

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 27, 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 L. Carlson at 6:06 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard. Deborah J. Davis arrived at 6:28 p.m.

**OTHERS PRESENT**

Fire Chief Norm Skantze and Assessing Coordinator Coleen Birmingham.

**MINUTES**

- Regular meeting of August 20 2013 – Colby **moved** to accept the regular Minutes of August 20, 2013 with following changes: “Mary” Bedard should be “Marion” Bedard and sealing of the minutes after ending the non-public session, second by Davis, all were in favor. ***Motion passed.***
- Non-public meeting of August 20, 2013 – Davis **moved** to accept the non-public Minutes of August 20, 2013, second by Colby, all were in favor. ***Motion passed.***

**OLD BUSINESS**

**Office Manager Position**

At the July 30, 2013 meeting the idea of hiring an Office Manager was discussed and on August 6, 2013 an example job description was handed out and it was agreed to review this further at this meeting.

Town Administrator O’Keefe duplicated the job description handed out by Nancy Carlson and added additional language derived from the Town’s standard descriptions. He also included a job description for an Office Manager from the City of Franklin, New Hampshire for comparison. Carlson said that further discussion on the job description should be delayed until the Board knows what hours are needed, part-time versus full-time. Carlson has agreed to work on a project with O’Keefe to determine the most efficient use of Town Hall staff and that work also needs to be completed first. O’Keefe will provide a binder of descriptions for the Town of Swanzey Town Hall positions to Carlson for her review.

**Town Hall Computers**

This matter was last discussed on January 22, 2013, at which time the Board decided to table the acquisition of new computers for Town Hall.

O’Keefe noted that the Town has been informed by EMF, Inc. that Microsoft will officially end the extended support of Office 2003 and Windows XP on April 8, 2014. After that date there will be no more support for those products or updates (including security updates). It is expected that around that date they will no longer allow vendors to sell machines with Windows 7 (downgraded from Windows 8). That will make upgrading Town Hall work stations more complex. At last check the Town’s finance software provider BMSI did not have a date when they would support Windows 8, and while the property assessing software provider Vision Governmental Services Inc. (VGSI) has that on the horizon as of right now they do not support Windows 8 either.

The Town's technology consultant EMF, Inc. has suggested the Town replace the Town Hall computers and upgrade to Windows 7 while we still can to avoid having to go to Windows 8.1 before the publishers of our core applications have updates that will work on Windows 8.

O'Keefe strongly urged the Board to authorize the replacement of the Town Hall computers and provision of other network upgrades in keeping with the plan reviewed by the Board on December 18, 2012, with costs ranging from \$52,250 to \$72,000, depending on options and labor variables. He mentioned that at present the Town Hall IMS expendable trust has a balance of \$106,000.

Carlson said that her concern in upgrading the Town's computers is the timing of this activity. O'Keefe said that there is never a good time for this kind of change. Davis expressed a concern for the budget numbers. Colby asked about the conversion timetable. He said he would like to get that input from EMF, Inc. Carlson asked O'Keefe to get a firm quote from EMF, Inc. since the old quote is outdated and to ask EMF, Inc. for an estimate on the amount of time that would be needed for the transition. O'Keefe agreed to do so.

### **127 Homestead Avenue Tax Impacts**

At the July 16, 2013 meeting, after hearing concerns from neighbors about the conditions of the property at 127 Homestead Avenue, the Board asked that staff work with VGSI to determine if the property conditions would have an impact on assessed values of neighboring homes. With the transition in the Assessing Coordinator position O'Keefe mentioned it has taken some time to nail down this information, but Assessing Coordinator Colleen Birmingham has followed through and gathered the information. She discussed this with the Board telling them there is an assessed valuation decrease, the tax impact of which totals less than \$500 for all of the surrounding properties.

O'Keefe said there has been a one year abatement granted to Gail Burgess, who is an abutting property owner. A discussion was held regarding the fact that the neighbors haven't asked for an official abatement for taxes on their properties. The Board agreed to abate the properties voluntarily.

Colby made a **motion** to voluntarily abate the properties directly abutting and opposite 127 Homestead Avenue (133 Homestead Avenue, 117 Homestead Avenue, and 122 Homestead Avenue), with an external obsolescence factor of five. Carlson seconded the motion, and all were in favor. **Motion passed.**

### **NEW BUSINESS**

#### **Extension of MS-1 Form Submittal**

The Board was asked to authorize a request for a two-week extension of the annual NH Department of Revenue Administration MS-1 Form, which provides to the State the Town's property valuation. The extension is necessary due to the recent transition in the Assessing Coordinator position. Birmingham was present to discuss the request. O'Keefe said it wasn't an issue for the State of New Hampshire.

**Motion** by Colby approve the application for extension of the NH Department of Revenue Administration MS-1 Form filing date to September 13, 2013, second by Carlson, and all were in favor. **Motion passed.**

Birmingham left the meeting at 6:17 p.m.

### **Non-public session #1 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 7:05 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O'Keefe 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 7:07 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.**

### **Non-public session #1 per RSA 91-A:3II(b), Hiring of Public Employee(s) – Human Services and Resources Coordinator**

**Motion** by Carlson to enter Non-public session pursuant to RSA 91-A:3II(b), Hiring of Public Employee(s), seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:08 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O'Keefe, and Recording Secretary Bernard.

**Motion** by Davis to leave non-public session and return to public session. The motion was seconded by Colby, with all in favor. **Motion passed.** Non-public session ended at 7:26 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.**

### **OTHER MATTERS**

#### **Authorize expenditure(s) over \$1,000 – Fire Department**

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. The Fire Department proposes the purchase of twenty 100-foot lengths of new 4-inch fire hose and has received bids, and requests authorization to accept the bid of \$9,160.00 from Fire Tech & Safety.

At the previous meeting staff was asked to see if the Fire/Rescue Tools & Equipment Expendable Trust Fund was the appropriate funding source for this proposed purchase. O'Keefe said he believed it is the proper funding source, and at present has a balance of \$11,925. The Fire Department also has a \$5,000 Tool, Supplies & Equipment budget line (01-4220-2-680), which has an available balance of \$3,443.

Justin Tracy, Intern with the Fire Department, joined the meeting at 6:18 p.m. A brief discussion occurred regarding the new fire truck that should be ready shortly for pick up. O'Keefe suggested that Skantze send a note to O'Keefe prior to receiving a check to pay for the truck. An invoice is required. A brief discussion was held repeating the need for new hose. Tracy did the pre-search work and talked to all the vendors. Skantze said the purchase is an urgent purchase. Hose has a ten year warranty and

will probably last at least fifteen years. O'Keefe asked what is done with the old hose. According to Skantze, some old hose is re-sold.

The discussion then moved to objects owned by the Fire Department that are being stored at Whitcomb Hall. Colby asked about the number of back boards currently being stored there. Carlson suggested that some of the extraneous materials from the Fire Department might go to the Recycling Center. Colby asked Skantze to dispose of the materials. O'Keefe pointed out that State of New Hampshire Laws may require some records be kept and not shredded. Skantze asked the Board to authorize him to find ways to manage the removal of the materials.

Carlson made a **motion** to authorize Chief Skantze to dispose of the Fire Department objects from Whitcomb Hall as necessary keeping in mind that some records will need to be maintained legally, some objects can be disposed through sale, some objects through the Recycling Center, and some can be thrown away, second by Davis and all were in favor. **Motion passed.**

Colby **moved** to accept the proposal from Fire Tech & Safety for 2,000 feet of new fire hose and to authorize the expenditure of up to \$9,160.00 from the Fire/Rescue Tools & Equipment Expendable Trust Fund for this new equipment, and to authorize the Fire Chief to sign any documents necessary to obtain the approved equipment. The motion was seconded by Davis, and all were in favor. **Motion passed.**

#### **Lost Generator on Engine Two**

Chief Skantze reported that a 5,000 watt generator which is integral to the Engine Two fire truck used to light up emergency scenes is in need of repairs. It needs a stator, which is an \$850.00 part. Skantze asked the Board to approve 5 hours of labor, in addition to purchase of the part, not to exceed \$1,400, to come out of the Equipment Repair budget line (01-42202-630).

