

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting Agenda – December 27, 2012
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen Deborah J. Davis, Nancy L. Carlson, and Kenneth P. Colby, Jr. The meeting was called to order by Nancy Carlson at 6:43 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O'Keefe, and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Sally Brown.

MINUTES

Regular meeting(s) of December 18, 2012 – **motion** to approve by Carlson, Colby seconded, all in favor.
Motion passed.

Non-public meeting(s) of December 18, 2012 - were not available at this time.

OLD BUSINESS

Authorize Expenditures over \$1000 - Fire Department

On 10/30/2012 the Board approved the following Fire department expenditures: Globe fire gear \$13,200.64 from line item 01-4220-2-615 protective clothing; Boots \$2,907 and gloves at \$1,296, all in the budget. Also four tires for 27 Engine 2 at \$3,159.84, annual hose testing of 10,000 feet for \$3,000 (line item 01-4220-2-630 equipment repair), SCBA testing for 36 units (line item 01-4220-2-630 Equipment Repair), \$1,935 and HURST rescue tools (line item 01-4220-2-630 Equipment Repair) \$700.

When purchased several of the items exceeded the amount approved by the Board as follows:
The fire gear came in at \$14,591.68; the SCBA testing came to \$2,332.00 (with additional repair costs of \$3,432.80), and hose testing cost in at \$5,071.50.

Carlson noted that the Fire Department needs do to a better job of anticipating expenditures in the future.

Carlson made a **motion** to authorize the additional expenditures, Colby seconded, and all were in favor,
motion passed.

Site Investigation of property proposed for acquisition

In an effort to move along the site investigation work necessary for the acquisition of the West Swanzey Athletic Association property at 53 Main Street, the Town received an estimate of work from Brackett Geosciences of Keene as follows:

1. Level 1 (Phase 1) Site Assessment \$1,500 to \$1,700.
2. Asbestos Assessment approx. \$350 to \$650 (once the assessment is completed, there may be a need to get an estimate on asbestos abatement.
3. TCLP Analysis (lead paint analysis) approx. \$300. May not be necessary if the building is going to be demolished and go to a solid waste facility.

A **motion** was made by Colby to authorize expenditure of up to \$3,000.00 for site investigation efforts, to come from the Selectman's 2013 Miscellaneous Expenses budget line, giving the Town Administrator authority to sign any necessary contracts associated with the site investigation. The motion was seconded by Carlson with all in favor. **Motion passed.**

Town Credit Card

At the previous meeting the Board executed a resolution that authorized Town Administrator O'Keefe or Chair Debbie Davis "to execute any and all documents necessary to apply for a credit card account with the Cheshire County Federal Credit Union on behalf of the Town of Swanzey", and further that only one (1) credit card shall be issued for this account until such time that the Board of Selectmen shall decide otherwise. The credit card shall be under the name "Town of Swanzey, New Hampshire" and may have up to four (4) Town employees named on the card to allow for their usage of the card."

O'Keefe filed all of the necessary paperwork and was later informed by Lynda Faulkner of the Credit Union that the Town could not in fact have one credit card with four employees named on it. Instead the Credit Union could only allow one employee name on any one card in addition to naming the Town.

The Board discussed how best to proceed from here. Options appeared to be: 1) Have one credit card with one employee named, such as the Town Administrator; 2) Allow for more than one credit card, to be assigned to designated employees; or, 3) forgo the idea of having a Town credit card or cards.

Colby suggested that the Town get four (4) separate cards for the previously designated Department Heads, held at Town Hall, signed out and completed within one business day, and signed back in within that time period or the privilege of having access to a credit card to be taken away for some period of time. O'Keefe pointed out that the Town policy would need to be changed to reflect four credit cards. He also recommended that employees have 24 hours to use the card and return it to Town Hall due to practical considerations. O'Keefe will have the policy revisions for the next Board meeting.

NEW BUSINESS

Proposed dry hydrant on West Swanzey Athletic Association property

Sally Brown, Secretary for Homestead Woolen Mills, discussed with the Board the situation regarding the loss of a hydrant when removal of the Homestead Woolen Mill Dam was done in 2010. Since the fire suppression system was compromised by that action, there have been efforts to solve the problem. By consultation with a design engineer, the preferred solution is a dry hydrant adjacent to the Ashuelot River, located on 53 Main Street Map 57, Block 50, which currently is owned by the West Swanzey Athletic Association (WSAA), for which the Town has a Purchase & Sale Agreement as approved at the previous meeting. Brown indicated that the WSAA is amenable to the installation, and O'Keefe stated that he has offered to have Fire Chief Norm Skantze, Town Planner Sara Carbonneau and O'Keefe meet with the project engineer to determine the optimal location for the hydrant given the intended new use of the property. Brown stated that Monday, December 31st is the deadline for submitting application paperwork to the State of New Hampshire Department of Environmental Services to take advantage of grant funds.

