

Selectmen's Meeting – July 26, 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.

Old Home Day Celebration. Selectmen commented on feedback received about the celebration. A concern about the increase in the booth rental fee was expressed. In addition, Selectmen suggested that perhaps the search process for the town's oldest resident should include some outreach or publicity prior to the annual event aimed at better ensuring the right candidate was located and recognized. An ad in the paper was suggested.

Matthews Road. Selectmen noted that an accident involving a motorcycle occurred on Matthews Road early in the evening. That section of road was subject to a fiber mat treatment that day.

DPW Invoice. Selectmen authorized an additional \$18.43 for repair of the F350 truck with a turbo issue amending the board's action of 7/12/2011.

Expenditure Report – thru June 30, 2011. Selectmen discussed the mid year report with Fox providing additional information – Attachment #1 – illustrating the current and potential impact of NHRS changes effective July 1 on the budget developed for that line item. In addition, she advised that call and training payroll for the fire department included 4 periods (December through March). With the exception of fuel and heating oil related accounts, most department line items are as anticipated. Selectman Carlson noted concern about the gas line item for the Fire Department which is over-expended as of June 30th.

Fire Department. Selectmen met with Fire Chief Norm Skantze reviewing the following matters:

- **Implementation of Call & Training Pay Policy effective 7/1/2011.** Skantze reported that three weeks worth of time sheets under the newly adopted policy had been submitted to the Finance Office. Some cards had been returned requiring additional information to process and he has assigned that responsibility to Deputy Chief Sanchez. He advised that working under the policy has involved a bit of a learning curve for personnel but that Firehouse Software is a useful tool for fixing mistakes that might have been made by employees or supervisors when completing time cards. He indicated he was considering proposing amendments to the Board based on his experience working with the policy to date particularly related to tracking of training and excused absences. Need to ensure that a system that captures that data automatically so that participation and attendance policy is equitably enforced was discussed. Fox advised she and finance had to date also identified a few minor changes to the time card which may help streamline the process for employees and supervisors while still ensuring that required data to satisfy DOL and relate department activity to expenditures is collected. He indicated that May and June payroll manifests were almost ready for submission to Selectmen.
- **Forest Fire Permits.** Skantze advised that work continued on assembling data related to forest fire permits issued by deputy forest fire wardens.

- **Heat Safe Community.** Skantze advised Swanzey had received this recognition providing a letter to Selectmen recognizing personnel from the department who had worked on this effort.
- **Station Upgrades – Station 1 (East) and Station 3 (West).** Renovations proposed to the station were reviewed by Skantze – Attachment #2. After developing the vendor quotes, Skantze determined that sufficient funding was not available in the expendable trust to finance all of the improvements desired at Station 3. His recommendation to Selectmen is to proceed with installation of the alarm systems for Station 1 and Station 3 and a more limited scope of renovation work at Station 3 to accommodate the residential interns – see letter dated 7/26/2011. Deferral of work desired establishing a vestibule and window service area at the station’s first floor entrance and removal of the overhead door to the west of the front entrance (which will not operate after the limited renovations) is recommended with Skantze advising he would seek funding for these improvements next year. Selectmen queried Skantze on the quotes for the alarm system from Amer and Interstate and whether they were comparable. He advised that generally the quotes were comparable but though Interstate may have confused the station names when preparing their proposal. He recommended awarding to Amer. He also recommended awarding DaBrothers Contractors LLC the limited scope of renovation work detailed in his 7/26 memo at a cost of \$13,900. Skantze advised that funding these two projects would deplete this expendable trust account for FD facilities. Selectmen discussed the renovations proposed querying Fox regarding funding available in the trust account. She advised the Town Report provided a year end balance of approximately \$21,977 and voters approved additional funding in 2011 of \$15,000. To date, expenditures of \$4,948 to replace the furnace at the East Station have been made during 2011 with this account designated as funding source. Selectmen voted to authorize award to Amer Electric, Inc. alarm system work for Station 1 and Station 3 based on their proposals dated 5/11/2011 (Job #11381/2) at a cost not to exceed \$12,000 and the limited station renovation work described in Skantze’s memo to DasBrothers Contractors LLC at a cost not to exceed \$13,900. Selectmen approved Skantze’s recommendation to fund both projects from the Fire Station & Related Facilities Expendable Trust account. Skantze advised he did not currently plan relocation of the first floor bathroom at Station 3 but may look to add a sprinkler head to this bathroom in the future.
- **Residential Knox Boxes.** Skantze advised residents could now obtain knox boxes through the department.
- **Extension of Conditional Offers of Employment – Ryan Morgan and Evan Casavant.** Skantze presented recommended conditional offers for these candidates (with whom he executed MOUs related to participation in the residential intern program in June). Requirements and steps related to the conditional offer process were discussed with Fox advising she would develop a hand out for department use detailing the order in which conditional offer, offer requirements as well as personnel related forms should proceed. A lengthy discussion regarding implementation of a NFPA physical exam requirement for department personnel and whether it was intended to apply to new hires as part of the conditional offer process. Skantze advised he would subject these new hires to pre-employment NFPA physicals. Selectmen authorized extending conditional offers of employment to Ryan Morgan (CFF/CEMT B (pending) – Student Intern) and Evan Casavant (CFF/CEMT – Student Intern) with condition 1 being met prior to employment set for August 27, 2011.
- **Saturday coverage.** Skantze reminded Selectmen that his request to initiate a Saturday coverage program assigning personnel to the stations was pending and he would like it to be placed on the schedule for board discussion at a future meeting. Selectmen requested

