies. Additional restrictions of the program regarding veteran hiring and a reduction in funding awards were noted.

**Trustees of Trust Funds.** Selectmen met with Trustees Scaramelli, Bittel and Peters who reviewed a memo developed that date detailing the trustee's recommendations for bookkeeping – Attachment #1. The town long time trust fund bookkeeper Mary Faulkner is scheduled to retire. Trustees propose outsourcing of the financial record keeping function and relying on town hall staff for administrative functions. Cost and benefits of outsourcing were discussed at length. Information from trustees was requested that might provide a framework for Selectmen to measure the proposal obtained from Lynn Rust CPA to services provided by other firms managing accounts was requested. Presentations made to trustees in the past year or two by firms offering management services may be able to provide sufficient information for this framework. That information will allow assessment of whether soliciting proposals for short term accounting services is warranted. Concerns regarding managing the additional (unbudgeted) anticipated costs associated with outsourcing and administrative support will also require resolution.

**Economic Development Advisory Committee (EDAC) Nominee.** Selectmen met with Guy Pronosti reviewing his interest in serving on the town's EDAC. He reviewed his background and experience and interest in serving the town. Selectmen voted to appoint Mr. Pronosti to EDAC with a term to expire September 24, 2014. Fox advised she would email the agenda, committee charge and recent minutes to Mr. Pronosti.

**Use of Town Vehicles.** Selectmen reviewed the updated policy considering feedback received from town department heads. Based on feedback received language regarding seat belt use and texting was incorporated. A workgroup including departments with vehicles who use communications devices while driving was formed and charged with developing policy to provide guidance to employees and volunteers in this area. After discussion regarding accident reporting requirements, Selectmen voted to adopt the policy as revised effective April 1, 2012 – Attachment # 2. Selectmen also requested Fox coordinate with Chief DeAngelis procedures to guide local police department actions when accidents are reported to them pursuant to the requirements of current and this updated policy.

**Home Occupations.** Selectmen approved the following applications and based on the information detailed approved the uses proposed as qualifying as a home occupation under the terms of the town's zoning ordinance:

- Marge Anderson, 706 Old Homestead Hwy – Tax Map 33 Lot 8, application dated 2/28/2012.
- Daniel Awerbuch, 28 Owens Drive – Tax Map 79 Lot 6-318, application dated 2/21/2012.

The applications and terms and conditions associated with the proposed home occupations will now be reviewed by the town's Planning Board.

**Budget 2012.** Selectmen set COLA adjustments for eligible town personnel, provided the town's recommend budget is approved, at 1.5%.

**Carpenter Home Receivable.** Selectmen approved a request to waive late fees and penalties assessed a resident as supported by Carpenter Home Administrator Rice due to tenure with home and prior payment history.

**Tax Lien eligible for Deeding – April 2012, Morse Family Trust.** Selectmen considered correspondence from M. Morse authorizing Fox to prepare and send a payment agreement to the property owner based on the representations made in the property owners request that the tax lien eligible for deeding in April will be satisfied prior to May 1, 2012.

**Professional service agreement with Vision Government Solutions, Inc.** An agreement for data collection during Tax Year 2012 and 2013 required in preparation for update required in Tax Year 2014, acquisition of new images (last collected in 2004) and building permits and other pick ups during 2012 and 2013 to be funded from the expendable trust account for revaluations and updates was reviewed. Selectmen approved, subject to concurrence from DRA, the 2 year contract.

**Whitcomb Hall – authorizing application to PLAN NH for services in support of developing a re-use/rehabilitation plan for the town owned property.** Selectmen authorized submission of an application on behalf of the building recognizing if successful a cash match of \$5,000 will be required.

**Town Hall – authorizing application to the D & K Half Century Celebration Contest for a grant of up to \$10,000 in engineering services to initiate development of a re-use plan for the Town Hall.** Selectmen authorized submission of an application for Town Hall. No cash match is required.

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

- Renewal of Junkyard License, Buffum Auto Parts July 1, 2012 to June 30, 2013.
- License to Sell Pistols & Revolvers – Warner Tool.
- Thank you letters for donations in memory of R. Conway – Martin & Martin/Piret.
- Yield Tax Warrant \$85.82.
- Intents to Cut, Tax Map 44 Lot 6-2 and 45 Lot 32-4.
- Appointments: Bohannon – Recreation Committee, Larry Crowder – Swanzey Revenue Development District Advisory Board, Lynda Faulkner – Deputy Treasurer, Lori Belletete – Tax Collector.

**Non-public session – RSA 91-A:3IIc.** Selectmen voted unanimously by roll call, pursuant to RSA 91-A:3IIc, to go into non-public session at 9:20 p.m. Selectmen came out of non-public session at 9:30 p.m. voting by roll call to seal the minutes of the session indefinitely.

**Pay period for Board of Selectmen.** Selectmen concurred with a recommendation from Fox to defer by one week (4<sup>th</sup> week v. 3<sup>rd</sup>) remittance of March's Selectmen's payroll to avoid issuance of pro-rated payments if Tatro is re-elected.

**Consideration of Minutes of Selectmen's Meeting of February 21, 2012.** Selectmen approved the minutes of their meeting of 2/21/2012.

Meeting adjourned at 9:35 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator