

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 29, 2013
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 Chair Deborah Davis at 6:15 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe, and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Town residents Michael Brennan, Paul LaFond, Doris LaFond, Margie Read, Mike Gomarolo, Mike Lilly, Gail Burgess.

MINUTES

- Regular meeting of January 15, 2013 – **Motion** by Colby to approve the minutes of January 15, 2013, seconded by Carlson, with all in favor. ***Motion passed.***
- Regular meeting of January 22, 2013 – **Motion** by Carlson, seconded by Colby, to approve the minutes of January 22, 2013 with changes and all were in favor, ***motion passed.***
- Non-Public meeting of January 15, 2013 – While some of these were approved at the previous meeting, the Board delayed approval of the balance of these minutes
- Non-Public meeting of January 22, 2013 - were not available

CONFIRMATIONS

Open Space Committee Alternate Positions

O’Keefe reported that the Board has received the paperwork from Mary Farnsworth to serve as Alternate on the Open Space Committee. Farnsworth was appointed to the Committee as an alternate with a term extending to Town Meeting 2014, subject to her submission of a position application.

PUBLIC HEARING

Acquisition of property per RSA 41:14-a -

Public Hearing opened at 6:30 p.m. by Chair Deborah Davis.

Noting that this was the second of two public hearing on this matter, Chair Davis asked if anyone among the public attending the meeting had any comments regarding the Town’s proposed acquisition of property at 53 Main Street, West Swanzey. Colby suggested polling the folks attending to see if they were in favor of the idea. All seven people in the audience indicated by raised hands that they were in favor of the acquisition of the property. Lilly asked about numbers for demolition of the building. O’Keefe said that the Town has not received all the information as yet, but some of the analysis is in and it was reported that the exterior painted wood will have to be managed as hazardous waste. He reported that all of the numbers will be available February 12, 2013. Gomarolo asked about the timbers in the building that might be valuable to builders. He said there is hemlock planking in the building and that folks who restore buildings are looking for that sort of thing. He said to scrap the wood would be a mistake. Gomarolo also said that he would get the name of the fellow in Fitzwilliam who has done this sort of work in the past along with the fellow who took down the Bardwell Farm barn to help assess the value of the wood. Burgess asked about using the building instead of taking it down and what the land would be used for if the building was taken down. Chair Davis said that the money for purchase of the building is coming from the Conservation lands Acquisitions Capital Reserve Funds and therefore needs

to be used for open space like a park. Gomarlo suddenly remembered that the fellow from Fitzwilliam who assesses the value of wood in old buildings is John Schumachy.

Gomarlo spoke to the Board about the request from Homestead Mill owners for a dry hydrant on the property and Paul LaFond, President of the West Swanzey Athletic Association, the current owners of the property, said he had already given permission for the hydrant on the land. LaFond also noted that Fire Chief Skantze would like a second hydrant in the area. Colby added that he had looked more closely at the river bank near the property to be acquired and it has reasonable access to the river.

With no additional comments or questions from the public present, Chair Davis closed the public hearing at 6:37 p.m. Residents left the meeting.

Assistant Solid Waste Manager

Michael Brennan directed a comment to the Board as he was leaving the meeting saying that he was interested in the Assistant Solid Waste Manager position which has been advertised by the Town. He wanted to make sure that they knew of his interest. Chair Davis said that hiring of the position is on hold currently and that the Board would let Mr. Brennan know as soon as they are ready to move ahead with hiring.

Non-public sessions per RSA 91-A:3II(a), Personnel Matters

Motion by Carlson to enter **Non-public session pursuant to RSA 91-A:3II(a) Personnel matters**, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 6:45 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, and Recording Secretary Bernard and Carpenter Home Administrator Dawn Rice. **Motion** by Carlson to seal the minutes of the non-public session. Second by Colby. The Selectmen voted unanimously by roll call to seal the minutes of the non-public session. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Carlson. All in favor. **Motion passed.** Non-public session ended at 7:07 p.m.

Non-public sessions per RSA 91-A:3II(a), Personnel Matters

Motion by Carlson to enter **Non-public session pursuant to RSA 91-A:3II(a) Personnel matters**, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:09 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, and Recording Secretary Bernard and Public Works Director Lee Dunham. **Motion** by Carlson to seal the minutes of the non-public session. Second by Colby. The Selectmen voted unanimously by roll call to seal the minutes of the non-public session. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Carlson. All in favor. **Motion passed.** Non-public session ended at 7:20 p.m.

OLD BUSINESS

The Board discussed the destruction of property at Homestead Cemetery done by a car coming down Denman Thompson Avenue. Colby asked Dunham if there had been any resolution to the Mannion situation on Old Richmond Road and Dunham replied that the Town's insurance company hasn't reached a determination as yet.

Discussion on Cobble Hill and Warmac Road Bridge projects

Davis noted the email received by O'Keefe from Charles Willeke of the New Hampshire Department of Transportation concerning the lack of funds to complete both Cobble Hill and Warmac Road projects.

