

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting Minutes – September 4, 2012

Present were Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby, Jr. Also present was Town Administrator Shane O’Keefe, Bookkeeper Theresa Louder (left at 7:45 p.m.), Fire Chief Norm Skantze (left at 8:07 p.m.) and Victoria Reck Barlow in her capacity as Assessing Coordinator and as Recording Secretary. Chairman Davis called the meeting to order at 6:18 p.m.

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

CONSIDERATION OF MEETING MINUTES.

Minutes of August 28, 2012 regular meeting. *Motion* by Carlson to approve the minutes of the August 28, 2012 regular meeting. Second by Colby. All in favor.

OLD BUSINESS.

Review of property assessment cards. At the Board’s request for a general overview of the information contained on assessment cards generated by Vision Government Solutions, Inc. mass appraisal software, Assessing Coordinator Victoria Reck Barlow presented a review of a sampling of property assessment cards.

Meeting with representative from Vision Government Solutions, Inc. Selectmen agreed to discuss at the September 18 meeting the scheduling of an information-gathering session with a Vision appraiser, as well as topics to be covered.

Consideration of abatement application 2011-025 (100 Cram Hill Road; Map 68 Lot 10). Assessing Coordinator Barlow presented a brief analysis of the property assessment card for the property, revised to reflect information presented to the Board by the property owner. *Motion* by Colby to adjust the assessed value of the property to \$278,433, and to grant a TY 2011 abatement of \$20,200. Second by Carlson. All in favor. Selectmen signed a letter advising the property owner of the revised value and abatement.

Abatement application 2011-003 (124 Partridgeberry Lane; Map 41 Lot 74). Following September 4, 2012 receipt of a letter from the property owners requesting a meeting with the Board, Assessing Coordinator Barlow presented an analysis of the applicants’ submitted comparables. Selectmen requested that Barlow respond to the property owners with a letter advising them that the Board will conduct settlement hearings later in the fall.

Review of NHMA legislative policy. In preparation for the NHMA Legislative Policy Conference set for September 21, 2012, Selectmen began a review of legislative policy and floor proposals, and agreed to continue the review at the September 18 meeting. Selectmen designated O’Keefe to represent Town interests at the Conference.

Carpenter Home forestry plan. Continuing discussions of July 17, 2012 and August 7, 2012, Selectmen reviewed a timber harvest proposal from Dan Cyr of Bay State Forestry. Selectmen discussed financing of upgrading access roads and the maintenance of trails, as well as the possibility of coordinating with the harvest the removal of certain trees in the Mount Caesar Cemetery. (Selectmen noted that cemetery tree removal requires coordination with the Department of Public Works, and would be funded either through the Cemetery and Parks Maintenance operating budget, or through one of the trust fund accounts for the cemeteries.)

Motion by Carlson to authorize O’Keefe to proceed with Bay State Forestry, and to solicit logging bids for the Board’s review. Second by Colby. All in favor.

OTHER MATTERS.

Noise ordinance. O’Keefe advised Selectmen that a September 4, 2012 letter from Town Attorney Sam Bradley confirms that the noise ordinance adopted by the Board is invalid because a Town Meeting vote is required for adoption of ordinances relating to noise; however, Attorney Bradley continues, RSA 644:2 (the criminal code) makes it a misdemeanor to make loud and unreasonable noises in a public place.

NEW BUSINESS.

Fire Chief Skantze met with the Board from 6:19 p.m. to 7:28 p.m., and discussed the following agenda items.

Disposal of Fire Department brush truck (27 Brush 2). Selectmen and Fire Chief Skantze discussed the Fire Department Capital Improvement Committee’s recommendation of disposal of the 1986 Chevy pickup now located at the Center Station. Selectmen discussed the most profitable means of disposal, and agreed to offer the truck (including a notice on the Town web site) for sealed bids with a \$2500 minimum, for two weeks beginning September 20. **Motion** by Carlson to authorize disposal of 27 Brush 2 in “as-is” condition. Second by Colby. All in favor.

Disposal of Fire Department hose truck (27 Hose 1). Selectmen and Fire Chief Skantze discussed the Fire Department Capital Improvement Committee’s recommendation of disposal of the 1974 International hose truck (27 Hose 1) now located at the Center Station. Because the truck is fairly unique, Skantze advised Selectmen that a sale might generate between \$5,000 and \$8,000. Carlson will contact Bruce Tatro for recommendations on how to maximize exposure to collectors. Selectmen agreed to take sealed bids after determining a marketing strategy. **Motion** by Carlson to authorize disposal of 27 Hose 1. Second by Colby. All in favor.

Purchase of new Fire Department emergency response vehicle. Selectmen and Fire Chief Skantze discussed the Fire Department’s recommended purchase of a new emergency response vehicle to be located at the Center Station. Within the context of the proposed purchase, Skantze and Selectmen reviewed staffing for EMT and fire responses, bids and source of funds and vehicle replacement priorities. Colby said that he wants to be sure that the Town is making sound financial judgments in acquiring needed equipment at proper intervals. Bookkeeper Louder advised the Board that the Fire Truck Capital Reserve fund currently has a balance of over \$107,000, with \$80,000 to be deposited at the end of the year. Selectmen and Skantze discussed likely costs of equipping the vehicle. Skantze said that re-use of existing equipment will keep these costs to a minimum. **Motion** by Carlson to authorize the expenditure of up to \$40,000 for the all-inclusive purchase of a 2012 ¾-ton four-wheel drive GMC Yukon, with funding to come from the Fire Truck Capital Reserve Fund. Second by Colby. All in favor.

Replacement of Fire Department ladder truck. Fire Chief Skantze requested concept approval for replacing the 1987 ladder truck with a later model used vehicle. Selectmen and Skantze discussed available budget and funding sources, and vehicle replacement priorities. Selectmen approved Skantze’s request to research and inspect replacement vehicles, with the understanding that Skantze would need Board approval to expend funds for travel related to vehicle inspection.

Fire Department Purchase Orders. At Skantze’s request, Selectmen postponed until the September 18 meeting consideration of several purchase orders.

Keene Air Show emergency support. After discussion, *motion* by Carlson to authorize special duty pay to allow the Town to charge \$17.50 per hour for Fire Department personnel to staff the Air Show. Second by Colby. All in favor.

OTHER MATTERS.

Draft budget and Town Meeting schedule. Selectmen and O’Keefe discussed a draft budget and Town meeting schedule. O’Keefe said he would check proposed dates against statutory requirements. Bookkeeper Lounder said that, given the scheduling requirements of SB2, the budget must be finalized by December 25. After discussing the involvement of the Finance Office in developing and finalizing the budget, Selectmen agreed that the greatest need for involvement would be towards the end of the process.

At Davis’s request, Selectmen considered a request from a resident that the budget hearing and deliberative session be held on a day other than Tuesday, so as not to conflict with the School Board hearing schedule.

Timing of release of Finance Office monthly expenditure reports. Selectmen verified Lounder’s practice of including as much information as possible in the reports, even if doing so may result in delays.

Firefighter reimbursement for forest fire pay. Lounder asked whether the question of reimbursement should be re-visited. Skantze asked that consideration be deferred until another meeting.

Painting crosswalks and striping roads. Selectmen considered DPW Director Lee Dunham’s request for authorization to spend up to \$5,000 from the Highway Marking budget line, and to accept a bid from Poirier Guidelines to paint crosswalks and stripe Matthews Road, Eaton Road, Base Hill Road, and a portion of Old Richmond Road. *Motion* by Colby to authorize Dunham to accept the proposal from Poirier Guidelines, with funding for the work to come from the Highway Marking budget line. Second by Carlson. All in favor.

Board meetings with heads of departments. Selectmen approved O’Keefe’s proposal to have the Board meet with Police Chief D’Angelis and Recycling Center Manager Stewart at the September 18 meeting.

Town Hall engineering services award. O’Keefe advised Selectmen of the success of Town Planner Carbonneau’s application to Dubois & King, Inc.’s Half Century Celebration for \$10,000 of professional engineering services. O’Keefe said that Carbonneau requested expertise in building, electrical, mechanical, structural and site development to help the Town consider options for reconfiguring use of Town Hall when the Swanzey Fire Company vacates the lower level. Selectmen briefly discussed the needs for space of Town administration, and limitations of the Town Hall building.

NON-PUBLIC SESSION -- RSA 91-A:3IIb, Hiring

Motion by Carlson to enter non-public session. Second by Colby. All in favor. Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 6:21 p.m. to discuss a conditional offer of probationary employment. Present were Selectmen, Town Administrator Shane O’Keefe, Fire Chief Skantze and Recording Secretary Victoria Reck Barlow.

Motion by Carlson to seal the minutes until resolution of the matter. Second by Colby. All in favor. Motion by roll call to seal the minutes. *Motion* to leave non-public session and return to public session by Colby. Second by Carlson. All in favor. Selectmen came out of non-public session at 6:39 p.m.

CONSENT AGENDA.

Motion by Carlson to approve the consent agenda, authorizing the vice chair to sign where necessary. Second by Colby. Carlson and Colby in favor; Davis abstains.

1. Personnel Action Report for reinstatement of a Call Firefighter/EMT following a leave of absence.

ADJOURNMENT.

Motion to adjourn by Carlson at 8:58. Second by Colby. All in favor.

Respectfully submitted,

Victoria Reck Barlow
Recording Secretary

Minutes approved on September 18, 2012

TOWN OF SWANZEY, NH

Board of Selectmen Minutes of Sept 9, 2012

Non-Public Session, Session I

Present: Deborah J. Davis (Y)N

Nancy L. Carlson (Y)N

Kenneth P. Colby (Y)N

Motion to enter non-public session made by Carlson

Seconded by Colby

Specific statutory reason cited as foundation for the non-public session:

- RSA 91-A:3II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- RSA 91-A:3II(b) - The hiring of any person as a public employee.
- RSA 91-A:3II(c) - Matters that, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- RSA 91-A:3II(d) - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- RSA 91-A:3II(e) - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board or agency for the purposes of this subparagraph.

Roll call vote to enter non-public session:

Deborah J. Davis (Y)N

Nancy L. Carlson (Y)N

Kenneth P. Colby (Y)N

The Board entered into non-public session at 6:21 AM/PM.

Other persons present during the non-public session: Town Administrator Shane O'Keefe

Fire Chief Norm Skantz

Recording Secretary Victoria Reck Barlow

Description of matters discussed and final decisions made:

Candidate Montel Walcott

Discussion of conditional offer of probationary employment to a candidate as a new call firefighter, EMT and student intern.

Discussion of candidate's qualifications, preparedness, background check with basketball coach, salary starting at \$10/hr with increase to \$11/hr after successful probationary

motion by Colby to authorize O'Keefe to extend a conditional offer of PT employment and to move that the Board execute a Personal Action Report subject to Walcott meeting conditions of employment Level 1 w/in a year medical exam

criminal background check

Second by Carlson. All in favor.

Distribution of list of firefighters who have passed physical exam

NOTE: RSA 91-a:3(III) Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that the divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board, or render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Motion made to seal these minutes? If so,

motion made by Carlson, seconded by Colby to not publicly disclose the minutes because it is determined that divulgence of information likely would:

- Affect adversely the reputation of any person other than a member of the Board
- Render the proposed action ineffective.
- Pertain to preparation or carrying out of actions regarding terrorism.

Roll call vote to seal the minutes:

Deborah J. Davis YN Nancy L. Carlson YN Kenneth P. Colby YN

Motion: Passed / Did not pass

Motion to leave non-public session and return to public session by Carlson

Seconded by Colby Motion: Passed / Did not pass

Public session reconvened at _____ AM/PM. 6:38

These minutes recorded by V Barlow

Approved on 9/18/2012
Unsealed on 3/4/2014



[Faint, illegible text and markings at the bottom of the page, possibly bleed-through or additional notes.]