

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – March 5, 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 6:02 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O'Keefe, and Recording Secretary Beverly Bernard.

MINUTES

- Regular meeting of February 19, 2013 – **Motion** by Carlson to approve the minutes of February 19, 2013 with changes discussed, seconded by Colby, with all in favor. **Motion passed.**
- Non-Public meeting of February 12, 2013 - **Motion** by Carlson to approve the Non-Public minutes of February 12, 2013 (#1, #2, and #3), seconded by Colby, with all in favor. **Motion passed.**
- Non-Public February 19, 2013 - Colby **moved** to approve the Non-Public minutes of February 19, 2013 (#1, #2, #3, and #4), Carlson seconded, all were in favor. **Motion passed.**

OLD BUSINESS

Warrant Article Vote

Pat Haselton spoke to the Board briefly about the ballots for March 12th, 2013 when the residents of the Town will vote on the Warrant Articles for 2013. She wanted to make sure that the Board knows that voters need to have photo IDs and that the Board should be in attendance.

There was a brief discussion on the impact on the taxpayers of Article 7.

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 6:12 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, and Recording Secretary Bernard. Solid Waste Manager Steve Stewart joined the meeting at 6:20 p.m.

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. **Motion passed.** **Motion** by Carlson to leave non-public session and return to public session. Second by Colby, with all in favor. **Motion passed.** Non-public session ended at 6:34 p.m. Stewart left the meeting at 6:34 p.m.

Payment arrangement – Robert & Lisa Blodgett, 84 Cobble Hill RD (Map 71, Lot 19-2)

The property owner is behind in property tax payments to the Town and is offering \$100.00 per week through payroll deductions to pay back property taxes. At a previous meeting the Board of Selectmen voted to accept \$100.00 per week from the Blodgetts starting with next available pay period and authorize O'Keefe to send a letter to them to confirm the arrangement. This motion needed to be amended to reflect that payments would begin with the paycheck of April 4, 2013 instead of "the next available pay period". Carlson **moved** to amend the previous motion such that paycheck of April 4th, 2013 is the date for payments to begin, seconded by Colby and all were in favor. **Motion passed.**

NEW BUSINESS

Payment Arrangement - Anna Luce, 28 Pondview Road (Map 73, Lot 22-508)

Amy Bush joined the meeting at 6:34 p.m. Tax obligation payment arrangement needs to be made since Luce is not able to pay her tax bill when due. Anna Luce and son Bill Luce and tenant Todd Murphy also joined the meeting. Murphy said that Luce can pay the Town \$1,000 toward the taxes tonight. Colby said that the Board would like to see a plan for payments and that perhaps \$400 a month would work for Luce. Murphy said Luce doesn't get assistance for oil during the winter months so it is difficult during the winter months for Luce to pay her taxes. Back taxes are \$6,600 according to Bush. O'Keefe said the Board needs to finalize the numbers and the following was suggested: \$1,000 in March, \$1,000 in April, \$400.00 for May, June, July, August, and September. In October Luce will begin to pay \$150.00 for October, 2013 through March, 2014. Luce agreed to this arrangement. The payments will be due the 10th of the month. **Motion** by Carlson to accept this payment arrangement with Luce and to authorize O'Keefe to send a letter to confirm the arrangement, seconded by Colby, with all in favor. **Motion passed.** Luce wrote a check for \$1,000 at the meeting for payment toward taxes. The Luce's and Murphy left the meeting at 6:58 p.m.

Non-public session(s) per RSA 91-A:311(c), Reputation – Applications for Elderly and Disabled Tax Deferral

Colby moved to go into Non-Public session pursuant to RSA 91-A:311(c), Reputation – Applications for Elderly and Disabled Tax Deferral, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:00 p.m. Motion passed. Present were the Board members, Town Administrator O'Keefe, Assessing Coordinator Amy Bush, and Recording Secretary Bernard.

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. **Motion passed.** **Motion** by Carlson to leave non-public session and return to public session. Second by Colby, with all in favor. **Motion passed.** Non-public session ended at 7:05 p.m.

Policy on retention of information on applications for Elderly and disabled tax deferral

As a current practice, all tax deferral applications are filed in the master property file of the property. The deferral application requires detailed income and financial information be disclosed in order to establish "undue hardship" on the taxpayer. Amy Bush began the discussion by recommending that the tax deferral application be returned to the applicant. O'Keefe asked about the possibility of also having a binder in Bush's office with the information. And Bush said that could be done and that the Town could place a letter in the master property file indicating that staff has verified the applicant's eligibility for deferral. The Board concurred with these recommendations. Bush left the meeting at 7:08 p.m.

Carpenter Home Matters

Dawn Rice joined the meeting at 7:09 p.m. She is requesting funds for windows on porch, kitchen remodeling with new stove, and new staff. Rice said the windows have a fog between the panes, and the windows don't lock properly. She wants to put in smaller windows. Davis asked about what the cost might be, but Rice said that the pricing she obtained was from many months ago and she has to reinvestigate updated pricing. Rice said that new windows will save some heating costs. Rice will get back to the Board with the pricing.

Rice spoke about the kitchen saying that the gas stove needs to be replaced since it does not work correctly and can't be fixed according to the repairman she has obtained to look at it. She reported that the repairman said the stove is unsafe as is. Rice wants a six burner stove, with two ovens and a grill. Davis asked if the stove would be industrial quality. Rice said yes. Rice said she would get back to the Board with pricing. Rice also wants to remodel by putting in a new floor, removing linoleum and putting

in tile similar to what is in the rest of the facility. Rice said she has already purchased paint to cover the bright orange that is currently in the kitchen. Rice has picked up paint for cabinets which is sun-dried tomato (brownish red), and will replace cabinet knobs. The kitchen will have grey walls with red cabinets. Rice wants to put in a gazebo on the property and have a cement pad for the gazebo. Donations have come in and Rice would like to use the donations for the gazebo.