Dunham said he wasn't surprised. Dunham said that some of the neighbors are happy with Warmac Road being closed to traffic because of the closed bridge. Carlson pointed out that the people on Cobble Hill Road are not happy when the river floods. Carlson asked about fixing the bridge with culverts instead of a new bridge and discussing that with the State. Dunham said you have to get involved with design work for wetlands impact, but the Town could consider culverts. Carlson said the Town doesn't want to absorb the difference of \$430,000 that the State is unwilling to pay for both projects. Carlson asked about moving forward to get bids for Cobble Hill work. Dunham said he would look into that.

NEW BUSINESS

Main street advisory committee – Carlson asked Dunham what he thought about the idea of a Main Street Advisory Committee as proposed by Town Planner Sara Carbonneau reporting on a Planning Board idea. Dunham said he thinks it is a good idea and is willing to work on the committee.

Carlson mentioned that Whitcomb Hall has been successfully listed on the New Hampshire Register of Historic Places.

The Board reviewed the list recommended by Carbonneau:

- DPW Director Dunham
- Fire Chief Skantze
- A representative from the Sidewalk Committee (Mike Gomarlo)
- Planning Board representative (possibly Scott Self)
- A Board of Selectmen representative (Nancy Carlson)
- A local resident (Barbara Skully)

The Board added the name of Carol Karalekas, representing Bridges Inn at Whitcomb House.

Carlson **moved** to create the Main Street Advisory Committee with the seven persons as listed above, seconded by Colby, with all in favor. **Motion passed.** This will be further discussed at the meeting of February 19, 2013

Non-public session per RSA 91-A:3II(a), Personnel Matters

Motion by Carlson to enter **Non-public session pursuant to RSA 91-A:3II(a) Personnel matters**, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:41 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, Recording Secretary Bernard and Fire Chief Norm Skantze. **Motion** by Carlson to seal the minutes of the non-public session. Second by Colby. The Selectmen voted unanimously by roll call to seal the minutes of the non-public session. **Motion passed.** **Motion** by Carlson to leave non-public session and return to public session. Second by Colby. All in favor. **Motion passed.** Non-public session ended at 7:48 p.m.

Non-public session per RSA 91-A:3II(b), Hiring of Public Employee(s)

Motion by Colby to enter **Non-public session pursuant to RSA 91-A:3II(b) Hiring of Public Employee(s)**, seconded by Carlson. The Selectmen voted unanimously by roll call to go into non-public session at 7:49 p.m. **Motion passed.** Present were Board members, Town Administrator O'Keefe, Recording Secretary Bernard and Fire Chief Norm Skantze. **Motion** by Carlson to seal the minutes of the non-public session. Second by Colby. The Selectmen vote unanimously by roll call to seal the minutes of the non-public session. **Motion passed.** **Motion** by Carlson to leave non-public session and return to public session. Second by Colby. All in favor. **Motion passed.** Non-public session ended at 8:05 p.m.

Emergency Medical Technicians (EMT) Class

Chief Skantze briefly discussed EMTs for the Town; he said that many people want to be included and that he will plan for an April class of about twenty (20) people. Skantze said he intends to hold the class at Pilgrim Pines Conference Center and that he will be coming to the Board for a purchase order.

Skantze left the meeting at 8:10 p.m.

Fundraising for Whitcomb Hall - Carlson said she isn't convinced that the Town is ready for fundraising for Whitcomb Hall. She reported that the building is now accepted for the New Hampshire State Register of Historic Places and because of that perhaps the Town can start raising matching funds. Colby said the numbers to be raised will be large. Carlson asked what the Board thinks about raising a small amount of money. Carlson said the project will be done in phases and the first floor will be done first to get people using the facility and therefore interested in the fate of the building. The New Hampshire Chapter of the American Institute of Architect's "Young Architect" competition developed several designs for Whitcomb Hall, but the one that was picked by the Town is the best according to Carlson. Colby said he is going to do some research to see what needs to be done. Code Enforcement Officer Chet Greenwood and Fire Chief Skantze will go over the building to see what the needs are for a building that will be one hundred (100) years old in 2016. Carlson said the goal is to re-open it in 2016. Carlson said there has to be a purpose for the money when you are asking people to give to a fund raiser. O'Keefe suggested it could be just for design and engineering.

Gift of personal property pursuant to RSA 31:95-e

A gift of a VHF/UHF Motorola portable radio valued at \$4,105.84 from the New Hampshire Department of Safety, Grants Management Unit to be accepted by the Board. Carlson **moved** to accept the gift and authorize Davis to sign as Chair for any necessary documentation, seconded by Colby, all were in favor. **Motion passed.**

OTHER MATTERS

Deliberative Session preparation

The Deliberative Session will be held February 5, 2013. The Article regarding tax bill credits for veterans was discussed. O'Keefe noted that today the Town collects \$67,800 less in property taxes than it would without any benefit to veterans at all. The new Article asks for a \$500.00 credit off the tax bill for every veteran in Town and which amounts to approximately \$195,000 in lost revenue to the Town.

