

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 14, 2013
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen Nancy L. Carlson and Kenneth P. Colby, Jr. The meeting was called to order by Chair Nancy Carlson at 6:04 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard. Deborah J. Davis joined the meeting at 6:28 p.m.

MINUTES

- Regular meeting Minutes of May 7, 2013 – Review of the minutes was deferred until the next meeting.
- Non-Public meeting Minutes of May 7, 2013 - **motion** to approve by Colby, seconded by Carlson, with all in favor. ***Motion passed.***

OLD BUSINESS

Bids on purchase of Town 1972 International mini-pumper/hose truck

On September 4, 2012, the Board voted to authorize the disposal of this vehicle and set a minimum bid of \$5,000. The Town received no bids in January, and on January 15, 2013 the Board voted to drop the minimum bid to \$3,000 for the truck. The Town has again solicited bids for this vehicle and received seven (7) bids on May 10, 2013, which were opened at tonight’s meeting by the Town Administrator.

The bids were as follows:

- Asian Auto Services Inc. of Plaistow, New Hampshire \$5,678.90
- David Druin, Rindge, New Hampshire \$3,361.13
- Harry Damon \$4,199.99
- Ray Paymert \$3,250.00
- Gordon Davis \$3,561.00
- Karen Gay \$3,657.26
- Steve Cope with bid of \$7,200 that was withdrawn by the bidder prior to opening of the bid envelopes

The Board reviewed the bids and Colby **moved** to accept the highest bid of Asian Auto Services Inc. of Plaistow, New Hampshire of \$5,678.90 for the Town’s 1972 International mini-pumper/hose truck and authorize the Town Administrator to execute a Bill of Sale and any other documentation necessary to convey the vehicle to the successful bidder. The motion was seconded by Carlson, and all were in favor.

Motion passed.

NEW BUSINESS

Discuss options for a School Resource Officer (SRO).

Monadnock Regional School District (MRS D) Board Chair, Pat Bauries, joined the meeting at 6:09 p.m. to discuss options for a School Resource Officer. Winston Wright also joined the meeting at this time. This year the voters passed a petitioned warrant article (#8) to “raise and appropriate the sum of \$56,787.67 for the purpose of contracting for the services of a School Resource Officer for the 2013-2014 school year.” At the 2012 School District meeting, the voters turned down a warrant article (#5) to “raise and appropriate the sum of \$71,000.00 for the purpose of funding services of a School Resource Officer for the High School/Middle School”.

Bauries said that the MRSD wants to be "good neighbors" with the Town but doesn't yet have a plan at this point in regards to securing the schools without a School Resource Officer. She said she called Police Chief Tom DeAngelis about attending the meeting to listen to what she had to say but DeAngelis did not appear at the meeting. She said the school district is open to suggestions and asked if the School Board decided to go with a Safety Officer like Keene State College has, would the Town of Swanzey respond when there is a need.

She went on to say that some people want someone at the schools with a gun and some people say a gun isn't necessary. Bauries asked if the Town would consider putting a police officer back in the school during the school year. Carlson said that the Town's budget does not include funding for an SRO. Bauries said she didn't come for answers, but she would like input and suggestions from the Board to making the students safe.

Carlson pointed out that employment by the school does not require a payment of 25.7% toward retirement, which is required for Town Police Department employees. Essentially, the costs are lower for the MRSD than it is for the Town. Bauries noted that because of recent events such as the massacre of children at a Newtown, Connecticut elementary school, many in the community feel that all grades need to be made safe in the entire district. Colby pointed out that it is difficult to cover a large school district that is miles across. He gave an example of an officer being in Gilsum, New Hampshire when he suddenly is needed in Troy, New Hampshire, towns that are more than eighteen (18) miles apart. That officer could not get to the location of the problem quickly. Carlson said the entire district is served at the high school because the students come from all across the district. Bauries said it would be good to have a relationship with police officers in other towns to get them into the schools for short periods of time to befriend the kids. O'Keefe pointed out that the County Sheriff's Department would be able to serve all schools in the MRSD from a jurisdictional standpoint.

Carlson suggested talking to Tom DeAngelis again about the issue. Carlson said the Town's budget is already set. The School budget is set for through July 2014. Carlson said that if the MRSD gets someone who is not an officer, there is training that would be necessary.

Colby pointed out that Swanzey is the only town that has a police force of any size. Bauries said that if the Board wanted to go with a security person, they would need to rely on the Swanzey Police Department if an arrest needed to be made at the high school, but that action would be a last resort and she prefers having the issue resolved, not making an arrest. Bauries said that they will get back to the Board after they have a chance to think about alternatives. There was a brief discussion on how the salary figure was determined that went into the warrant article. The salary was figured by MRSD Board member Mike Morrison on 190 days at \$178.88 per day, and then included some percent for retirement, Medicare, and insurance. Bauries and Wright left the meeting at 6:30 p.m.

Nominations

Economic Development Advisory Committee (EDAC) (alternate)

After the establishment of an alternate position on the EDAC on April 16, 2013, at the April 30, 2013 meeting the Board appointed Bill Hutwelker as the Alternate Member of the EDAC with a term of three years. As the terms of Regular Members of the EDAC expire on either September 24 or September 30 of their appointed year, the Board was asked to consider amending Hutwelker's appointment so that it extends through September 2015. Colby **moved** to extend Hutwelker's appointment to the EDAC to September 30, 2015, Davis seconded the motion and all were in favor. **Motion passed.**

Payment arrangement – Paula Hodge, 42 Anthony Circle (Map 87, Lot 2-5042).

The Board was asked to consider a payment plan of \$100.00 per month for this property owner for delinquent taxes. Colby **moved** to approve the payment arrangement plan for \$100.00 per month for Paula Hodge of 42 Anthony Circle (Map 87, Lot 2-5042) and to authorize the Town Administrator to execute the payment agreement on behalf of the Town. Davis seconded the motion, and all were in favor. **Motion passed.**

Accept unanticipated funds per RSA 31:95-b.

The Board was asked to accept a check in the amount of \$50.00 from Timothy & Kim Wolfe as a donation to Whitcomb Hall. Colby **moved** to accept the funds and remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted Fund trust account established on March 19, 2013. The motion was seconded by Davis, and all were in favor. **Motion passed.**

Accept unanticipated funds per RSA 31:95-b.

The Board was asked to accept checks in the amount of \$25.00 from Helen Bryson and Omina Designs as contributions to the Town for Old Home Day activities. Colby **moved** to accept the funds 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.**

Accept gift(s) of personal property per RSA 31:95-e.

The Board was asked by the Fire Department to accept gifts of personal property from the Monadnock Underwater Rescue Team for use by the Fire Department, specifically seven (7) used Minitor V pagers with six (6) chargers (originally valued at between \$499 and \$533 each in 2006-2007) and assorted swift water gear such as ropes, rigging, PFDs, etc. (valued at under \$4,000). Colby **moved** to accept gifts of personal property from the Monadnock Underwater Rescue Team for use by the Fire Department, specifically seven (7) used Minitor V pagers with six (6) chargers (originally valued at between \$499 and \$533 each in 2006-2007) and assorted swift water gear such as ropes, rigging, PFDs, etc. (valued at under \$4,000). The motion was seconded by Davis and all were in favor. **Motion passed.**

Acceptance of gift(s) of personal property per RSA 31:95-e.