- he submit details regarding how the program, if approved, would be implemented prior to scheduling discussion.
- **Ambulance Service.** Tatro queried what investigation Skantze had done regarding assumption of ambulance service by the town. Skantze indicated he had talked with a billing company who would do a presentation for Selectmen regarding that aspect of a service and potential revenue. He has done some investigation of costs to purchase an ambulance and also retrofit one of the town's rescues for that service. He would recommend a fleet of 2 ambulances. He has not developed manpower requirements or related cost estimates to initiate such a program and would request the assistance of town hall personnel to develop those numbers as he does not have available information to develop salary or benefit budgets. Fox advised provision of anticipated manpower requirements were need from the chief to advance that effort. He also advised he was investigating SAFER grants which might provide federal funding for establishing new positions (similar to the COPS hiring program).
 - **Dry Hydrants – east side of Ashuelot River, West Village.** Skantze advised he had ordered markers for these hydrants and hoped that the DPW would be willing to install them when received.
 - **Vehicle Acquisition.** Skantze reminded Selectmen that also pending was his request to replace Station 2's pick up (27 Brush 1) with a new vehicle expressing concern that the existing vehicle was on its last legs and he would be surprised if it passed inspection. Selectman Carlson expressed concern about taxpayer perception of an additional new vehicle for the department given the number recently acquired. Skantze indicated he felt that the number replaced was reasonable if considering fleet size.
 - **27E2 2000 Pierce.** Selectmen queried about an invoice related to repair of this truck with Skantze reporting that the fuel tank had rusted and required replacement. This maintenance issue was uncovered as the result of an operation incident where the truck got too close to the soft edge of a road/ditch. Selectmen granted retroactive approval authorizing payment of Invoice #110013 for repair totaling \$1,900.50.
 - **Vehicle Maintenance Program.** Skantze presented a memo to Selectmen recommending continuation of the annual preventive maintenance program through New England Fire Apparatus (as a sole source provider) – Attachment #3 – at a cost of \$12,336.71. Amount available in the vehicle maintenance budget (following a review of the June 30th expenditure report and after giving consideration to invoice just approved for repair of the 27E2 fuel tank) indicates the line item does not have sufficient funding for this proposal. Selectmen authorized contracting with NE Fire Apparatus to perform the work detailed in Quotes 2387, 2397 and 2398 totaling \$12,336.71 subject to the requirement that Skantze ensure there are sufficient funds available in his budget to fund the resulting overage in the vehicle maintenance line item and the vehicle gas account.
 - **Impress Charger unit – Invoice 43707.** Selectmen granted retroactive approval authorizing payment of an invoice for charger unit and installation in the department command vehicle in the amount of \$1,180.40.
 - **Department Training.** Skantze advised a training session with DART was planned for August and a mutual aid drill planned for September. He invited Selectmen to an emergency services planning meeting for the Cheshire Fair scheduled for 7/27 at 9 am at the Police Station. He also advised he would be having Tyler Boucher conduct Cheshire Fair vendor inspections for the department.

Tax Collector Recruitment. Selectmen reviewed an updated position description and proposed advertisement seeking candidates for this position approving the draft position description – Attachment #4 – and advertisement authorizing initiation of a recruitment effort.

Consent Agenda. Selectmen authorized and executed the following consent agenda items:

- PAF revisions for FD personnel Naeck and Symonds III.
- Notice of Liens, Tax Map 81 Lot 3-317 and Tax Map 72 Lot 108.
- Thank you note for perambulation efforts related to the Chesterfield Town line directed to John Bridges.
- Accepting and authorizing expenditure pursuant to RSA 31:95-b of receipts from Old Home Day totaling \$150 from Bell, Longe, Coleman, Hudson, Willey & Michal.
- Timber Tax Levy #2011-05 \$2706.41 & Timber Tax Levy #2011-06 \$6,980.56.

Receivables – Yield Taxes. Selectmen considered feedback from Town Counsel regarding aged receivables concurring with development of an “amnesty” program aimed at collection of these delinquent accounts.

Consideration of Minutes of Selectmen’s Meeting of July 12, 2011. Selectmen Davis and Carlson approved the minutes of the board’s meeting of July 12, 2011 amending reference to the DPW trucks requiring or potentially requiring repairs to include the word “problems”.

Congressman Bass. Fox advised that the Congressman’s office had queried whether he could utilize the Town Hall for a constituent outreach session. Selectmen authorized the use if someone from staff was available to open the building and monitor it during the meeting tentatively scheduled for a Saturday morning.

Non-public session – RSA 91-A:3IIa, Personnel. Selectmen voted unanimously by roll call to go into non-public session at 8:30 p.m. Selectmen came out of non-public session at 8:55 p.m. Selectmen voted by roll call to seal the minutes of the session indefinitely.

Smoking in Town Facilities. Selectman Carlson relayed a concern expressed to her regarding smoking policy within Town Buildings. She was advised that smoking was precluded. Fox will remind town facility managers of that requirement.

Meeting adjourned at 9:10 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator