

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – May 7, 2013  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

Present were Selectmen Nancy L. Carlson, Deborah J. Davis and Kenneth P. Colby, Jr. The meeting was called to order by Chair Nancy Carlson at 6:07 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

**MINUTES**

- Regular meeting Minutes of April 30, 2013 – **motion** by Colby to approve, seconded by Davis, with all in favor. **Motion passed.**
- Non-Public meeting Minutes #1 of April 30, 2013 - **motion** by Davis to approve, seconded by Colby, with all in favor. **Motion passed.**
- Non-Public meeting Minutes #2 of April 30, 2013 – **motion** by Davis to approve, seconded by Colby, with all in favor. **Motion passed.**

**OTHER MATTERS**

**Fire Department matters**

Fire Chief Norm Skantze joined the meeting at 6:08 p.m. He provided a list of several Fire department items to Town Administrator O'Keefe and the Board, including donations that have been given to the Fire Department in order to place the items on the agenda for consideration by the Board at its next meeting.

**Fire Department Resignations**

Skantze announced the resignation of Eric Poulin and Jenna Poulin, currently members of the Swanzey Fire Department, who are moving out of town. **Motion** by Colby to accept the resignations of both Eric Poulin and Jeanna Poulin and authorize O'Keefe to execute a Personnel Action Report (PAR) on each and file same, Davis seconded. All were in favor. **Motion passed.**

**Fire Department Payroll situation**

Skantze next began a discussion around a reported problem with getting the Fire Department payroll into the Finance office in a timely fashion as reported at a previous meeting of the Board by Town Treasurer Bill Hutwelker. Norm read a letter and email correspondence to the Board and asked that it be included in the Minutes for the meeting.

Email Correspondence from Deputy Chief Sanchez dated Tuesday, May 7, 2013 with a subject line: Fire Dept. Payroll.

*"Chief Skantze,*

*This letter is written in regards to information submitted to the Board of Selectmen by town treasure Hutwelker.*

*While reading the minutes of the last Selectmen's meeting I noticed that treasurer Hutwelker was providing the board with misinformation about the Fire Dept. payroll. Fire Dept. call pay has been submitted to the accounting and finance office on the first Monday of the month for at least the past 4 months (I can provide dates if needed). Payroll checks are not issued until the 3<sup>rd</sup>. week of the month, so there should be no reason for the checks to be delayed. I am in frequent contact with the accounting and finance office and have not been made aware of any issues that they may have.*

*As a result of the latest claims and for further assurance I will request a dated hand receipt when time cards are submitted.*

*I am looking forward to sharing my ideas on revising the call pay policy into a user friendly format at the earliest possible time.*

*Thanks,  
Deputy Chief Sanchez"*

Letter to the Board of Selectmen on Swanzey Fire Department letterhead paper from Norman W. Skantze, Fire Chief, dated April 7, 2013 (sic) Re: William Hutwelker, Town Treasurer

*"I investigated Mr. Hutwelkers' comments as depicted in the unapproved minutes of April 30, 2013 and found these statements to be without the basis of fact.*

*Deputy Sanchez indicates there have been no late submissions of payroll within the recent past and he has documentation if necessary. Likewise I am not aware of any issues regarding late submission or payment of the AP. I routinely submit all invoices along with detailed AP manifest.*

*Although I share Mr. Hutwelkers' concern for the importance of meeting deadlines and following town policies, it appears that he may have been mistaken or misinformed.*

*I would be pleased to provide you with additional information or research if required.*

*Norman W. Skantze  
Fire Chief*

*Attachments: memo from Deputy Sanchez  
AP Submission log"*

An AP Submission Dates Log was provided with the following dates: 3-21-12; 4-5-12; 4-18-12 (sic); 4-30-12; 6-11-12; 6-22-12; 7-17-12; 8-2-12; 8-14-12; 8-28-12; 9-20-12; 10-04-12; 10-04-12; 10-23-12; 11-08-12; 11-16-12; 11-27-12; 12-12-12; 12-14-12; 1-18-13; 1-24-13; 2-11-13; 2-21-13; 2-21-13; 3-11-13; 3-24-13; 4-3-13; 4-22-13; 5-7-13. The document also stated, "A random check of the 5-07-13 submission date revealed that no invoice was older than eight days and the average was 4 days."

