

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 6, 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 L. Carlson at 6:12 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

State Representative Gus Leraudeau, Town Planner Sara Carbonneau, Public Works Director Lee Dunham.

**MINUTES**

- Regular meeting of July 30, 2013 – Davis **moved** to accept the regular Minutes of July 30, 2013, second by Colby, all were in favor. ***Motion passed.***

**NOMINATIONS**

**Economic Development Advisory Committee (EDAC)**

With the resignation of Amy Bush from the EDAC, the Board considered an appointment of an individual to assume the balance of her term, which extends to September 24, 2014. The Board reviewed an application for appointment submitted by Planning Board member Don Skiba and it was noted that he has attended EDAC meetings of late. The Board considered appointing Mr. Skiba to fill the vacancy.

**Motion** by Colby to appoint Don Skiba to the EDAC for a term ending September 24, 2014 with a second by Davis, and all were in favor. ***Motion passed.***

**NEW BUSINESS**

**Resolution for revision of non-restricted fund – Whitcomb Hall**

In order to allow for expenses related to fundraising for the renovation of Whitcomb Hall to be paid by the non-restricted fund previously established by the Board on March 19, 2013, it was recommended by the Town Administrator that the fund’s statement of allowable use of the funds be amended accordingly.

**Motion** by Colby to amend the Whitcomb Hall Non-Restricted Fund trust account, previously established by the Board on March 19, 2013, to allow for expenses related to fundraising to be paid from the account, and to execute a revised resolution providing for this amendment, second by Carlson, and all were in favor. ***Motion passed.***

The Board executed the resolution.

**OLD BUSINESS**

**Route 12/Lake Street Roundabout Project**

State Representative Gus Leraudeau met with the Board to give an update on the State of New Hampshire Department of Transportation’s (DOT) schedule for construction of the project for State Route 12. Leraudeau reported that DOT Design Engineer Ronald Grandmaison told Leraudeau he has an “on-shelf” date of February 11, 2014. “On-shelf” means ready to go and the project can be advertised

for bid at that time. Utilities were discussed as part of the highway design. Finalization of the right of way plans will be provided to DOT by August and Grandmaison said he was hopeful for 2014 construction.

Lerandeau advised the Board that someone from Swanzey needs to help keep the project moving by visiting the DOT now and again at the offices in Concord. Carlson asked about the North Swanzey Sewer and Water Precinct and their knowledge about the roundabout plans. Colby suggested that the Board invite Precinct Superintendent Sylvester Karasinski to attend the August 20, 2013 Board meeting if he has not already been informed of the planning for the roundabout project by the State.

### **Main Street Advisory Committee Report**

At the July 16, 2013 meeting the Board received the document "Report to the Board of Selectmen re Main Street Rehabilitation" from the Main Street Advisory Committee. The Board reviewed, discussed and considered the Committee recommendations. Committee members Nancy Carlson and Lee Dunham were in attendance as was Town Planner Sara Carbonneau. The Board discussed engineering services that will be required to put together the actual plan for what the Committee thinks is needed for improvements.

The Board discussed the expenses needed for the engineering work. Carbonneau said the ballpark figure for engineering services would be in the neighborhood for \$50,000 to \$60,000, including street work, curb work, sidewalk, and water work. There was a discussion around funding. Carbonneau said an engineer needs to figure out the actual cost of the proposal. O'Keefe asked if there would be public input. Carlson said there would be public input once there is a proposal. Carbonneau said the Advisory Committee represented the residents of the town in the West Swanzey neighborhood. Dunham suggested that a preliminary design could go out to public hearing but first there has to be a design to present to the public. Carbonneau said it was her opinion that something more formal than what the Committee has come up with is needed in order to proceed. Lerandeau said what is needed is a conceptual plan, and he estimated that would cost from \$40,000 to \$75,000.

Carlson mentioned that a request for proposal is not an expense. Dunham said if there is any controversy, it will be about parking. Lerandeau said the problem will be selling the project to the three other areas of Town. Discussion occurred regarding State Transportation Enhancement funding, which was decided not worth the paperwork involved. The Town's expendable trust fund for Town Roads Rehabilitation and Reconstruction has about \$195,000 which could be used for funding an engineer. O'Keefe suggested a Request for Proposals (RFP) for engineering services be issued by the Town and that public input be sought on plans prior to their finalization.

**Motion** by Davis to create a Request For Proposal for a design/conceptual plan for reconstruction and rehabilitation of West Swanzey Main Street, second by Colby, and all were in favor. **Motion passed.**

It was agreed that Public Works Director Dunham would prepare the document.

### **Whitcomb Hall Fund Raising**

Carbonneau said the Committee wants a port-a-potty for the upcoming fundraising event and while they suggested it be on site at Whitcomb Hall for 30 days, the Board decided it would be used for only the event and not to remain on site. Dunham suggested it should be by the garage so it is not in plain sight. Dunham did some research on the cost and Dave's in Manchester was cheaper, but they want

cash up front. P.J.D. Septic Service provides port-a-potties and Dunham recommended the Town use them.

**Motion** by Colby to contact P.J. D. Septic Service for one handicapped port-a-potty for August 24, 2013 fundraiser event at Whitcomb Hall to be delivered and picked up within 24 hours, to be paid for by the Whitcomb Hall Non-Restricted Fund trust account established on March 19, 2013 and revised on this date. The motion was seconded by Davis and all were in favor. **Motion passed.**

#### **Whitcomb Hall Stage Curtains**

A discussion was held regarding the Whitcomb Hall stage curtains. Carbonneau said that there might be a grant that could pay for the stage curtain repair. A treatment plan by Curtains Without Borders would cost \$100.00, covering all the stage curtains in Town. Carbonneau recommended the investment, which would give the Town a leg up on the grant process.

Davis made a **motion** to expend \$100.00 for treatment plan by Curtains Without Borders for Whitcomb Hall, to be funded from the Whitcomb Hall Non-Restricted Fund trust account established on March 19, 2013 and revised on this date. The motion was seconded by Colby, and all were in favor. **Motion passed.**

#### **West Swanzey Athletic Association Park**

A discussion was held regarding the proposed park at the former West Swanzey Athletic Association building site at 53 Main Street. Carbonneau reported that Jeff Goller will continue to reach out to the public with ideas for the park. A discussion was held regarding surveying the property and positioning for a dry hydrant proposed in the area. Carbonneau recommended John Bridges be asked first although he is busy. Since the funding expires December 31, 2013, the survey for the property itself and for positioning of the dry hydrant needs to be done as soon as possible. O'Keefe suggested dry hydrant money can pay for the survey. Carbonneau said she would speak to Bridges first and ask for bids from several others.

#### **Finance Office assistance.**

A discussion was held regarding Finance Office assistance at Town Hall. As discussed at the previous meeting, O'Keefe solicited proposals from two firms to lend assistance with the Town's Finance Office while the Town is short-staffed, as suggested by the Town's auditor. O'Keefe said he asked for two-part proposals for 1) a temporary Finance Manager to assist with oversight functions once per week, and 2) review of Finance Office operations to see if improvements are suggested.

O'Keefe reported that proposals from Municipal Resources Inc. (MRI) and Coppola & Associates were received but that he was not able to get the references from Coppola because the office was closed by the time he called. O'Keefe reported that both providers could start next week. MRI charges \$80.00 per hour plus travel time and the person assigned would transition out to a lower level person. Coppola does not charge for travel time but would charge \$65.00 per hour for an accountant and if she comes in personally, it is \$90.00 per hour. The Board noted that both choices were good but that the Scope of Work from Coppola was clear and concise, easy to read and less costly. Carlson agreed with O'Keefe that it is important to get some experienced person in there.

Colby **moved** to hire Coppola & Associates to provide an accountant to handle financial assistance for the Town at \$65.00 per hour and authorize O'Keefe to execute the agreement, second by Davis, and all were in favor. **Motion passed.**

#### **Job Description – Human Services and Resources Coordinator**

This matter was discussed at both the July 20, 2013 and July 30, 2013 meetings, and the Board was asked to consider approving the job description for the new title of Human Service and Resources Coordinator. The Board reviewed a marked-up version that showed the changes made between those meetings and which was presented at the last meeting. The Board agreed to accept the final version of the job description as provided by O'Keefe.

O'Keefe noted that the Town has received many applications for the position. He said he expects to interview on August 15 and 16, 2013 with a second set of interviews slated for August 26 and 27, 2013. O'Keefe reported that Welfare Director Sandi Page who is leaving that position will be involved in the interview process and is flexible regarding what the Board desires. Start date for the new hire would be in September, 2013.

#### **Office Manager Discussion**

Carlson looked for office manager job descriptions and found a one page office manager job description on line which she shared with the other Selectmen and O'Keefe. They agreed to review it and comment on it at the September 27, 2013 Board meeting. O'Keefe said he could query other Towns for ideas.

#### **NEW BUSINESS**

##### **Mud Bog Sign**

The East Swanzey Fire Company is sponsoring a Mud Bog Boggie again this year. The organizers have requested a banner out in front of Town Hall to promote the event.

A **motion** was made by Colby to support the East Swanzey Fire Company Mud Bog Boggie event by allowing them to place a promotional banner in front of Town Hall. The motion was seconded by Davis and all were in favor. **Motion passed.**

#### **Temporary Help for the Carpenter Home**

Carlson raised the matter of coverage for Carpenter Home Administrator Dawn Rice while on vacation. O'Keefe reported that Rice needs a contract for temporary help while she is on vacation and he said he has already put together the contract for the help.