The Board was asked by the Fire Department to accept a gift of personal property from the Swanzey Center Fire Company for use by the Fire Department, specifically two (2) cold water/ice rescue suites (valued at \$1,800) and a rear-loading bracket for installation in the new EMS Yukon - Vehicle 27 Squad-1 (valued at (\$1,200). Colby **moved** to accept a gift of personal property from the Swanzey Center Fire Company for use by the fire Department, specifically two (2) cold water/ice rescue suites (valued at \$1,800) and a rear-loading bracket for installation in the new EMS Yukon - Vehicle 27 Squad-1 (valued at (\$1,200). The motion was seconded by Davis and all were in favor. **Motion passed.**

Request to use Town Property for temporary parking

Town Administrator O’Keefe asked the Board for its agreement to allow the Townsend, Massachusetts Fire Department to park motorcycles at the West Swanzey Athletic Association building parking lot this coming Sunday, May 19, 2013, while visiting the West Swanzey Firehouse half way through a benefit ride. The Board gave their consent.

Panic Buttons for Town Hall

Town Administrator O’Keefe discussed with the Board the replacement of panic buttons used by Town Hall employees in case of emergency. The panic buttons communicate with the Swanzey Police Department by way of Keene Mutual Aid. O’Keefe stated that the cost would be \$565 which the Board acknowledged as a reasonable cost.

West Swanzey Athletic Association building demolition

O'Keefe briefly discussed the demolition of the building on the property stating that the demolition has gone out to bid. He noted that \$630.00 will be needed for additional lead testing, which may allow for a determination that the site contents can be disposed of as solid waste as opposed to hazardous waste, thus allowing a savings on the project. On December 27, 2012 the Board authorized \$3,000 to be spent on site investigation efforts of the demolition project. The Board agreed by consensus to increase this amount to \$3,500 to cover the additional cost of lead testing.

New Hampshire Department of Transportation (DOT) parade permit

O'Keefe asked the Board to authorize the Chair to sign a DOT application for a parade permit for Old Home Days. Colby **moved** to authorize the Chair to sign the DOT application for a parade permit for Old Home Days on behalf of the Town, which was seconded by Davis. All were in favor and the ***motion passed.***

Discuss Draft Road Safety Audit – NH Route 32/Sawyer's Crossing Road Intersection.

The NHDOT has submitted a draft Road Safety Audit for the intersection of Old Homestead Highway and Sawyers Crossing Road that indicates suggested means to improved pedestrian and vehicular safety. At the last meeting the Board agreed to ask for an extension of the May 10, 2013 response deadline which was granted by the NHDOT. The Planning Board discussed this at its meeting of May 9, 2013 and voted to support the findings of the Road Safety Audit. Other concerns raised involved the need for access management improvements, particularly with school properties, and the fact that this intersection is an access control point for emergency management purposes.

Carlson opened the discussion by saying her concern with a roundabout is that it wouldn't necessarily fit into the rural setting. She went on to say that if a roundabout would be designed such that it fit in a rural environment and not look like it is on an interstate that might be acceptable. O'Keefe suggested that the Town write a response to the audit and include in the response its concerns about access management, the design of the roundabout itself, in respect to the rural quality of the Town, and acknowledging the location as an emergency access point. It was agreed by the Board to have staff write the letter of response.

Request for funding of property surveys by Main Street Advisory Committee.

The Board was asked to consider a request from the Main Street Advisory Committee for funding to conduct property surveys for several Main Street properties, including Whitcomb Hall, that are critical for addressing parking needs. Town Planner Sara Carbonneau provided information that details the need for a survey on the lots surrounding Whitcomb Hall specifically Map 57, Lots 84, 85 & 89 (Whitcomb Hall & surrounding lots) and the parcel by the Church (Map 72, Lot 23).. The Board reviewed a "guesstimate" from John Bridges for the costs associated with the surveys required which amounted to a high of \$12,000. O'Keefe offered to further research with Carbonneau where the funding for this part of the project might be secured. He noted that the survey for the Whitcomb Hall piece of the property might come from the Whitcomb Hall fund. O'Keefe will report back to the Board on this at the next meeting.

Davis left the meeting at 6:50 p.m.

List of properties subject to tax deed

As discussed on April 16, 2013, the deadline for paying off taxes to avoid tax deeding was April 22, 2013, and final list of properties subject to tax deeding were presented at this meeting for review and consideration.