After reading the letter and email to the Board, Skantze said he checked with Finance Office Assistant Charlie Troccia in regard to being late with invoices for payroll and Troccia could not identify late invoices. Skantze said he felt it is nit-picking about late payroll. He said this had been brought up before without any resolution. Skantze said he thought any issues regarding payroll should be the concern of the Town Administrator and not the Town Treasurer. Skantze said he was concerned that the minutes are mistaken and misinformed.

O'Keefe reported that he did some research regarding the Fire Department payroll. Technically it is not in compliance as it is being submitted monthly, but he reported that the Finance office indicated that it doesn't matter if it is monthly or weekly. O'Keefe said the problem seems to be that supervisors might not be checking as thoroughly as they could for accuracy so often payroll cards are being questioned. O'Keefe said that the situation has improved over time, but that payroll isn't submitted every week as required by policy. Colby suggested that the Board get to the bottom of this and move on. Skantze said his department wants to get along with everyone in Town. He said payroll policy needs to be updated and that the Fire Department doesn't care about how often the pay comes, it could be quarterly. He noted that the Fire House software program provides reports for source designation of the calls. Carlson said that Fire House should be the appropriate method for selecting payroll categories. Skantze agreed that the Finance people shouldn't be counting payroll cards. Colby said he wants to get to the bottom of the complaint and end the situation.

### **East Swanzey Fire Station roof**

Chief Skantze reported that the roof of the East Swanzey Fire station is in need of being replaced. Skantze got two quotes in response to his Request for Proposals (RFP). One vendor proposed \$22,500 for a metal roof and \$15,000 for asphalt shingles. The Melanson Co. Inc. bid was \$14,625 for shingled roof.

A discussion was held regarding the amount of cash in the Fire Station & Related Facilities Expendable Trust from which the funds for the new roof would come and O'Keefe informed the Board and Skantze there was \$1,926 in the account currently but the Town is scheduled to place \$20,000 into the fund for 2013. Colby **moved** to approve the expenditure of \$14,625 for shingling the East Swanzey fire station roof, seconded by Davis, the funds for which are to come from the Fire Station and Related facilities Expendable Trust, all in favor. **Motion passed.**

### **Central Fire Station Renovation work**

Colby mentioned that he had been into the center station to see the renovation completed which included sheetrock, and painting. Skantze said some wiring had to be replaced and gas stove and gas line had to be replaced, which were items not anticipated. Colby asked about refinishing the floor. Skantze said that the folks making the renovations can handle the floor.

### **Water Study of Fire Protection of the Town**

Skantze began a discussion with the Board regarding quotes to dredge the Old Richmond Road fire pond and install two dry hydrants. Skantze mentioned receiving two quotes, one of which included a truck, but he decided that he would like to get a third quote. Davis said that the Town should look at some way to control All-Terrain Vehicles (ATVs) and other activity in the area, perhaps a gate of some kind or other method of control. O'Keefe noted that there is \$26,600 in the Fire Pond Maintenance fund.

Skantze also briefly raised the issue of joining with the Homestead Woolen Mill to install the 2<sup>nd</sup> of two dry hydrants behind the Swanzey Athletic Association Building which will soon be demolished. Engineering for this project is provided by the State and owners of the Woolen Mill and would require the Town to expend funds from the Fire Pond fund. Skantze left at 6:41 p.m.

Emergency Management Coordinator Bruce Bohannon entered the meeting at 6:40 to discuss various matters with the Board.