**Motion** by Colby to approve Fire Chief Skantze's expenditure of up to \$1,400 in repair of the stator for Engine Two to be funded from the Equipment Repair Fund account, second by Davis, and all were in favor. **Motion passed.**

#### **Event Permit 2013-12 – Apocalypse Run.**

This matter was discussed at the previous meeting and the event permit was approved without recommended conditions including fees for the event. O'Keefe said that the Town has already received a check of \$3,030 from the event organizers for the prepaid costs.

Davis asked about the safety of event participants crossing Route 12 during the event, and Skantze said the Police Department will have officers on site to control traffic for safety purposes.

Davis **moved** to authorize issuance of Event Permit #2013-12 to the Cheshire Fair Association for the Apocalypse Run with the following conditions: 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 \$3,000 of estimated associated costs prepaid to the Town no less than 3 days before the event and the balance paid within 30 days after the event. Second by Colby, and all were in favor. **Motion passed.**

### Late Fire Department Payroll

O’Keefe checked on the payroll for the Fire Department as requested by the Board and noted that it will be two weeks late. O’Keefe said he would get together with Skantze to come up with a smoother process to make the payroll more efficient. Davis was concerned that the Firefighters might need to be informed of the situation. Skantze said an email can be sent. He also said no one has complained. O’Keefe said that he is willing to put in a letter with the checks. Colby suggested that email is good, but a call to each of the Captains might be appropriate. O’Keefe said he would be happy to make those contacts with Skantze. Skantze and Tracy left at 6:47 p.m.

### Purchase of Heating Fuel for Town Facilities

At the July 30, 2013 meeting the Board reviewed responses to an Invitation to Bid for No.2 heating fuel for Town facilities and voted to accept the fixed cost heating price proposal from Webber Energy Fuels at \$3.3635 and authorized the Town Administrator to execute a contract. O’Keefe reported that the provider was unable to provide a contract that met staff and Town Attorney requirements. Therefore, new prices were solicited with the same Invitation to Bid, but included a proposed contract in the solicitation.

O’Keefe said all the bids as shown below came in prior to the noon August 27, 2013 deadline. He noted that the Town received a walk-in bid at 4:10 p.m. today, August 27, 2013, but repeated that the bids were due at noon. In fairness to the other bidders, the Board did not consider the bid that came in later than the requested time.

Proposals came in as follows:

Provider	Option 1 – per gallon cost over rack price	Option 2 – Price per gallon	Oil Terminal Supplier
Discount Oil of Keene	20 cents	3.2890	Gulf Oil
Rymes propane & Oils	No Bid	3.4400	Sprague Energy
Irving Energy	16.7 cents	3.4510	Irving Oil
Cheshire Oil Co., Inc.	40 cents	No Bid	Sprague Energy

Colby **moved** to accept the fixed cost heating fuel price proposal from Discount Oil of Keene of \$3.289 per gallon and to authorize the Town Administrator to execute any contractual documents necessary to secure the proposed products and services. The motion was seconded by Davis, and all were in favor. **Motion passed.**

### Sidewalk Tractor Acquisition /Transfer of Budgeted Funds – Public Works Department

Following up on the previous meeting’s discussion on the proposed acquisition of either a new or refurbished Trackless sidewalk tractor to replace the 1989 Bombardier model, O’Keefe said that it was his opinion that it would not be appropriate to use the salt & calcium budget line. He felt that it would be more appropriate to consider transfer of appropriations per RSA 32:10, which provides, in part, that “...(i)f changes arise during the year following the annual meeting that make it necessary to expend more than the amount appropriated for a specific purpose, the governing body may transfer to that appropriation an unexpended balance remaining in some other appropriation...”