A brief discussion was held about the twenty-seven (27) properties on the list provided by O'Keefe to the Board. Carlson noted that the Town does not want to own mobile homes. After a brief review of the properties the Board decided to review the list more thoroughly at their next meeting.

DuBois & King Inc. study for Town Hall

O'Keefe distributed and briefly reviewed the recommendations of DuBois & King Inc. which were received by Town Planner Sara Carbonneau in a nine (9) page report dated May 9, 2013. O'Keefe summarized the bottom line cost for bringing the building into code compliance for structural, mechanical and electrical building systems – plus architectural requirements – to be from \$400,000 to \$500,000. Carlson pointed out that there is a Capital Improvement Committee that should be looking at all the needs and options for Town facilities. She pointed out the option for leasing US Post Office space and the Keene Tree property. O'Keefe mentioned the Homestead Woolen Mills property should also be considered for combined municipal uses. Given the options available to the Board, O'Keefe offered to review the membership of the Capital Improvement Committee and get that information back to the Board to determine forward action.

Non-public Session – RSA 91-A:3IIb, Hiring of Public Employee(s)

Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring, seconded by Carlson. The Selectmen voted unanimously by roll call to go into non-public session at 7:05 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 Carlson. 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 Carlson, with all in favor. **Motion passed.** Non-public session ended at 7:07 p.m.

CONSENT AGENDA

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

- Event Permit #2013-14. Old Homestead Garden Club – Plant sale on 5/18/2013 at Town gazebo area.
- Event Permit #2013-15. Sullivan Fire Department – Big Top Circus on 7/3-4/2013 at the Cheshire Fairgrounds. Requires one police officer for traffic control each day.
- Event Permit #2013-16. Piccadilly Circus – One-ring family circus on 5/20/2013 at the Cheshire Fairgrounds.
- Raffle Permit #2013-17. View Point Coop – 50/50 Raffle on 5/18/2013 & 11/30/2013.
- Notice of Intent to Cut Wood or Timber. Yale University, Map 50, Lots 3 & 4..
- Notice of Intent to Cut Wood or Timber. Meadowsend Timberlands, Ltd., map 47, Lot 1, Map 49, Lot 4, Map 58, Lot 29.
- Gravel Tax Levy – \$30.00
- Yield Tax Levy – \$1,913.42
- Yield Tax Levy – \$5,774.92
- Personnel Action Report

Next meeting will be held on May 21, 2013.

ADJOURNMENT - Motion to adjourn by Colby, seconded by Carlson, adjournment at 7:08 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Beverly Bernard". The signature is written in a cursive style with a large initial "B".

Beverly Bernard, Recording Secretary

Approved on May 21, 2013.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes – May 14, 2013

Non-public Session – RSA 91-A:3II(b), Hiring a Public Employee(s)

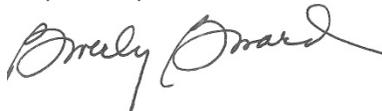
Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring, seconded by Carlson. The Selectmen voted unanimously by roll call to go into non-public session at 7:05 p.m. **Motion passed.** Present were the Board members, Town Administrator O’Keefe and Recording Secretary Bernard.

A discussion was held regarding the potential employment of Bob Osterhout for the position of Solid Waste Manager. The Board entered into a brief discussion about the hiring of Bob Osterhout with O’Keefe reporting that all background checks have come back positive but that the Town has not yet received his driving record from Michigan. FBI check is clear, background check is clear. Checking with the applicant he informed O’Keefe that his driving record is clean. O’Keefe recommended the Board move forward and hire him at \$55,000 with starting date of June 3, 2013.

Colby **moved** to hire Bob Osterhout for the position of Solid Waste Manager at a pay of \$55,000 with starting date of June 3, 2013 and to sign the Personnel Action Report, which was seconded by Carlson, and all in favor. **Motion passed.**

Motion by Colby to seal the minutes of the non-public session. Second by Carlson. 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 Carlson, with all in favor. **Motion passed.** Non-public session ended at 7:07 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 21, 2013.

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