### **Discuss permission for snowmobile club to use Town property**

The Board discussed with Bohannon a request to grant a snowmobile club use of Town property for its membership. Keene Snowriders Inc. has received such approval in the past and would like to continue to have permission to use the Riley conservation Property (Map 38, Lot 23, Map 38, Lot 22) and Parker property on Depot Road Extension (Map 89, Lot 12) to be used for a turnaround. The club is covered by \$2,000,000 insurance policy by the State of New Hampshire once the State receives the letter granting permission by the Town. **Motion** by Davis to grant the Keene Snowriders Inc. permission for its members to use the Riley Conservation Property (Map 38, Lot, 23, Map 38, Lot 22), and the Parker property on Depot Road extension (Map 89, Lot 12) for five years and to authorize the Town Administrator to sign the letter to the State of New Hampshire on behalf of the Board. The motion was seconded by Colby. And all were in favor. **Motion passed.**

### **Discuss Continuity of Operations**

The Board discussed with Bohannon the need for preparation for continuity of operations for Town offices and services in case of an emergency which would require the Town Hall employees to evacuate

the Town Hall building. Bohannon said he met with EMF Inc. folks in regard to utilizing some of their space for continuity of operations should an emergency situation arise. He noted they have building space, parking space, redundant internet and telephone, and a backup generator. He said it would make sense to get into dialogue with EMF Inc. The space is on Foundry Street in Keene, past Stan's Auto Body, which would be primary space to be itemized in the Emergency Operations Plan. Colby asked Bohannon and O'Keefe to explore the costs in the coming months. He also suggested Bohannon approach the Town of Jaffrey, New Hampshire, should the Town need to get further away from source of the problem which initiates the evacuation.

### **Change order request to complete the Ashuelot Rail Trail Project**

The Board considered Bohannon's request for a change order that will allow for the completion of portions of the rail trail project. Bohannon reported that there is \$11,398.42 left in his budget. He mentioned that the Conservation Commission decided not to donate any money for the finishing of the project. No action was taken by the Board.

Bohannon left the meeting at 6:55 p.m.

### **2012 Tax Abatement – Wayne Wheelock (Map 72, Lot 36-2)**

Assessing Coordinator Amy Bush joined the meeting at 6:55 p.m. to discuss with the Board the proposed reduction of Assessed Value (AV) for this property from \$51,700 to \$11,000 due to a questionable ability to develop the property.

The Wheelocks think that they do not have a buildable lot. Bush said she has spoken to Public Works Director Lee Dunham and Town Planner Sara Carbonneau about the property. There is access through South Winchester Street. Bush said there is a long history of property ownership changes, and a sewer easement on the property. She also said that this lot is not fully useable. There is a berm in the front and that makes it not desirable on the market. Bush said that the property would not sell at \$54,000 which is the current valuation. Bush said that she thought that the sewer line goes through the berm and some sort of support for the bridge nearby, but it is not clear why the berm is there.

Davis expressed concern as to whether the property could be maintained as an unbuildable lot for future years. Bush said she was inclined to have the lot assessed as a buildable lot, but also provide some sort of discount (15% off the \$54,000). The owner of the property was looking to build on the property originally but needs a single story house due to illness. The Board discussed the idea of the owner requesting a variance from the Zoning Board of Adjustment (ZBA). The Board decided that the property should be listed as a buildable lot, with a buildable lot assessment, and that Bush should recommend to the owner to apply for a variance. If a variance is denied, the Town can re-assess the property. For now, the Board agreed to reduce the \$54,000 assessed value by 15%.

### **Identification Badge (ID) Design**

Staff ID designs were passed out by Amy Bush for the Board to consider. The Board considered the sample IDs which were portrait and landscape in orientation and with different size photos and Town seals. O'Keefe suggested a light red for the seal which would make it easy to change in the future to a different color to designate an expired ID. Bush asked about an expiration date on the IDs. O'Keefe suggested that the IDs be good for three (3) years. The Board agreed that they preferred the landscape version and a change to the color and size of the seal. The Board agreed to have Bush continue working on the IDs and she will provide more samples with changes as suggested by the Board.