O'Keefe informed the Board that the Town Clerk will take the Minutes for the Deliberative Session. Also, Trustee Richard Scaramelli will likely be at the Deliberative Session to respond to questions about the Capital Reserve accounts.

The Board discussed preparations for introducing each Article and O'Keefe provided a list of where the Articles have been posted for public review. He also said that the Town has a bid already in for the Voting Guide which gets mailed to every household in Swanzey. O'Keefe will also have his laptop to help with answers to questions that might arise.

Town Hall Computer Hardware and Software Expendable Trust expense for new laptop

O'Keefe asked if he could use the Town Hall Computer Hardware and Software Expendable Trust to cover his new laptop which cost \$999.75. Colby made a **motion** to expend \$999.75 for a new laptop for the Town Administrator's use from the Town Hall Computer Hardware and Software Expendable Trust, Carlson seconded, all were in favor, and the **motion passed.**

School District Dinner Meeting

The School District is having a dinner meeting on February 7, 2013 from 6-8:30 p.m. which Carlson and Colby will attend. Davis will probably be going as well.

Public Service of New Hampshire has invited O'Keefe to attend a luncheon February 1, 2013 to talk about disaster preparedness. He is planning to attend.

To Do Lists

As requested, O'Keefe provided a list of pending matters from 2010 and 2011 for the Board to consider. The Board was happy to note that several items have been completed and could be crossed off the list. Davis emphasized that implementation of recommended street addressing changes needs to be done. She suggested a public hearing first and then changes made for dual street names since duplicate street names create a problem for emergency responders. Colby said it would be a good idea to continue dealing with the To Do List after the Town Meeting vote.

Consent Agenda -

Approved the agenda and signed the following:

- Lane Use change tax forms – Gemica Properties, LLC. (Map 2, Lot 1)
- Raffle Permit #2013-01 – Kay Alderman for “Relay for Life” on 6/22/2013
- Appointment form – Open Space Committee
- Grant Acceptance Form – NH Department of Safety

ADJOURNMENT

Motion to adjourn by Carlson, seconded by Colby and all were in favor. **Motion passed.**

Adjournment at 8:53 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on February 12, 2013

TOWN OF SWANZEY, NH

Board of Selectmen Minutes of January 29, 2013 Non-Public Session, Session 4

Present: Deborah J. Davis (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

Motion to enter non-public session made by Colby

Seconded by Carlson

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 7:49 AM/PM

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

Fire Chief Norm Skantze
Recording Secretary Beverly Bernard

Description of matters discussed and final decisions made:

Chief Skantze presented three candidates to the Board which he would like to hire.

Brandon West was the first candidate to consider. Chief Skantze said that West is poised to go to the Emergency Medical Technician (EMT) class. Skantze has an application from him, and has the information on his background, physical ability test, 183 in oral board exam, and he has his firefighter certificate at both level 1 and level 2. Chief Skantze would like to hire West at \$11.50 per hour instead of \$10.00 per hour because he has both firefighter certificates and he graduated number one in his class. Skantze said West would be hired with a probation period of one year with February 1, 2014 as the end of probation. **Motion** by Colby for O'Keefe to be able to sign the Probation Action Report and to hire Mr. West at \$11.50 per hour with start date of February 1, 2013 and the acquisition of a State of New Hampshire license and certification as an EMT no later than February 1, 2014, seconded by Carlson, with all in favor. **Motion passed.**

Jake Poulin was the second candidate to consider. Chief Skantze said that Poulin is in high school and he will be in school for a while. Skantze said that he recommends the Town hire him at \$10.00 per hour as

Description continued on next page? (Y)N

Continuation of Description from first page, if any:

Probationary firefighter, EMT. Poulin is well respected, and has no criminal record. Skantze said he is a solid kid and mature for an eighteen year old. Colby **moved** to hire Poulin with start date of February 1, 2013 with probation to end February 1, 2014, seconded by Carlson, with all in favor. **Motion passed.**

Tyson Frazier is the third candidate recommended by Chief Skantze. Skantze said that Frazier works for an insurance business based in Hartford, Connecticut, but he works from a home office. Skantze recommends the Town hire Frazier as a probationary firefighter at \$10.00 per hour. Colby **moved** to employ Mr. Frazier with start date of February 1, 2013 with probationary period that ends February 1, 2014, seconded by Carlson and all were in favor. **Motion passed.**

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 (Y)N Nancy L. Carlson (Y)N Kenneth P. Colby (Y)N

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 8:05 AM (PM)

These minutes recorded by Beverly Bernard

These Minutes approved by the Board of Selectmen on 2/12/2013

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.

Unsealed on 2/18/2014
[Signature]