

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – September 3, 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 joint meeting of the Board of Selectmen, the Open Space Committee (OSC), the Conservation Commission, and the Planning Board was called to order by Chair Nancy L. Carlson at 6:05 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Planning Board: Chair Glenn Page, Scott Self, Joe Smith, June Fuerderer, Alternate Don Skiba, Alternate Jane B. Johnson, and State Representative Gus Lerandeau.

Conservation Commission: Chair Robert Goodrich, Gary Coburn, Jane B. Johnson, and Stephen Stepenuck.

Open Space Committee: Chair Jeanne Thieme, Bob McKelvey, Judy Hildebrandt, Beverly Bernard, Mary Farnsworth, Theresa DiLuzio, and Alternate Karen Sielke.

Ann McBride, Land Protection Director of The Monadnock Conservancy, Keene Sentinel Reporter Megan Foley, Residents Gail Burgess and Monadnock Regional School Board Chair Pat Bauries.

**ABSENT**

From the Conservation Commission Deb Crowder, Richard Dell'Erba, and Michael Morrison, from the OSC Sharon Greatbatch, and from the Planning Board Jeff Goller.

**MINUTES**

- Regular meeting of August 27 2013 – Colby **moved** to accept the regular Minutes of August 20, 2013, with second by Davis, all were in favor. ***Motion passed.***
- Non-public meeting #1 of August 27, 2013 – Colby **moved** to accept the non-public Minutes of August 27, 2013, second by Davis, all were in favor. ***Motion passed.***
- Non-public meeting #2 of August 27, 2013 – Davis **moved** to accept the non-public Minutes of August 27, 2013, second by Colby, all were in favor. ***Motion passed.***

**NEW BUSINESS**

**Consider request from the Monadnock Conservancy for funding to acquire conservation easement.**

The Conservation Commission, Planning Board, and Open Space Committee were present for a joint meeting to listen to a presentation by Anne McBride, Land Protection Director of The Monadnock Conservancy. McBride presented a proposal for acquisition of a conservation easement within the West Hill/California Brook Natural Area, a portion of which is located in Swanzey. She said the total project cost is \$371,300 and a contribution of \$22,500 (~6% of total cost) was requested of the Town.

Information provided by O'Keefe indicated that funding sources for this effort include:

- The Conservation Land Acquisition Capital Reserve Fund, which has the Board of Selectmen as spending agents, and had a fund balance of \$251,582 as of December 31, 2012. However \$73,500 of this account was dedicated to the acquisition and site preparation of the West

Swanzy Athletic Association (WSAA) park site on February 12, 2013, leaving an available balance of about \$178,000.

- The Conservation Fund, which has the Conservation Commission as spending agents, and has a balance right now of about \$68,260.

During the presentation McBride pointed out 688 acres total are being considered and 230 acres are located in Swanzy. The goal is to create a greenway between Pisgah State Park and the city of Keene.

A discussion was held once McBride's presentation was over. McBride reported that the City of Keene was asked to contribute \$26,500 toward the project and they are in the process of doing research as to which funds might be eligible to draw upon. McBride also reported meeting with the Town of Chesterfield to ask for \$17,000 for the project.

Self asked what is being protected. McBride answered that the conservation easement would prohibit industrial and commercial development on the land. His point was that the land would remain wooded and might not need to be protected. McBride responded that there are no guarantees about future development unless there is an easement on the property. Carlson pointed out the funds that would be used for this project would come from conservation funds which could not be used for infrastructure development.

McBride said there will be no special reserve rights and the only exclusion area will be around existing communication towers on West Hill. Stepenuck asked about passive recreation easements. McBride said that the "passive recreation" terminology no longer exists for conserved land and therefore does not apply in this case. McBride said that the New Hampshire Land and Community Heritage Investment Program (LCHIP) requires public access, which will include being open to hunting. The Monadnock Conservancy is seeking LCHIP funding for this project. Many questions were asked about the characteristics of the land, and whether roads were represented on the lands. McBride reported that September 13, 2013 is the deadline for the LCHIP grant application.

Colby and Carlson asked that each committee attending tonight get together to discuss the proposal and their recommendations to the Board. Colby said the deadline should be September 24, 2013 for committee recommendations to the Board of Selectmen and then two public hearings would need to be held by November 1, 2013.

DiLuzio asked the committees to read the Town of Swanzy Master Plan where the goals regarding conserving lands are spelled out and which may fit the category under discussion. She noted that the use of Conservation Commission funds does not require a public hearing, but that use of Conservation Land Acquisition Capital Reserve funds does need a public hearing. The Conservation Commission has a planned meeting on September 9, 2013. O'Keefe clarified that the Board of Selectmen has authority over the latter fund and that a public hearing was not required for its use, but a hearing is required for the acquisition of land or an interest in land.