Carlson asked about a five year lease needing to go to Town Meeting for approval. O'Keefe said since the lease would have a non-appropriation clause it will not obligate future Boards and therefore does not need to go to the Town for approval.

Colby **moved** to transfer \$18,725 from the Highway Department Salt/Calcium budget line (01-4312-1-633) to the Debt Service Leased Vehicles Principle & Interest budget line (01-4711-3-001). The motion was seconded by Davis and all were in favor. **Motion passed.**

Davis **moved** to accept the proposal from H.P. Fairfield, LLC for a reconditioned MT5 Sidewalk Tractor, with a unit price of \$86,700, to agree to acquire the vehicle by way of a 5-year lease/purchase with a non-appropriation clause to cost \$18,725 per year with a \$1.00 buyout at the conclusion of the lease term, and to authorize the Town Administrator to execute any contractual documents necessary to secure the proposed equipment for the Town. The motion was seconded by Colby, and all were in favor. **Motion passed.**

### **Adoption of the Land Trust Alliance's Standard and Practices**

This matter was discussed at the previous meeting and Chair Nancy Carlson was to speak with Town Planner Sara Carbonneau about the potential impacts of the Board adopting the resolution related to this matter. 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 according to Carbonneau.

Carlson said that she discussed with Carbonneau any restrictions that the Town would be subject to given acceptance of the standards and practices. She went on to say that she was assured by Carbonneau that there would be no restrictions in rehabilitation of Whitcomb Hall.

Colby **moved** to adopt the Land Trust Standards and Practices published by the Land Trust Alliance as general guidelines for the Town in its operations, and to execute a resolution of adoption. The motion was seconded by Davis, and all were in favor. **Motion passed.**

### **LCHIP Application Authorization.**

The LCHIP application requires 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.

Davis **moved** to authorize Town Administrator Shane O'Keefe to sign the application to be submitted to the New Hampshire Land and Community Heritage Investment Program (LCHIP) on behalf of the Town, to enter into a contract with LCHIP, to execute any documents which may be necessary to effectuate such contract, and to authorize Chairperson Nancy Carlson to execute the necessary paperwork setting forth the Town's designation of the Town Administrator as the signatory in this matter. The motion was seconded by Colby, and all were in favor. **Motion passed.**

### **Updates by O'Keefe**

- O'Keefe confirmed that Sylvester Karasinski, North Swanzey Fire and Water Precinct Superintendent, is in touch with the State of New Hampshire Department of Transportation

engineers regarding planning for the roundabout on Route 12. This matter had been discussed on August 8, 1023 and there had been some concern that the Precinct was being left out of the loop.

- O'Keefe informed the Board that the timber harvest at Mt. Caesar will start next week and should be done in eight weeks. Jeff Snitkin of Bay State Forestry is the forester in charge. Colby mentioned getting in touch with Jeanne Thieme, Chairperson of the Open Space Committee, regarding the timing of the timber harvest.
- O'Keefe informed the Board that the Finance Consultant from Coppola & Associates said the Town books are looking good.

#### **Webber Hill Guardrails**

Colby mentioned that Public Works Director Lee Dunham needs to follow up with the guardrails for Webber Hill Road.

#### **Scheduling Seasonal Actions by the Department of Public Works**

- Colby asked that the date July 1<sup>st</sup> 2014 be recorded as the date he wants to see Lee Dunham about the school crosswalks to be painted with machine or with Bid going out early enough to complete the painting before school begins.
- Carlson also noted that Dunham needs to include the paint machine in his budget for 2014.
- Davis raised a question about trimming of bushes next to the covered bridges, especially the Carlton Bridge. She noted that the trimming has not been done as yet this summer.

#### **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.**

- Notice of Intent to Cut Wood or Timber. Town of Swanzey (Mt. Caesar property), Map 34, Lot(s) 20.
- MS-1 Extension Request Form
- Personnel Action reports

#### **ADJOURNMENT**

Motion for Adjournment by Colby, second by Davis. Adjournment at 8:00 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on September 3, 2013.