

## Selectman's Meeting – June 12, 2012

Present were Selectmen Deborah J Davis, Nancy L Carlson and Kenneth P Colby, Jr. Also present was Interim Town Administrator Richard Busick. Chairman Davis called the meeting to order at 6:13 p.m.

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

**2012 paving plan bid award.** DPW Director Dunham appeared before the Board to recommend paving bid acceptance. Fred Cheney, Lane Construction general foreman, also was present. **Motion** by Carlson to accept the bid for \$170,745.00 submitted by Lane Construction Corporation. Second by Colby. All in favor.

**Webber Hill Road guard rail.** DPW Director Dunham appeared before the Board to discuss absence of a guardrail along an approximate 430-500 foot section of Webber Hill Road, made apparent by recent tree cutting. Dunham said that DOT data indicates an estimated installed expense of \$10,000 for a metal post and metal guardrail. If delay is acceptable, Dunham said, the guardrail project might be included with bridge repair projects scheduled for the fall. Colby suggested requesting a contribution from Public Service towards the cost of the guardrail. Dunham said he would research the matter further.

**Recycling Center management.** Selectmen considered Solid Waste Manager Krisch's recommendation to continue the existing management structure of manager and assistant solid waste manager.

**Draft credit card policy.** Selectmen agreed to table to a future meeting the draft policy introduced at the 5/8/2012 meeting, considering recommendations provided by Bookkeeper T. Lounder.

**Continuity of government during emergencies.** Selectmen met with Emergency Management Director Bohannon to discuss planning to develop procedures that allow government to continue essential operations during a catastrophic event. Bohannon said that the Town must update its radiological response plan, and said that the plan must include a continuity of government (COG) plan. Those present described planning issues, and options for space within Swanzey that could accommodate Town Hall functions. Selectmen authorized Bohannon to get a general consensus of the requirements of departments, and authorized him to consult with emergency management directors of surrounding towns in the event that the Town of Swanzey becomes uninhabitable. (Busick noted that Swanzey might receive a similar request from another town.) Selectmen considered whether Bohannon should apply for grant funding for consulting help in preparing a COG plan, with matching funds to be included in the 2013 budget.

**Welfare trends, number & types of cases.** General Assistance Coordinator Sandi Page reported longer stays in Swanzey for clients (formerly 6 months, now up to as long as 2 years). Issues include low paying jobs, coupled with lack of transportation. Page reviewed support levels for burials, electric, gas and heat, as well as general policies regarding clients.

**Summer camp.** S. Page reported that summer camp enrollments now are at 25-36 campers/week (capped at 75 campers/week).

**Community Developmental Block Grant application—Keene Wastewater Treatment Plant upgrade.** *Motion* by Carlson to authorize the chair to sign the forthcoming community development block grant application. Second by Colby. All in favor.

**Event permits advance notification.** S. Page requested authorization to require at least 10 days' notification from the Cheshire Fairgrounds for event permits. Selectmen authorized Busick write a letter to the fairground manager requesting more timely notifications, including language stating that lack of ten days' notice could result in non-issuance of permits.

**Map 71 Lot 17.** Busick reported that former owner M. Beckwith is interested in buying back the property (taken by tax deed 4/25/2012; Book 2746/Page 274), and has expressed interest in paying the required \$3,100 over time. Busick said that Town counsel has advised against entering into an installment plan agreement.

**Acceptance and expenditure (RSA 31:95-b)** of \$775 received from vendors and advertisers for this year's Old Home Day. *Motion* by Carlson to accept funds. Second by Colby. All in favor.

**Home occupation application,** Bill Lauer, Tax Map 33 Lot 7, 694 Old Homestead Hwy. Busick reported that Lauer seeks to use a section of his pole barn to construct and sell birdhouses and Adirondack chairs, and said that Town Planner Carbonneau indicates that the business meets the appropriate requirements of the zoning ordinance and supports the application. *Motion* by Colby that the business qualifies as a home occupation, authorizing the Chair to sign the application. Second by Carlson. All in favor.

**Carpenter Home room rate.** Busick reported that Carpenter Home Administrator Dawn Rice recommends establishing \$2,900/month for the newly finished room. Selectmen considered and discussed Rice's research and rationale. *Motion* by Colby to approve \$2,900/month for the new room rate. Second by Carlson. All in favor.

**Report from Town Clerk regarding dog licenses.** On behalf of the Town Clerk, Busick presented lists of dog owners who appear to have not registered their dogs. Selectmen reviewed the lists in anticipation of June 20 civil forfeiture.

**LUCT Map 74 Lot 18-2 (RSA 79A:7.I)** .86 ac at 187 Forest Ave no longer eligible for Current Use. Following discussion, *motion* by Carlson to value the .86 ac at \$7,000 for the purposes of Land Use Change Tax. Second by Colby. All in favor.

**Abatement applications to municipality (RSA 76:16).** Selectmen and Assessing Coordinator Victoria Reck Barlow reviewed 2011 abatement applications. For signature at the June 26, 2012 meeting, Selectmen asked Barlow to prepare letters of approval or denial to reflect Board decisions.

**Non-public session I -- RSA 91-A:3IIb, hiring.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 6:48 p.m. to discuss hiring a seasonal employee. Present were Selectmen, Interim Town Administrator Busick and DPW Director Dunham. Selectmen came out of non-public session at 6:54 p.m. Selectmen voted to seal minutes until resolution of the matter.

**Non-public session II -- RSA 91-A:3IIa, dismissal, promotion, compensation.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 7:01 p.m. to discuss a pending vacancy upon the retirement of Solid Waste

Manager. Present were Selectmen, Interim Town Administrator Busick and Assistant Solid Waste Manager Steve Stewart. Selectmen came out of non-public session at 7:15 p.m., voting to release the minutes of the meeting.

**Non-public session III -- RSA 91-A:3IIa, dismissal, promotion, compensation.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 7:58 p.m. to discuss Town Hall janitorial services and a request for FMLA leave. Present were Selectmen and Interim Town Administrator Busick. Selectmen came out of non-public session at 8:13 p.m. Selectmen voted to seal minutes until resolution of the matter.

**Non-public session IV -- RSA 91-A:3IIb, hiring.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIa at 8:13 p.m. to discuss a MOU. Present were Selectmen, Interim Town Administrator Busick. Selectmen came out of non-public session at 8:37 p.m. Selectmen voted to seal minutes until resolution of the matter.

**Consent Agenda.** Selectmen approved agenda items #s 1 through 8, with *motion* by Colby to authorize the Chair to execute where necessary. Second by Carlson. All in favor.

1. Confirmation of Paula S. Miller of Partridgeberry Lane, Swanzey, member of the MRSD Budget Committee.
2. Authorization for Chair to sign the Request for Release of Funds and Certification attachment for the CDBG #11048FSPF, Feasibility Study for View Point Cooperative.
3. Property Tax Levy Warrant #: 2012-01A
4. Abatement #s 2012-06, 2012-07, 2012-08, 2012-09, 2012-10 and 2012-11 for corrections of an assessing error in merge reconciliation.
5. Abatement #2012 for corrections of incorrect data entry with new parcel in Current Use
6. PAF for Town Hall janitor position.
7. Raffle Permit # 2012-17
8. PAF for seasonal DPW worker (for submission after clean background check)

**Consideration of Minutes of Selectmen's Meeting of May 26, 2012 and June 5, 2012.**

Selectmen approved the minutes of the May 26 and June 5 meetings, including non-public sessions.

Meeting adjourned at 9:30 p.m.

Submitted by  
Victoria Reck Barlow  
Recording Secretary