Rice is also asking for more help because the home is fully occupied and a lot more work for existing staff who are more accustomed to less than full occupancy. Rice wants to get some part-time help for part of the night shift and part of the evening. She would like two people overnight since she believes the staff feels safer with two on duty. Carlson asked whether Rice had anticipated the cost in the budget. O'Keefe said that the Board built in numbers into the budget that included less income due to having a vacancy so there should be enough money given full occupancy to cover a part-time person for 7 p.m. to 11 p.m. slot. Rice has two full-time employees, plus herself. The 7 p.m. to 11 p.m. slot should be for 7 days a week. Pay rate would be between \$10.15 per hour and \$10.30 per hour. The cost is approximately \$7,500 over six months. The Board concurred that it would be acceptable to add a person to fill this time slot and Carlson asked Rice to include that cost for the next budget. Rice anticipates between \$3,000 and \$4,000 for a commercial grade stove. Rice left the meeting at 7:34 p.m.

Expenditure of energy efficiency funds on Center Fire Station #2

Lee Dunham joined the meeting at 7:35 p.m. He is requesting an expenditure of up to \$2,500 to remodel Center Fire Station #2 (under Town Hall). He provided an estimate for materials from Hamshaw Lumber Inc. for \$1,074.85. The windows are \$360.00 for all the windows (small basement windows). He is asking for funds to come from the energy efficiency fund created at the 2011 Town Meeting which has \$63,486.92 left in it. The actual cost is \$1934.85, so there is a bit extra built into the request to cover any unanticipated costs which might arise during the remodel.

Motion by Colby to authorize up to \$2,500 expenditure from the energy efficiency fund for use for Center Fire Station #2 remodeling which includes new energy-efficient windows, new insulation and sheet rock for the walls and paint, Carlson seconded, all were in favor. **Motion passed.** Dunham left the meeting at 7:55 p.m.

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

Old Home Day Donation

The Board noted that funds in the amount of \$110.00 were received for the benefit of Old Home Day from Jodi Turner (\$25); Erik's Import Autoworks; LLC (\$30); Garner Auto Body, Inc. (\$30); and Maple Hill Nursery & Garden Center (\$25). Pursuant to RSA 31:95-b, Colby **moved** that the Town accept and expend \$110.00 as donated for the benefit of Old Home Day, Carlson seconded, and all were in favor. **Motion passed.** O'Keefe was asked to write letters of thanks for signature by the Board

Whitcomb Hall Donation

The Board noted that a donation of \$1,500 was received from Mae West to use as the Board sees fit for Whitcomb Hall. The Board was also asked to consider establishing a Whitcomb Hall Renovation Donation Account. Pursuant to RSA 31:95-b, Carlson **moved** to accept and expend \$1,500 for Whitcomb Hall, seconded by Colby, all in favor. **Motion passed.** O'Keefe suggested a letter of thanks to be sent to the Keene Sentinel as no address for Mae West was given. The Board agreed to have O'Keefe do that.

Update on property purchased on Main Street in West Swanzey

A brief discussion was held about the building recently purchased by the Town at 53 Main Street in West Swanzey, formerly known as the West Swanzey Athletic Association building. O'Keefe said that Scott Self is interested in several items in the building for the Sewer Department. O'Keefe also reported that

floodlights have been removed from the building for Town use. He said there is copper in the building, air conditioners, and lots of Bingo memorabilia as well as assorted band items like drums. Colby said that the items should be removed from the building. His concern was about vandalism or theft. O'Keefe said a "No Trespassing" sign would be smart from a liability point of view. But Carlson thought that that would invite vandalism. O'Keefe also reported that the Town has received a good bid format to use in seeking bids for asbestos removal from the building.

OTHER MATTERS

Discuss Personnel Policy

Carlson suggested looking at sections of the Policy, and rather than try to tackle it all at once. O'Keefe suggested that some of the Town's employees should be involved. O'Keefe also suggested that someone from the public be involved in reviewing the policy and the Town Attorney would have to review it as well. The Local Government Center (LGC) provided a sample for municipalities in New Hampshire to compare to the Town's existing policy. The Board agreed that O'Keefe would assemble a group to consider the Personnel Policy and report back to the Board.

Possible leasing of post office space

Carlson raised the idea to explore the possibility of leasing some space at the local post office for municipal purposes. O'Keefe was asked to contact the postal service to see what the possibilities would be for renting space.

Improperly maintained property in town

O'Keefe is having a meeting with Police Chief De Angelis, Health Officer BethAnne Tatro and Code Enforcement Officer Chet Greenwood to discuss property on Homestead Avenue that is not being maintained properly. There have been complaints from neighbors for trash on property, barking dogs, and general lack of maintenance.

CONSENT AGENDA

- Event Permit #2013-02. Dana's Hot Dog Truck, 679 West Swanzey RD – Old Car Cruise nights.
- Event Permit #2013-03. Mike Primus, 679 West Swanzey RD – Cruise nights for motorcycles.
- Raffle Permit #2013-03. Monadnock Boys Basketball Team, 2/19/2013 drawing at MRHS for Red Sox tickets
- Notice of Intent to Cut Wood or Timber. Judith P. Guyette, Trustee, East Shore RD (Map 45, Lot 33)

Next meeting will be held on March 19, 2013. March 12, 2013 is the Town Meeting ballot vote by Town residents.

ADJOURNMENT - Carlson **moved** to adjourn, seconded by Colby, all in favor. Adjourned at 8:35 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on April 2, 2013