

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – August 20, 2013
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, 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 6:03 p.m. at Swanzev Town Hall. Also present was Recording Secretary Beverly Bernard.

OTHERS PRESENT

Public Works Director Lee Dunham, Chairman of the Capital Improvement Program (CIP) Committee David Osgood, and Fire Chief Norm Skantze. Also present were residents Lena Whipple, and Marion Bedard, Reporter Megan Foley and Health Officer Beth Anne Tatro.

MINUTES

- Regular meeting of August 6, 2013 – Davis **moved** to accept the regular Minutes of August 6, 2013, second by Colby, all were in favor. ***Motion passed.***
- Non-public meeting #1 of August 6, 2013 – Colby **moved** to accept the non-public Minutes of August 6, 2013, second by Davis, all were in favor. ***Motion passed.***
- Non-public meeting #2 of August 6, 2013 – Colby **moved** to accept the non-public Minutes of August 6, 2013, second by Davis, all were in favor. ***Motion passed.***
- Non-public meeting #3 of August 6, 2013 – Colby **moved** to accept the non-public Minutes of August 6, 2013, second by Davis, all were in favor. ***Motion passed.***

Citizen Concerns

Lena Whipple and Marion Bedard discussed their concerns with the Board regarding school crosswalks. They were concerned that the crosswalks are not being relined before school begins. They said that they believed this was a safety issue and the crosswalks should be repainted with lines before school begins. Whipple said she sent a letter to Lee Dunham on July 23, 2013 regarding getting the crosswalks painted before school started.

Dunham said he is waiting for the bids for the painting of the crosswalks. Whipple said that the crosswalks are never painted before school starts and that they should be scheduled well in advance of the start of school. Dunham said he has a process to schedule it, but it is more than \$1,000 (about \$1,500) so he has to come to the Board for approval.

Carlson asked how much it would cost to buy the machine that does the painting. Dunham estimated that it would cost about \$2,000 to buy the machine. The machine is similar in size to a lawn mower. Carlson suggested that the Board might consider a proposal to buy a machine next year. Carlson suggested that Dunham consider putting in the budget the cost of buying the paint machine. Bedard and Whipple left the meeting at 6:10 p.m.

OLD BUSINESS

Update on Wilson Pond dams.

Public Works Director Lee Dunham discussed the Wilson Pond dams and State of New Hampshire Department of Environmental Services (DES) issues regarding the dams with the Board.

Dunham provided the following update to the Board: The Town hired consultants DuBois & King (D & K) to make recommendations to the Town after the Town received a letter from the DES regarding the dams at Wilson pond. The recommendation by D & K is to have a meeting between the DES Dam Bureau, a member of the Town of Swanzey Board of Selectmen, a representative from D & K and Public Works Director Dunham. The issues raised included a dam not owned by the Town; owned by Public Services of New Hampshire. Some of the other issues raised regarded emergency action planning and the culvert that passes beneath Route 12.

Dunham said that in the next couple of weeks, he may have a plan to propose to the Board for consideration, including costs to implement the plan. Dunham went on to say that the DES Dam Bureau understands that this is a big undertaking and the Town will need to take a phased approach. Carlson noted that D & K has already made a proposal to consider. Dunham said it is not an easy fix. And he said that any reduction in the level of the pond will not be taken happily by the folks who live on the pond.

Review Marcy Hill Road bid specifications.

Dunham reviewed with the Board bid specifications for the reclamation and paving of a portion of Marcy Hill Road, which is scheduled for completion this October.

The bid specifications had an incorrect due date: Monday, August 30th. The date should be Friday, August 30, 2013. Dunham said that they will only be doing about half of Marcy Hill Road this time around. Dunham estimated that there is less than a week of work to be done.

Motion by Colby to put out the bid specifications for reclamation and paving of a portion of Marcy Hill Road, with completion date of October, 2013, second by Davis, and all were in favor.
Motion passed.

NEW BUSINESS

Request to work on Saturdays - Bridge Repair projects.

The Town received a request from R.M. Piper, Inc., contractor conducting repairs to both the Warmac Road Bridge and the Cobble Hill Road Bridge, to work Saturdays in order to expedite completion of the project. Completion is expected by October 2013. Dunham said that they are not in jeopardy of missing that deadline. He said they are on schedule for both projects, given a non-rainy fall. In anticipation of a possible rainy autumn, the contractor can use Saturday work to expedite completion of the project. Carlson said that they might want to make resident Shirley Beteau aware of the possibility of Saturday work since much of the work being done on Cobble Hill Road is being done right at her driveway. Dunham said he had spoken to Town Administrator Shane O'Keefe to make sure he was aware of the possibility of Saturday work and O'Keefe had no problem with it.