#### **Reverter clause in Main Street property (Map 72, Lot 23)**

Town Planner Sara Carbonneau met with the Board to discuss an apparent reverter clause to the Town in the deed of property adjacent to the West Swanzey Community Church that is important to Main Street revitalization efforts. Carbonneau explained that the deed from Mr. Stratton to the Universalist Unitarian Society for the corner of Homestead Avenue and Main Street land, which is supposedly a ¼ acre owned by the Town, stated that if the land was not to be used for church purposes it would revert to Mr. Stratton and his heirs. Therefore it is possible that the title is clouded. Carbonneau said it is important for the Town to own that piece of land; the Town needs an attorney to clarify the situation. Dunham suggested that it would be important to find out when the church was sold and moved back to Homestead Avenue. Carlson suggested that John Bridges continue to survey the land, even if we are not sure about ownership of the land.

### **West Swanzey Athletic Association site fencing**

Public Works Director Lee Dunham met with the Board to discuss fencing options for the West Swanzey Athletic Association site at 53 Main Street. Demolition created a possible hazard as the sidewalk juts out and tips up and then drops off. Currently Jersey barriers are not sufficient to keep people out per code. Small link chain-link fence is being considered; \$1,457 would be the cost for the fence to be installed. Dunham's concern is the Town's liability.

O'Keefe asked if Dunham got a price for rental fencing and also suggested the possibility of sloping the grade to negate the need for a fence. Colby suggested Dunham talk to Jeff Goller, who is working on park planning, about that section so that any fencing put up now would not interfere with planning for permanent fencing. Colby agreed that a viable alternative is rental fencing which would be temporary. Dunham will check with Jeff Goller.

Carbonneau mentioned that Goller is interested in knowing what the Board is considering for a park name and suggested that the Board think about some options.

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

The Board was asked to accept the gift of a new sign for Brown Memorial Field, valued at \$2,300, from the West Swanzey Athletic Association. Carlson noted that the Board will accept the gift, but she wished that they had come to the Board before raising the sign so that the Board could have had input on the colors for the sign.

A **motion** was made by Colby to accept the gift of a new sign for Brown Memorial Fields, valued at \$2,300, from the West Swanzey Athletic Association. The motion was seconded by Davis and all were in favor. **Motion passed.**

The Board asked O'Keefe to write a Letter of Thanks to the West Swanzey Athletic Association for Board signature.

### **Non-public session #1 per RSA 91-A:3II(c), Reputation – Lien**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(c), Reputation - Lien, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 8:06 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, and Recording Secretary Bernard.

**Motion** by Davis to seal the minutes of the non-public session. The motion was seconded by Colby. 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. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:07 p.m.

### **Non-public session #2 per RSA 91-A:3II(c), Reputation – Lien**

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(c), Reputation - Lien, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:07 p.m. **Motion passed.** Present were the Board members, Town Administrator O'Keefe, and Recording Secretary Bernard.

**Motion** by Davis to seal the minutes of the non-public session. The motion was seconded by Colby. 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. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:08 p.m.

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

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matter, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:08 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. The motion was seconded 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. The motion was seconded by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:13 p.m.

### **Accept unanticipated funds per RSA 31:95-b. (#1)**

The Board was asked to accept checks as follows, totaling \$100.00, as donations to Whitcomb Hall:

- \$100.00 from James L. & Susan P. Ells

Colby **moved** to accept the funds as listed and to 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. Davis seconded the motion and all were in favor. **Motion passed.**

### **Accept unanticipated funds per RSA 31:95-b. (#2)**

The Board was asked to accept checks as follows, totaling \$100.00, as contributions to the Town for Old Home Day activities:

- \$25.00 from Rebecca Mattson
- \$25.00 from Ethel M. and Arne R. Nilsen
- \$25.00 from Joanne C. and A Bernard Stroshine
- \$25.00 from Arthur L. Anderson

Davis made a **motion** to accept the funds as listed 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. Colby seconded the motion and all were in favor. **Motion passed.**

## **OTHER MATTERS**

### **General DPW Matters**

Dunham reported that plans for the Marcy Hill reclamation project will be finished in the next couple of weeks and in two weeks he will come back to the Board to go over them and will also discuss recommendations for what should be done with the dam at Wilson Pond. He also reported that the new truck has come in and it is already insured. The truck is complete. The next order of business will be selling the 1999 truck being replaced.

Carlson said that she got a call from resident Shirley Bateau at 51 Cobble Hill Road to say that the work that is being done at the Cobble Hill Road Bridge is shaking her house which is built on a cement block foundation. She is concerned about the security of her home. Dunham will visit with the property owner to discuss this.

**2012 Audit received on August 6, 2013 was distributed to the Board for review**

**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 #2013-24. East Swanzey Fire Department – Annual Mud Bog Boogie on August 18, 2013 at the Cheshire Fairgrounds. Police services are required – see permit form for details.
- Certification of Yield Taxes Assessed and Yield Tax Levy, Map 69, Lot 4 & Map 70, Lot 43 – \$0 (Carlson said to find out why the Board needs to sign a document that has \$0 value before sending out).
- Yield Tax Levy – \$0
- Letter of thanks for use of oxen in the production of The Old Homestead.

Motion for Adjournment by Davis , second by Colby. Adjournment at 8:34 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on August 20, 2013.