### **Discuss Draft road Safety Audit for NH32/Sawyer's Crossing road Intersection**

The Board received but did not review and discuss the New Hampshire Department of Transportation (NHDOT) draft Road Safety Audit for the intersection of Old Homestead Highway and Sawyers Crossing Road that suggested means to improve pedestrian and vehicular safety. The Town was asked to provide comments on the draft by May 10, 2013. The Planning Board is scheduled to discuss this at its meeting of May 9, 2013. The Board decided to request an extension of the comment deadline in order for the Board to consider comments from others in Town such as the Planning Board and Department Heads. O'Keefe will contact NHDOT for an extension to the deadline for comments.

### **Accept unanticipated funds per USA 31:95-b**

The Board was asked to accept a check of \$1,200 from the Old Homestead Association as a donation to the Town for Old Home Day activities. Colby made a **motion** to accept unanticipated funds of \$1,200 from the Old Homestead Association as a donation to the Town for Old Home Day activities and to remit them to the custody of the Trustees of Trust Funds to be held in the Old Home Day Non-Restricted Fund trust account established on April 30, 2013. The motion was seconded by Davis and all were in favor.

**Motion passed.**

### **OTHER MATTERS**

#### **Non-Public Session per RSA 91-A:3II(d), Acquisition of Property**

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(d), Acquisition of Property, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:13 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe and Recording Secretary Bernard.

**Motion** by Colby to seal the minutes of the non-public session. Second by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Davis, with all in favor. **Motion passed.** Non-public session ended at 7:19 p.m.

O'Keefe reported that Anna Luce came in to Town Hall and paid \$500.00 toward her back taxes and signed her tax payment agreement with the Town.

### **CONSENT AGENDA**

**Motion** by Davis to approve the Consent Agenda, authorizing the chair to sign where necessary. Second by Colby. All were in favor. **Motion passed.**

- Event Permit #2013-09. Half Moon Sober Festival, Cheshire Fairgrounds – Sober Festival from 5/24/2013 to 5/27/2013.
- Event Permit #2013-10. Cheshire Fair Association & Joe Peanuts, Cheshire Fairgrounds – BBQ Cook off from 5/31/2013 to 6/2/2013.
- Event Permit #2013-11. Cheshire County Fish & Game Club, Cheshire Fairgrounds – BBQ and band benefit on 6/22/2013. Requires one police officer for traffic control.
- Event Permit #2013-13. Monadnock Humane Society, Dillant-Hopkins Airport access road – 25<sup>th</sup> Annual Walk for Animals on 6/22/2013.
- License to Sell Pistols and Revolvers (RSA 159:8). Warner Tool Company, Inc., 201 Old Homestead Highway.
- Personnel Action Form(s)

Next meeting will be held on May 14, 2013.

**ADJOURNMENT** - Motion to adjourn by Colby, seconded by Davis, adjournment at 7:21 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on May 21, 2013.

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #1 – May 7, 2013

**Non-public session per RSA 91-A:3II(d) - Acquisition of property.**

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(d) Acquisition of Property, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:13 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe and Recording Secretary Bernard.

The possible acquisition of property where Keene Tree Service in West Swanzey is located was discussed. O'Keefe reported that he and Public Works Director Lee Dunham had toured the property with the owner, Winn Johnson, and the garage bays are spacious and there is nice office space. O'Keefe reported that the owner wants \$800,000 for the property. O'Keefe said he consulted Lee Dunham about the property to make sure it would fit the Department of Public Works needs. Carlson said the Town does not have enough money to consider a purchase at that price and it would have to be bonded to get Town approval. Carlson said the owner mentioned leasing and that should be considered.

**Motion** by Colby to seal the minutes of the non-public session. Second by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** by Colby to leave non-public session and return to public session. Second by Davis, with all in favor. **Motion passed.** Non-public session ended at 7:19 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 14, 2013.

**These Minutes unsealed by the Board of Selectmen on January 28, 2014.**