Colby **moved** to authorize R.M. Piper, Inc. to work on Saturdays in order to expedite completion of repairs to the Warmac Road Bridge and the Cobble Hill Road Bridge. Second by Davis, and all were in favor. ***Motion passed.***

Sidewalk Tractor acquisition.

Dunham proposed the acquisition of either a new or refurbished Trackless sidewalk tractor to replace the 1989 Bombardier model. Cost of a new vehicle would be approximately \$142,000, while a

refurbished model would come to \$86,700, though 5-year leases would be \$30,660 and \$18,730, respectively. He proposed funding acquisition by way of reallocating funds from the salt/sand budget.

Dunham explained to the Board the reasons for acquiring a tractor. Most of the 6.5 miles of sidewalk needing to be cleared in winter are in West Swanzey. He said he is not asking for a new machine but rather a refurbished machine. He questioned whether he could use the funds he has left over to make the purchase. Dunham said he thought it was okay to replace a machine with this particular fund. Carlson said that the Board will ask Town Administrator O'Keefe to look in to using the salt/sand budget fund for this type of acquisition. There is a warranty for the refurbished machine and Dunham said he would find out how long the warranty lasts.

Authorize expenditure from Non-Restricted Fund trust account – Whitcomb Hall.

Dunham requested that house wrap (Tyvek) purchased from Hamshaw Lumber, Inc. used for repairs on Whitcomb Hall be paid for through the Whitcomb Hall Non-Restricted Fund trust account.

Colby **moved** to authorize the expenditure of \$47.33 from the Whitcomb Hall Non-Restricted Fund trust account for materials for repair of Whitcomb Hall purchased from Hamshaw Lumber Inc., second by Davis, and all were in favor. **Motion passed.**

Authorize expenditure from Non-Restricted Fund trust account – Whitcomb Hall.

Town Planner Sara Carbonneau submitted a request to use funds from the Whitcomb Hall Non-Restricted Fund trust account to pay the cost of roof repairs at Whitcomb Hall. A proposal of \$650.00 from Guyer Roofing has been received and was recommended for acceptance. Dunham said there were a couple of leaks in the roof. Dunham also estimated that about a dozen slates are missing from the roof. The price includes the cost of the slate, he said.

Davis **moved** to accept the proposal from Guyer Roofing for repairs to the Whitcomb Hall roof and to authorize the expenditure of up to \$700.00 from the Whitcomb Hall Non-Restricted Fund trust account for this work, and to authorize the Public Works Director to sign any documents necessary to secure the services of the chosen contractor, second by Colby, and all were in favor. **Motion passed.**

Dunham left the meeting at 6:45.p.m.

Non-public session #1 per RSA 91-A:3II(d), Property Acquisition

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(d), Property Acquisition, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 6:48 p.m. **Motion passed.** Present were the Board members, Capital Improvement Program Committee Chair David Osgood, and Recording Secretary Bernard.

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 7:16 p.m.

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.**

Event Permit 2013-12 – Apocalypse Run.

The Board was asked to consider a new large scale special event called the “Apocalypse Run”, scheduled for the Cheshire Fairgrounds on Labor Day weekend, August 31, 2013 to September 1, 2013. It is described as a theme-based endurance obstacle course race akin to the “Tough Mudder” races, and could attract upward of 1,000 participants. There have been several meetings with the Cheshire Fairgrounds folks, the event organizer and emergency response personnel to review concerns that have been raised. Fire Chief Norm Skantze met with the Board to discuss this matter.

Town staff has established staffing requirements and an estimate of associated costs totaling \$6,834, though this figure could be adjusted up or down depending on the number of participants – which is still to be determined – and weather conditions. It is also possible that the event will be held only one day over the weekend instead of two days.

Chief Skantze has prepared an emergency operations plan with a “tiered response” matrix that adjusts emergency preparations based on the number of participants and visitors to the event, which may change the associated costs.

Skantze said he was not sure how many spectators would be in attendance. Skantze said that a similar event at Guilford, New Hampshire had thousands in participants and spectators. At Mount Snow there were 10,000 people.

The Board was asked to approve for 500 participants. The expectation will be under 1,000 people in attendance at the event. Skantze said that he has been planning with the Cheshire Medical Center for assistance at the event. He submitted to the Board his Emergency Operations Plan. Skantze also noted that the Covered Bridge Half Marathon is the same weekend. It is Labor Day weekend and as a safety measure, he is going to have staff at two fire stations.

Town Administrator O’Keefe had recommended that issuance of the event permit be conditioned on 1) compliance with all requirements of Town emergency response personnel, and 2) that the property owner/sponsor shall be responsible for all costs of emergency response personnel and equipment as determined by the Town, with 50% of estimated associated costs prepaid to the Town no less than 5 days before the event.

