

## **Selectmen's Meeting – August 30, 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.

**School Resource Officer.** SAU #93 Business Manager Jane Fortson and School Board Member Eric Stanley met with Selectmen reviewing a proposal to provide funding for police services to support special education students. Funding proposed (\$12,000) would provide for a police officer before and after school to monitor special education programs and assist as needed. Two MOUs would be required but the SRO MOU would be limited to 7 hours/180 days as approved by school board at its August meeting. Operational, administrative and financial accounting for the two MOUs was discussed with Fox expressing concern that limits in the SRO MOU pertaining to hours/days and funds would cause difficulty allocating expenses between the 2 purposes. Business Manager Fortson advised that she felt the town could continue to track position expenses as it had in the past sending one bill to the district for it to allocate to the 2 MOU budgets. Selectmen advised they did not object in concept to supporting an officer's position assigned to the school through 2 MOUs if that was required to secure the funding necessary for the position but details of the supporting agreements would require further discussion.

**Southwest NH Fire Mutual Aid.** County Commissioner Jack Pratt and State Representative Gus Lerandeau met with Selectmen in follow up to the commissioner's letter directed to Selectmen received July 29<sup>th</sup> regarding inclusion in future county budgets of funding for Fire Mutual Aid (FMA). Pratt reviewed with Selectmen some of the commissioner's issues related to inclusion of FMA in the county budget including varying schedules for budget development and approval and different formulas for pro-rating costs. FMA's budget cycle is calendar year with budget allocations for member towns set in early winter. The county budget cycle is calendar too but its review results in approval of funding requests in the late winter or early spring. FMA determines its funding request for Cheshire County by applying the formula in its bylaws (which includes consideration of population/valuation and other factors) to each town in the county submitting a lump sum request to the County. The county then apportions the funding approved for FMA utilizing its formula based on equalized valuation. It was noted that in many respects the issues regarding the budget development cycle of FMA and the budget approval cycle for towns is the same as the county with funding approval coming after the start of a budget year. If approval of FMA funding requests by a town or the county is desired prior to the start of a budget year, a change to a fiscal year budget cycle might be considered. Selectmen expressed reservation that local officials individually would have less control or input into FMA's budget than the county. Selectmen expressed reluctance to fund the organization on a town by town basis (versus through County appropriation) suggesting that county officials utilize its voice on the FMA board and the leverage provided its sizable financial support to seek change. History of appropriations provided by the county in support of FMA was reviewed. Bylaws and the terms for acquisition of the Keene Fire Station by FMA were discussed. Pratt advised Selectmen that to date most Selectmen he had met with expressed support for continuing funding of FMA through the county budget.

## **Public Hearing – RSA 31:95-e, Shed at Lane Field donated by Cal Ripken League.**

Chairman Tatro opened a public hearing at 7:15 p.m. reading the notice provided. Present at the

hearing were DPW Director Lee Dunham, Cal Ripken Association President Mark A. Chamberlain and Bruce Bohannon. Chamberlain provided Selectmen with photos of a shed to house pitching machines and other baseball equipment at fields in the Town of Marlborough advising that the 10 x 10 shed planned for Lane Field would be similar. Construction methods were reviewed with a suggestion that pre-primed texture 111 be utilized to reduce long term maintenance. Electricity will be extended to the new shed with work being donated by a licensed electrician and done to code. Layout of the fields and other utilities was discussed with location of a plot plan showing underground utilities being discussed. Development of the facility over the years, in large part through the efforts of volunteers and the various youth athletic leagues, was discussed.

Chairman Tatro closed the public hearing at 7:29 p.m. Selectmen voted to accept, pursuant to RSA 31:95-e, donation of a 10 x 10 shed to be built in the location described in Chamberlain's August 8, 2011 letter to the board waiving any permit fees (if due) with the stipulation that association officials submit construction plans to the Code Enforcement Officer (CEO). Plans and a final inspection of the shed, once constructed, must be deemed satisfactory by the CEO as well.

**Department of Public Works.** Selectmen met with DPW Director Lee Dunham reviewing several department matters:

- **Mill K.** Dunham discussed with Selectmen plans to place a gate to limit vehicle access to the rail bed. Abutter/Ashuelot Railtrail Project Manager Bruce Bohannon was present. Limiting vehicle access has become a higher priority now that work improving the rail trail has been completed. Location of the gate was discussed with Selectmen indicating that placement adjacent to the turn around versus the rail bed (were there were no accommodations to turn a vehicle around) was preferred. Large rocks would also be placed around the turn around perimeter to restrict vehicles from driving around the gate. Gate specifications would be similar to those utilized by NH DRED along the rail trail. Maintenance of the property and discussions underway amongst the Conservation Commission were reviewed. Dunham reported on a meeting attended involving Cooperative Extension Forester Steve Roberge regarding the parcel's management and whether it should be kept open through periodic mowing. Mowing last year and whether trees planted by Legere or a MRHS student had been impacted was discussed. Selectmen advised staff to proceed to implement the gate plan. Consideration of maintenance details for the property will be a future agenda item.
- **Request from Keene Knights for use of Brown Field.** Dunham reviewed with Selectmen a request from Keene Knights to use Brown Field for practice 5 nights a week from mid-September to November. Use of the field is desirable due to its lights and the Keene Knights have advised they will pick up the cost associated with lighting. Whether they would be willing to pick up any other costs associated with use of the facility or pay a rental fee was discussed. Selectman Carlson expressed her desire to preserve availability of the facility for Swanzey residents moving to not allow the use. The motion was seconded. Whether the Knights paid rent for use of other facilities was discussed and insurance questions were raised. A motion to table consideration to provide time to obtain more information was made and passed. Selectmen expressed concern that reduction in availability playing fields in Keene would result in an increase demand by out of town teams for field time in Swanzey.
- **Striping of Roads and Crosswalks.** Dunham advised he had not received the quotes anticipated for the board's consideration this evening. Roads scheduled for striping were discussed the Selectmen agreeing to the following (in order of priority): Matthews Road, Base Hill Road, Eaton Road. Crosswalks are also a primary priority. Selectmen authorized Dunham to solicit quotes for the work and proceed to execute an agreement

