

Selectmen's Meeting – June 28, 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 6:10 p.m.

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

Certificate of Occupancy – New Dining Commons, Camp Squanto. Selectman Tatro advised that Fire Chief Skantze reported verbally to Tatro that Skantze was satisfied with the building's construction and approved issuance of the Certificate of Occupancy for this new structure. A copy of the minutes of the meeting will be retained with the CO serving as documentation of Skantze's approval (versus sign off on the actual CO). One of the board members executed the Selectman's portion of the CO.

CDBG Feasibility Study Award – Viewpoint Cooperative. The town's application seeking funding of \$12,000 to study infrastructure (water, sewer & drainage) in the park was approved last week by the Advisory Board. A public hearing, pursuant to RSA 31:95-b, to accept testimony regarding accepting and expending the grant award will be scheduled. Contracts required to receive the grant will be forthcoming once approved by Governor & Council.

Pilgrim Pines – Camp Squanto Dining Commons Dedication. The event, scheduled for this Saturday, was discussed.

Tire Amnesty Day 2011. This year's tire amnesty day brought in 223 tires – 100 more than last year. Credit for the increase is given to the advertising of the event on the signboard in front of Town Hall.

Swanzy Lake Save! Information received from Nancy Karlson regarding a "save" at the lake by boat launch monitors was shared with Selectmen.

Ashuelot River/South Branch Water testing information. Results from testing conducted recently along the Ashuelot River and South Branch report elevations along the South Branch at 2 testing locations (behind the high school and at the Route 32 Bridge) were provided to Selectmen. The Conservation Commission will be discussing conducting additional testing along the South Branch upstream (or south) of the MRHS complex.

School Resource Officer. Selectman Carlson reported that the SRO MOU had been discussed at the School Board's last meeting but no decisions were made.

Post Office Route Change. Whether the board wished to advance changing of the North Swanzy 03431 zip code to 03446 was discussed. Fox reviewed with Selectmen some of the impacts that moving the delivery route hub to Keene was having on Town Hall operations including requiring a re-working of staff schedules, expected increased cost associated with staff mail pick up and delays in depositing of receipts received through the mail. Carlson suggested that those concerns be relayed to the customer service representative in Portland and Fox advised she would do so.

Whitcomb Hall Committee. Selectman Carlson requested the board ask town departments to remove items they have stored at Whitcomb Hall in anticipation of initiation of rehabilitation and refurbishment. Selectmen requested Fox send a memo to departments requesting they inventory the items currently stored at the hall developing a plan that could be implemented for disposal or retention. Carlson advised that the Whitcomb Hall Committee met on the 4th Wednesday of each month at 4 p.m. at Town Hall.

Flags on Main Street. Selectman Carlson asked who had put the flags on the poles on Main Street. Both Fox and Dunham advised they did not know leading them to the conclusion that they were not put up by or with the permission of the town. *The next day Selectman Carlson reported that Peter Johnson told her he had put up the flags along Main Street.*

Old Home Day Committee. Selectman Davis reported that she had been told that the decision to move the parade route had not been made by the Old Home Day Committee. Selectmen expressed their reservations about the proposed route and preference for the traditional route requesting Fox query who and how the decision to try a new route was made.

Department of Public Works. Selectmen met with DPW Director Lee Dunham who reviewed the results of the paving bid solicitation opened on June 24th for work specified on Eaton Road and Railroad Street – Attachment #1. The small variance between the two lowest bidders was discussed with reliability of the estimated quantities included bid discussed at length. Dunham advised he expected the final quantities once the work was completed to be no less than those included in the bid but that he was confident that they were pretty accurate. A small increase may be seen in the tonnage placed due to varying road width and hand method may in the end not be required. He reviewed his methodology for developing the estimate quantities. Following further discussion about how variances in the quantities could impact the final project cost, Selectmen voted to award the bid to All State Asphalt.

Talbot Hill Road. A resident stopped at the meeting querying if a speed limit sign could be put up on the road. Dunham advised he thought there was one but he would check, and if not attend to it.

Upper and Lower Wilson Pond Dam Request for Proposals – Agreement with DuBois & King. Dunham reviewed with Selectmen his discussions with DuBois & King regarding a fee proposal and work scope. Modifications to the town's initial RFP to include performance of Tasks 1 thru 4 at the diversion channel and dam structure upstream from the Upper Wilson Pond Dam were recommended by both Dunham and DuBois & King at an additional cost of \$3,000 bring the total fee for services included in the project's amended scope to \$42,300. Funding sources for the work were discussed with Selectmen voting to approving entering into the recommended professional services agreement with DuBois & King funding up to \$15,000 of its cost (that related to Task 5 & 6 associated with breach analysis, inundation mapping and EAP development) from remaining FEMA funds associated with the October 2005 flooding and the remaining services included in DuBois & King's proposal (up to \$27,600) to be funded from the Capital Reserve fund established for dam repair, rehabilitation and reconstruction. Selectmen also requested Fox task town counsel with investigation of the title of this dam network ascertaining the rights held by the town.