Request for Purchase of Fire Hose

Chief Skantze made a request to the Board for funds for acquisition of new fire hose from the Fire and Rescue equipment fund. He said that some of the hose is over 30 years old. He wants to buy 2,000 feet of hose, 1,200 for the ladder truck and the rest for the other trucks. Skantze gave to the Board the paperwork with quotes for purchasing at a rate of \$458.00 per 100 foot roll. For 2,000 feet of hose the cost would be \$9,160. Skantze asked the Board to address this request at the next meeting.

Fire permit for the BBQ at Whitcomb Hall

Skantze reminded the Board that they needed to sign a fire permit for the BBQ at Whitcomb Hall which is happening Saturday, August 24, 2013, this coming Saturday.

Davis **moved** to have the Chair sign the fire permit for the BBQ at Whitcomb Hall fund raiser, second by Colby and all were in favor. **Motion passed.** Skantze left at 7:35 p.m.

Accept unanticipated funds per RSA 31:95-b.

The Board was asked to accept a check in the amount of \$200.00 from Herman S. Botsow as a donation to the Fire Department.

Colby **moved** to accept the donation of \$200.00 from Herman S. Botsow and to remit the funds to the custody of the Trustees of Trust Funds to be held in the Fire Department Gifts and Donations Trust Fund account established on February 11, 2009. Second by Davis, and all were in favor. **Motion passed.**

Adoption of the Land Trust Alliance’s Standards and Practices.

In support of an application for funding of Whitcomb Hall renovations under the Land and Community Heritage Investment Program (LCHIP), Town Planner Sara Carbonneau requested that the Board adopt Land Trust Standards and Practices published by the Land Trust Alliance as general guidelines for the Town in its operations. Doing so can help bolster the competitiveness of the Town’s application.

Davis suggested that the Board find out if by adopting the Land Trust Standards and Practices the Town would be restricted in its renovations to Whitcomb Hall. The Board agreed that they needed more clarity about what they would be committing to by signing the document. Carlson agreed to telephone Carbonneau to discuss it with her before they sign the document. Issue tabled until next Tuesday.

LCHIP Application Authorization.

The LCHIP application required Board authorization of the signatory for the application and any contracts that may come about by virtue of the application, and it is recommended by staff that the Town Administrator be so authorized. This issue was tabled until next meeting of the Board on Tuesday, August 27, 2013.

Authorize return partial payments of taxes due to tax deeding.

Tax deeding of several properties took place on August 16, 2013, and two of the former property owners had made partial payments prior to Town acquisition. Per RSA 80:71 refunds of the partial payments must be made promptly by the Town to the following:

- William E. Davis (Map 57, Lot 119) -- \$500.00
- Richard J. & Grace M. Ford (Map 73, Lot 6) -- \$941.77

Colby **moved** to authorize the return of partial tax payments made for the listed tax deeded properties, pursuant to RSA 80:71 in the amount of \$1,441.77 and second by Davis. And all were in favor. **Motion passed.**

OTHER MATTERS

Authorize expenditure(s) over \$1,000 – Town Administrator.

This request was previously discussed at the June 11, 2013 meeting and was withdrawn. The Board was asked to authorize expenditure of over \$1,000 for the Town Administrator’s attendance at the International City/County Management Association (ICMA) annual conference in Boston this September. Due to the proximity of the national conference, there will not be a meeting of the Municipal Management Association of New Hampshire (MMANH) this fall. Days out of the office would be Monday September 23, 2013 through Wednesday September 25, 2013.

A discussion was held regarding the Town Administrator's time away from the office while attending this conference and it was agreed by the Board that given the staffing issues currently being dealt with, the Town could not afford to have the Town Administrator away from the office for three days. The expenditure was not approved.

Budgeting Matters Workshop

Carlson pointed out there is a workshop sponsored by the State of New Hampshire regarding budgeting matters being held on Tuesday, Sept. 17, 2013 that someone on the Board or the Town Administrator might like to attend.

Human Services and Resources Director – Compensation.

The Board was asked to establish a salary range for this new position as it is likely that a conditional offer will be made at the next Board meeting. Regarding the status of the hiring the Town received 36 applications for the position and the Town Administrator interviewed 6 candidates, with Nancy Carlson and Sandi Page participating. Two well-qualified finalists were chosen for a follow-up interview to be held on August 26, 2013. The Town Administrator hopes to have a recommended candidate for consideration by the Board at the August 27, 2013 meeting.

Carlson said that the Board should look at the Assessing Coordinator's salary, which they did review. Carlson said that she thinks the Town will pay around \$40,000 per year for this new position. The Board agreed to work with about \$40,000 per year as a baseline discussion point plus benefits. Benefits account for a third of the salary and that is part of overall compensation.

Town and City magazine

Carlson displayed a publication of Town and City magazine and referred to an article that she passed to Colby for review.