McBride offered to answer further questions. She said her contact information is on The Monadnock Conservancy web site. <http://www.monadnockconservancy.org/contact.html>

OSC members left at 6:41 p.m.  
Planning Board members left at 6:43 p.m. as did Gail Burgess.  
Pat Bauries left at 6:50 p.m.  
Megan Foley left at 6:51 p.m.

A discussion continued with members of the Conservation Commission. Johnson asked the method for putting money into the Conservation Commission account. Carlson said 50% of Land Use Change monies go to the Conservation Commission budget up to \$10,000 per year. A question was asked about taxes paid on the property and it was noted that the taxes would be at Current Use rate, which is same as now.

Conservation Commission members left the meeting at 6:55 p.m.

Public Works Director Lee Dunham joined the meeting at 6:55 p.m.

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

The Board was asked to accept cash and checks totaling \$3,290 received from the Whitcomb Hall BBQ fundraiser held on August 24, 2013:

Colby **moved** to accept all funds received as donations from the Whitcomb Hall BBQ fundraiser held on August 24, 2013 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. The motion was seconded by Davis, and all were in favor. **Motion passed.**

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

The Board was asked to accept cash and checks totaling \$100.00 as donations to Whitcomb Hall from the Swanze Lake Camping Area/Lobo Campground management LLC.

Davis **moved** to accept \$100.00 in funds received as donations from the Swanze Lake Camping Area/Lobo Campground Management LLC and remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted Fund trust account. The motion was seconded by Colby and all were in favor. **Motion passed.**

**OLD BUSINESS**

**Route 32/Sawyer's Crossing Roundabout**

O'Keefe reported that the New Hampshire Department of Transportation (DOT) would like to have a joint meeting regarding the Route 32 Sawyer's Crossing Roundabout with the Swanze Planning Board and Board of Selectmen. Three dates were suggested by the DOT: September 17, 2013, October 1, 2013 and October 15, 2013, which are Tuesday nights. It was agreed by the Board to hold a meeting with the Planning Board and representatives from the DOT October 1, 2013.

**West Swanze Athletic Association Site Fencing Options**

Dunham discussed fencing options for the West Swanze site where the WSAA building once stood. Dunham discussed his research on fencing rentals. He said while he is waiting for Jeff Goller and his committee to come to the Board with plans for the proposed park on the site, his concern is that temporary fencing look fairly good. There are Jersey barriers there now. Dunham suggested a sign such

as “Look for the New Park Coming Soon” which the Selectmen thought was a good idea. Discussion was also held regarding the dry hydrant project and the need to coordinate that installation with the park planning.

### **Wilson Pond Dam Proposal**

Dunham discussed options for addressing issues raised by the New Hampshire Department of Environmental Services (DES) regarding its concerns with the Wilson Pond dams. He said the first thing to look at is the penstock for the upper Wilson Pond dam and find out its status underneath the road. Dunham said his staff can explore the situation and refer it to the New Hampshire Department of Transportation (DOT) which is responsible for the road. He noted that at some point there will need to be a meeting with DES and the Board of Selectmen and Dunham to find out what is acceptable to the DES.

### **Authorize expenditure(s) over \$1,000 – Public Works Department.**

Dunham received two quotes from vendors for roadway and crosswalk striping as follows:

- Line striping – L&D Safety Marking: \$7,000.00 – Crosswalks – did not quote
- Line Striping - Pourier Guidelines: \$3,700.00 – Crosswalks: \$1,202.40 (same price as last year).

Pourier Guidelines has satisfactorily done the work for the past two years. The Board was asked to consider the bids and accept the proposal from Pourier Guidelines.

Davis **moved** to accept the proposal from Pourier Guidelines for roadway and crosswalk striping, totaling \$4,902, to be paid from the Account #01-4312-1-634 budget line, and to authorize the Public Works Director to sign any documents necessary to obtain the approved services. Colby seconded, and all were in favor. **Motion passed.**

### **Dunham was reminded about the need to install the Webber Hill guardrails.**

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

Four quotes were received from vendors for road reclamation and paving work as follows:

- Lane Construction           \$ 96,320
- All States Asphalt           \$112,700
- GMI Asphalt                 \$104,170
- United Construction       \$ 99,574

Dunham recommended accepting the bid from Lane Construction.

Colby **moved** to accept the proposal from Lane Construction for roadway reclamation and paving for the 2013 portion of the Marcy Hill project, totaling \$96,320, to be paid from the Town Roads Rehabilitation and Reconstruction Expendable Trust Fund, and to authorize the Public Works Director to sign any documents necessary to obtain the approved services. The motion was seconded by Davis, and all were in favor. **Motion passed.**

### **Citizen Request for Cleaning of Walkway on Thompson Bridge**

Carlson reported to Dunham that a resident has asked that the walkway on the Thompson Bridge be washed. Oxygenated bleach has to be used since the walkway opens to the river below.