Public Hearing – Street Naming and Numbering Regulations. Chairman Tatro opened the public hearing at 7:33 p.m. inviting comments on the draft regulation from the public in attendance. No public comment or opposition was received. EMD Bohannon queried whether 4" numbers would fit on a mailbox. The public hearing was closed at 7:35 p.m. Selectmen voted to adopt the proposed regulations as presented – Attachment #3.

Ashuelot Rail Trail Project. Project Manager Bruce Bohannon presented a change order for consideration which would allow for the addition of material to the trail base on the section in Keene. An agreement has been worked out with the City which will provide the additional materials, so the project change order is aimed at providing support for the contractor's efforts spreading it. It has been approved by all required parties including NHDOT. Selectmen voted to approve Change Order #1 authorizing Chairman Tatro to execute it on behalf of the town.

Constellation Energy. Selectmen reviewed a quote provided by Constellation for the supply of energy over the next 11 months authorizing Town Administrator Beth Fox to execute on behalf of the town contracts necessary with Constellation to purchase electricity at a fixed price of 7.65 cents. Transmission and invoicing services will be provided by PSNH.

Utility Appraisals. Selectmen executed a proposal with George E. Sansoucy, PE LLC for consulting and valuation services related to utility properties including PSNH, NE Power, West Swanzey Water Company and Fairpoint.

MRSD Payment Schedule July through December 2011. Selectmen approved payments to the district in accordance with the schedule detailed in Attachment #2.

Heating Oil Bids 2011/2012. Selectmen authorized participating with the school district in the bidding of heating oil for the upcoming season. Some investigation of alternative suppliers for general assistance clients will be conducted by staff to see if any more effective arrangements can be made to address the unexpected nature of required deliveries.

Swanzey Lake Day Camp. Selectmen authorized waiving of the town's no refund policy due to miscommunication related to the resident status of a family authorizing refund of \$150 of fees paid.

Consent Agenda. Selectmen approved the following consent agenda items:

- Posting of Trustee of Trust Funds vacancy.
- Old Home Day Committee, authorizing accepting & expending pursuant to RSA 31:95-b donations from Cards of Joy, Sarah Cobb, Hillside Organic Pizza, Jane Pitt, L. & D. Crowder, D. & E. Andrews, G. & K Kendall, MacDaddy's Rollin' Smoke BBQ, Roaming Raceway, J. & S. Scott, H. & P. Bryson, A. Wood, R. & J. Luopa, J. & D. Turner, C. Zeneski, D. & M. Meyer, A. Driscoll and \$25 unknown totaling \$540.
- General Assistance Lien – Tax Map 57 Lot 119 and Tax Map 41 Lot 78.
- General Assistance Release – Tax Map 87 Lot 2-5016.
- Raffle Permit #2011-13
- Correspondence to Luce and Joslyn following up on status of payment arrangements.
- Authorizing accepting and expending pursuant to RSA 31:95-b donations made to the Carpenter Home in memory of Robert A. Beauregard from Associate Machine Tool Technologies, Southwestern Community Services, Judith Maine, James & Deborah Hogancamp, William & Debra Albrecht, Douglas K. Watson, Matthew Morrison & Chelle Whitefield, Charles & Elizabeth Massin, Richard Scaramelli and Richard and Kelly Gilligan totaling \$1,025 executing letters of thanks to all donors to date.
- Civil Forfeiture Listing for unlicensed dogs.
- Amendment of Police Special Duty Rate reflecting NHRS rate adjustments effective 7/1/2011.
- Acceptance of resignation of Fire Department Lt. Theresa Koski effective 4/27/2010.

Consideration of Minutes of Prior Meetings. Selectmen reviewed and approved the minutes of their meetings of June 14, 2011 and June 27, 2011 as written.

Non-public session – RSA 91-A:3IIa, Personnel. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 8:10 p.m. Selectmen came out of non-public session at 8:40 p.m. voting by roll call to seal the minutes of the session indefinitely.

Meeting adjourned at 8:45 p.m.

Submitted by,
Elizabeth A. Fox
Town Administrator