Brown submitted a letter to the Board requesting permission to use the subject property for the installation of the dry hydrant and for a temporary staging area for construction equipment and supplies subject to a number of conditions. The location of the hydrant is proposed to be near the river, on the back property line away from the Thompson Covered Bridge. Homestead Woolen Mills will donate the hydrant to the Town once the project is completed. O'Keefe suggested that the Town have the final say

as to location. O'Keefe will suggest language for the letter that Brown is writing for the Board to sign in agreement to moving ahead with the dry hydrant. **Motion** by Carlson to approve a temporary easement and construction staging with changes/amendments to be written into the letter of agreement on Friday, December 28, 2012 and authorizing O'Keefe to sign for the Board, seconded by Colby with all in favor. **Motion passed.**

Land Acquisition Park Planning

Planning Board member Jeff Goller is a landscape architect and has offered to be part of the planning for the park that may eventually be created by the acquisition of building and land at 53 Main Street in West Swanzey.

Discuss payment arrangement – Livengood (Map 18, Lot 1, 84 Joslin Road)

A request was made to the Board to allow a property owner to skip the December payment of his delinquent tax payment schedule due to unexpected expenses. On 4/10/2012 the Board approved a payment arrangement whereby the owner would pay \$300 per month, and he has paid timely each month. Now the owner is faced with unanticipated expenses and wishes to skip the payment. Davis felt that she did not want to set a precedent to forgive a payment, but so long as the payments would resume after December she was willing to agree. Carlson made the **motion** to allow the property to skip the December payment without penalty, seconded by Colby, and all in favor. **Motion passed.** O'Keefe was assigned the task of writing the letter to the property owner indicating the Board's decision.

Accept and expend unanticipated funds per RSA 31:95-b

The New Hampshire Municipal Association submitted a check to the Town in the amount of \$115.87, returning a portion of funds provided by participating municipalities in the retirement funding lawsuit, City of Concord, et al. v. State of New Hampshire. The check represented a portion of the funds balance after all fees and expenses had been paid. Colby **moved** to accept the funds from the New Hampshire Municipal Association in the amount of \$115.87, seconded by Carlson, all in favor. **Motion passed.**

OTHER MATTERS

Discuss 2013 Budget

Version 12/27/2012 of the proposed 2013 Town budget was reviewed by the Board. It was noted that the proposed total operating budget shows an increase of 0.9% over the previous year. O'Keefe was asked to present the 2013 default Budget at the next meeting.

End-of-year matters

O'Keefe raised the issue of the vacation leave provisions of the Town's Personnel Policy. He pointed out that during the first year of employment the employee does not earn vacation leave time according to the current policy, though the practice over the past 10 years or so has been that vacation is earned but not used until the first year of employment tolls. He suggested that the Board consider a change in the policy so that it is clear that employees earn vacation leave time during the first year of work, and further he suggested that they be able to use accrued vacation after their probationary period. He will suggest a change to the Personnel Policy at a future meeting.

O'Keefe asked permission to roll a personal day into 2013 that is due to him in 2012 since there is no time between now and the end of the year for him to take it. The Board agreed and Carlson suggested he take it by the end of January 2013.

O'Keefe asked the Board to approve the acquisition of a new laptop for him to use at work. He told the Board that the current laptop is difficult to read due to its small size and has old software. He estimated that a new laptop with new software would cost approximately \$1,000. The Board approved the expenditure by unanimous roll call.

Town Hall Concern

Colby raised a concern regarding new lighting in one of the offices at Town Hall, noting that the motion sensing shut-off control is shielded by a file cabinet and turns off all of the time. The Board authorized O'Keefe to have the automatic switch changed back to a standard manual switch.

CONSENT AGENDA

- Holiday schedule for 2013 – Fire Department
- Authorization for carry-forward appropriations
- Requisition request for Trustees of Trust funds

Carlson **moved** to adjourn, seconded by Colby, all in favor, **motion passed**.
Adjournment at 7:55 p.m.

The next meeting is scheduled for January 8, 2013.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on January 8, 2013