- for a vendor who can complete it at the best price in a timely fashion with the scope of work to be limited by the amount set aside for highway markings in Budget 2011.
- **Other DPW matters.** Dunham advised that boards had been put back in at the Ice Pond Dam (lowered in anticipation of Irene). Gravel roads in town are in tough shape with conditions first being too dry and now too wet to allow for maintenance. Eaton Road reclamation is scheduled for next week.

**Site Plan Approval and Landscape Security – Sevene, Tax Map 57 Lot 118.** Selectmen discussed a recommendation resulting from the Planning Board's August 25<sup>th</sup> meeting reviewing a memo from Planner Sara Carbonneau and emails between Carbonneau and Town Counsel. Need to obtain compliance with town approvals and the zoning regulations in a fair and equitable manner was discussed. Difficulties effectively obtaining compliance with the tools at hand were discussed. Selectmen voted to proceed as recommended by the Planning Board with Tatro abstaining.

**NHDES Draft Wastewater Grant Aid.** NHDES has published its updated list and is currently accepting comment. Swanzey is included in the list with \$855,000 for its share of improvements to the Keene WWTP system – Year 2012.

**Enforcement - 81 Wilson Pond Road.** An email received regarding activity at the location now under investigation by code enforcement (and scheduled for ZBA consideration) was provided to Selectmen.

**Cresson Bridge Grant Award.** In follow up to media reports regarding the success of NHDOT's application on behalf of the Cresson Bridge, Selectmen were advised that staff had contacted NHDOT confirming that the town's share of the project cost is 20% of 20% not 20% of the cost indicated in the NHDOT quote included in a recent Sentinel article. Schedule for construction is still likely 2013.

**Hydrant Rings.** An invoice for hydrant rings was reviewed with a query from Fire Chief Skantze regarding funding source. Selectmen voted to fund from Selectmen's Misc. Expenses.

**Payment Arrangements - past due taxes eligible for deeding.** Status of arrangements related to 2 accounts (following letters sent by Selectmen a few weeks ago) were reviewed.

**Trustee of Trust Fund Nominee.** Selectmen reviewed an application received from Steven D. Bittel voting to appoint him to the vacancy with a term to expire Town Meeting 2014.

**Swanзей Wellness Committee – Alzheimer's Walk.** A request for Selectmen's support of a town walking team was considered with Selectmen voting to match contributions for the cause raised by the committee up to \$100.

**Open Space Committee – request for authorization to make a grant application to PSNH for a "Flat Ike" campaign.** Selectmen reviewed the committee proposed application voting to authorize its submission.

**Request to place stream gauge in town's pump station building adjacent to Thompson Bridge.** Selectmen reviewed a request from USGS to place a stream gauge in the town's pump station building and legal documents providing the town with rights to utilize the property for the fire service. Members deemed placement of stream gauge equipment beneficial to the fire service

indicating support for the use requesting staff work with USGS to determine what type of agreements would be necessary to proceed.

**Southwestern Community Services Board of Directors.** Consent was granted allowing Fox to accept appointment to the agency's board of directors filling a public member seat.

**Viewpoint CDBG Grant Administration.** One response to the town's RFP seeking a consultant to manage this feasibility study grant was received. Selectmen voted to accept the submission of Donna Kerwin Lane authorizing staff to develop any necessary agreement for services.

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

- Designation of E911 Liaison (database related): Barlow as primary/Fox secondary.
- Payment arrangement – Nolin.
- Establishment of Values for MS1 pursuant to RSA 75:1-A – Tax Map 71 Lot 4-1 \$1,140,527, Tax Map 71 Lot 13 \$1,586,140 and Tax Map 72 Lot 29 \$690,441.
- Final Current Use Rates for Tax Year 2011 – MS 1, Attachment #1.

**Minutes of Selectmen's Meeting of August 16, 2011.** Selectmen approved as written the minutes of their meeting of 8/16/2011.

**Cheshire TV.** Selectmen voted to continue the appointment of Kenneth P. Colby Jr. as the town's representative to the entities governing body.

**Upcoming Meeting.** Selectmen Tatro requested Chief Skantze be scheduled for the board's next business meeting. Agenda management, scheduling and processing of mail and documents were discussed.

**Heating Oil.** Selectmen were advised that Cheshire Oil was the vendor selected as a result of the MRSO solicitation process which included town heating oil.

**NHDOT Route 12/Lake Street and Swanzy Factory Road.** Selectmen were advised that the next public meeting for this project had been scheduled for October 11<sup>th</sup> and would take place at the High School/Middle School.

**Recycling Center.** Contact will be made with the town's insurer regarding a recent incident at the center involving the burn pits.

Meeting adjourned at 9:20 p.m.

Submitted by,

Elizabeth A. Fox  
Town Administrator