Dunham left at 7:30 p.m.

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

**Motion** by Colby 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 7:34 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe, 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 7:37 p.m.

**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.**

**OTHER MATTERS**

**Request For Proposal (RFP) for architectural/planning assistance for CIP Committee.**

O’Keefe presented to the Board a draft of a proposed RFP for consultant services to conduct a facility needs analysis for Town Hall, Police and Fire Departments. The Board will review it and discuss it at their next meeting.

**Non-public session(s) per RSA 91-A:3II(d), Consideration of the acquisition, sale, or lease of real or personal property.**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(d), Consideration of the acquisition, sale, or lease of real or personal property, seconded by Dolby. The Selectmen voted unanimously by roll call to go into non-public session at 7:39 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe, 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 8:09 p.m.

**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.**

**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.**

- Personnel Action reports
- Event Permit #2013-27. The Samaritans, Inc. – Touch-a-Truck on September 14, 2013 at the Cheshire Fairgrounds. Not Police services are required.
- Notice of Intent to Cut Wood or Timber, Steven and Diane Riley, Map 45, Lot(s) 22-2

Motion for Adjournment by Davis, second by Colby. Adjournment at 8:20 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on September 10, 2013.

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #1 – September 3, 2013

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

**Motion** by Colby 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 7:34 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe, and Recording Secretary Bernard.

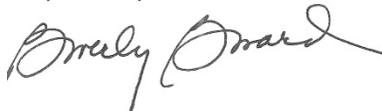
O’Keefe reported that he has not yet received the criminal background check information on Human Services and Resources Coordinator candidate Edna Coates. Assuming that will come in satisfactorily, he said he would like to do a Personnel Action Report (PAR) in completion of the hiring process.

Davis made the **motion** to authorize the Town Administrator to execute a Personnel Action Report related to the hiring of Edna Coates as Human Services and Resources Coordinator at an hourly wage equivalent to \$36,000 per year. Colby seconded the motion and all were in favor. **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 7:37 p.m.

**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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on September 10, 2013.

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

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #2 – September 3, 2013

**Non-public session(s) per RSA 91-A:3II(d), Consideration of the acquisition, sale, or lease of real or personal property.**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(d), Consideration of the acquisition, sale, or lease of real or personal property, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:39 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe, and Recording Secretary Bernard.

O’Keefe asked if the Board wished to further discuss pursuing the Keene Tree Service property located at 33 Prospect Street in West Swanzey, as previously discussed on August 20, 2013. Davis said she would like to see in writing the location of all properties being offered at the selling price. While the Board did receive a quote in a letter from the owner, it did not detail that all five properties were included. A discussion was held regarding the properties under consideration. O’Keefe mentioned researching who might have rights to access through the property. Davis said that she has a concern regarding the size of the bays and whether or not they would be suitable for plow trucks with all their extra equipment. Colby said that if the Board is going to go to Town Meeting for approximately \$750,000 to acquire facilities property, it needs to be able to discuss the entire picture of what the Town’s facilities needs are in order to convince residents of the Town that the expenditure is necessary. Davis and Carlson agreed.

A discussion occurred regarding the space issues at Town Hall. Carlson suggested renovating Whitcomb Hall sufficiently to move some staff from Town Hall to Whitcomb Hall to alleviate crowding at Town Hall.

A brief discussion occurred regarding renting the US Post Office building, but it was noted expensive renovations would be required. Some commentary was made about acquiring the Post Office building since it would have ideal parking and sufficient space for employees.

Carlson felt that that the capital improvement plan should be about priorities. Town Hall will be 100 years old in 2014. Colby suggested a BBQ for raising funds for Town Hall. A brief review of the proposed Request for Proposals (RFP) for facility reviews ensued and a decision was made to modify the RFP on page 2 of 12, such that it reads as follows: “All such work shall be done under the direction of the Town’s Capital Improvements Program Committee with the Board of Selectmen and with public input.”

O’Keefe asked about getting clarification from Keene Tree regarding the size of the properties being offered and the price for same. He also proposed that Dunham give the Board some feedback on any renovations that would be needed on the property should the Town agree to buy the property. Colby stressed that this is part of the overall picture, but not necessarily the first priority. O’Keefe said that given the discussion, he would not do any follow-up at this point. Colby advised O’Keefe that if the Keene Tree property owner calls, ask him for a detail of the all the properties he is selling and the total price for same.

**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 8:09 p.m.

**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.**

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on September 10, 2013.

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