Re-aligning some of the jobs at Town Hall

Carlson said she thought it was time to analyze the work load of Town Hall employees. Changes have been made over time, which changes the job descriptions and the way the employees work. Carlson suggested that the work load should be reviewed by the Board for cross-training purposes and reassignment of duties and she volunteered to do the work of reviewing the existing workloads and job descriptions to come up with a proposal for changes. Davis and Colby agreed that a review needs to be done and Carlson should do the research.

CONSENT AGENDA

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

- Event Permit #2013-12. Cheshire Fair Association – Apocalypse Run obstacle course
- Event Permit #2013-25. MRHS Band – Swanzey Covered Bridge Half Marathon road race on 9/1/2013 beginning at Sawyers Crossing Road at the Mt. Caesar Elementary School. No Police services are required.
- Notice of Intent to Cut Wood or Timber. Susan Hugel, Map 22, Lot(s) 6-2.
- Notice of Intent to Cut Wood or Timber. Chamberlain Timberlands LLC, Map 27, Lot(s) 14-3.

Motion for Adjournment by Davis, second by Colby. Adjournment at 8:12 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on August 27, 2013.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes – August 20, 2013

Non-public session per RSA 91-A:3II(d), Property Acquisition

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(d), Property Acquisition, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 6:48 p.m. **Motion passed.** Present were the Board members and Recording Secretary Bernard.

David Osgood, Chairman of the Capital Improvement Program (CIP) Committee met with the Board to discuss several recommendations from the CIP Committee regarding possible acquisition of properties for municipal facilities as outlined in the draft minutes of the Committee meeting on August 12, 2013:

- To enter into dialogue with the School Board on the potential for a land swap of the Town Hall site with the Wilcox School site.
- To pursue the purchase of the Keene Tree Service site for municipal facilities.

Osgood spoke with the Board about the various facilities the Town owns and the need to expand those facilities. Number one is Town Hall and the Fire Station. Because Keene Tree property became available it floated to the top for consideration by the Committee. The Committee looked at all the properties, including Keene Tree. Osgood said he asked three people to assist him in evaluating the Keene Tree facility. The committee voted unanimously to ask the Selectmen to purchase the facility. Consensus is that the Public Works would vacate the property they are on now, moving everything to the current Keene Tree site. Osgood said it is his opinion that it is not a turnkey situation. He said that the Town would need to make renovations to accommodate a salt shed and other needs like a repair facility. All the current equipment of the Public Works Department will fill the work bays from day one and there will be no wiggle room for future equipment. Intention is to buy all the property, including the part that fronts on Railroad Street. Carlson mentioned that the Town has been talking about trying to trade some land in the same area from Public Service of New Hampshire (PSNH) for parking for the rail trail.

Carlson said the Board would have to go to Town Meeting for this kind of decision. Davis said that she thinks that the owner of the property may want too much money, more than the Town can afford. Osgood pointed out that the owner of Keene Tree would want some sort of purchase agreement. Carlson said we could commit to “intent to buy” subject to Town Meeting approval. Osgood said there is enough land to accommodate a police station down the road. Maybe the Recycling Center could move some of their functions where Public Works is now. Moving Public Works would free up space for the Recycling Center.

A further discussion went on about the Town Hall building. Carlson said that if you get rid of Town Hall, you need to accommodate office space and the fire station. Carlson suggested that some of Whitcomb Hall could accommodate some of the Town Hall office space required, which would free up space in the existing Town Hall. Carlson said the first floor at Whitcomb Hall could be opened within a year. Osgood said the committee will present a proposal for the right thing to do, even if it costs a lot of money. Colby spoke about how the Committee can present to the public the need in such a way as to get agreement by the residents to spend the money.

Osgood mentioned that they would like to position the changes as addressing two facilities at one time, to be the most efficient use of the Town's money. Colby said he thought that \$750,000 was the estimated price that has been talked about but his personal estimate is probably more like \$1.2 million to \$1.5 million. Carlson said she doubted there was enough room for both a Fire Station and a Town Hall at the Keene Tree site.

Carlson addressed the other proposal on land swap with the school. Central fire station would be well located at the site of the present Wilcox Building. The CIP Committee voted to suggest a swap of the Town Hall for the Wilcox Building property. Carlson noted that two brand new buildings would have to be built to accommodate Town Hall offices and a Fire Station. Osgood said that the Town should try to acquire the property. Carlson said there is a history regarding that property. Osgood said that he thinks the Town has to try. Carlson said the attempt should be to acquire it, not swap it. A conversation with the owner is next step because the Board needs more detail. O'Keefe will be creating a draft of required scope of services for requesting a proposal with review assistance from Osgood including circulation to the committee for comment before bringing to the Board of Selectmen on August 27, 2013.

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 7:16 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on August 27, 2013.

These Minutes unsealed by the Board of Selectmen on January 21, 2014.