

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 10, 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 6:05 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Solid Waste Manager Bob Osterhout, Recycling Center Foreman Gerald Laramie, and Resident Greg Johnson.

MINUTES

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

NOMINATIONS

Southwest Region Planning Commission (SWRPC)

Greg Johnson’s appointment term for the Southwest Region Planning Commission was completed on March 30, 2013. He indicated to the Board that he would like to be reappointed.

Colby **moved** to appoint Greg Johnson to the SWRPC in accordance with their by-laws for a term to be specified. There was a second by Davis, and all were in favor. ***Motion passed.***

Ashuelot River Local Advisory Committee

Colby **moved** to nominate Barbara Skully for appointment to the Ashuelot River Local Advisory Committee and to execute the Nominee Form for this position. The motion was seconded by Davis and all were in favor. ***Motion passed.***

Monadnock Regional School District Budget Committee Vacancy

Former Principal at Mt. Caesar Elementary School Elizabeth Tatro submitted an application for appointment to the Monadnock Regional School District Budget Committee. Wayne Lechlides, Chair of the Monadnock Regional School District Budget Committee, joined the meeting at 6:10 p.m. to discuss the appointment of Tatro.

Carlson reviewed the pertinent State of New Hampshire law with the Board and Lechlides which states that when a Town has two or more representatives on the School District Budget Committee, those representatives vote in acceptance of an application for membership of the committee. Carlson noted the entire committee voted for Tatro, and it should have been only the Swanzey representatives voting. However, since the votes other than the two Swanzey representatives votes were invalid and the two Swanzey representatives did vote for Tatro, Tatro is considered to be duly elected to the committee.

Colby **moved** to concur with the vote of the Swanzev representatives of the Monadnock Regional School District Budget Committee electing Elizabeth Tatro to the Committee for a term extending to Town Meeting 2014 pursuant to the State of New Hampshire House Bill 2013-HB115. The motion was seconded by Davis, and all were in favor. **Motion passed.**

General discussion of Recycling Center matters

Solid Waste Manager Bob Osterhout presented to the Board photos of the cleanup of the Recycling Center. Osterhout also spoke about changing behavior of staff so that they are more aware of keeping the center neat and clean. The Board expressed their approval of the effort involved in the cleanup.

The second item Osterhout spoke of is the green vehicle permits which are being required of residents in order to use the Recycling Center. He noted that 275 permits have been issued so far in 2013. Carlson said that in the past green vehicle stickers were provided at the time of registration of the vehicles.

The third item he discussed is security cameras. The center has been subject to theft of metal and other materials. Osterhout suggested that it might be worthwhile to have security cameras installed which would be Internet based. He estimated that four high definition cameras with DVR capability would cost about \$350.00 each for a total of approximately \$4,500. Osterhout recommended that it would be a good move to have the cameras in place for safety purposes as well as theft protection. Signs could be posted that inform users that security cameras were in place. The Board agreed that the idea for security cameras is worth considering and asked Osterhout to get three estimates for acquiring them.

Osterhout then reported on Daily Receipts/Cash Handling which used to be done at the end of the workweek, and is now being done daily. His report showed that in four days in September 2013, \$844.00 was collected. Carlson asked how often cash deposits are made at the bank and Osterhout said it is done on a weekly basis. A discussion was held regarding the need for a safe on site. The Board agreed that a safe would be a wise investment and should be looked into by Osterhout.

Discuss hiring of new Assistant Solid Waste Manager

A discussion was held regarding Steve Stewart leaving his position as Assistant Solid Waste Manager. Osterhout said his recommendation is to replace that position. O'Keefe suggested advertising for the position. Osterhout agreed to review the job description and the past advertising to see if it is adequate to his needs for an assistant. The Board said the current job description was written in May 2006 and asked Osterhout to review for updating.

Gerald Laramie joined the meeting at 6:30 p.m. to say he is interested in the Assistant Solid Waste Manager position. He said he would put in an updated application for the job. Osterhout suggested that Laramie get a copy of the updated job description. Laramie reported that there was a lot of work involved in cleaning up the Recycling Center and the Townspeople have complimented on the work done. Laramie left the meeting at 6:37 p.m. as did Osterhout.

Non-public session(s) per RSA 91-A:3II(c), Reputation

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(c), Reputation, 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, Town Administrator Shane O'Keefe, Resident Greg Johnson 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 6:59 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.**

Johnson left the meeting at 7:00 p.m.

Ratify electricity supply contract

O'Keefe noted that the electricity purchasing cooperative that the Town is a part of had to act quickly to lock in a negotiated price with Integrys Energy Systems. The Board considered the contract with Constellation Energy to supply electricity from June 20, 2013 through November 19, 2013 at .0711/kWh and compared it to the one-year contract of .0699/kWh with Integrys Energy Systems. The Board members expressed approval of a change to Integrys Energy Systems.

Davis **moved** to authorize the Town Administrator to execute an energy purchase contract with Integrys Energy Systems for the supply of electricity to the Town at a price of \$.0699/kWh, and to ratify the contract executed by the Town on September 6, 2013. Second by Colby, and all were in favor. **Motion passed.**

Authorize submission of DRA MS-1 Form

The Board was asked to authorize electronic submission of the document to the New Hampshire Department of Revenue Administration.

Davis **moved** to authorize staff to submit the 2013 MS-1 Summary Inventory of Valuation Report to the NH Department of Revenue Administration as written. The motion was seconded by Colby, and all were in favor. **Motion passed.**

Capital Improvement Program Committee

Colby **moved** to appoint Selectman Deborah J. Davis to the CIP Committee for a term extending to Town Meeting 2016, second by Carlson, and all were in favor. **Motion passed.**

Request for Proposal (RFP) for architectural/planning assistance for Capital Improvement Planning Committee (CIP)

The Board considered the latest draft of the RFP from the CIP Committee. The Board was asked to provide additional input/changes and then authorize the CIP Committee to disseminate the RFP as soon as possible.

Colby **moved** to authorize the CIP Committee and the Town Administrator to solicit proposals for consultant services to conduct a facility needs analysis of Town Hall, Police and Fire Departments, funding for which is proposed to come from appropriate capital reserve and expendable trust funds subject to Trustees of Trust Funds concurrence in use of the capital reserve and expendable trust funds. Davis seconded the motion and all were in favor. **Motion passed.**

Special Duty Pay – Fire Department

The Board was asked to authorize special duty pay for Fire Department personnel attending to The Apocalypse Run event (Event Permit #2013-12), which took place on August 31, 2013 and September 1, 2013 at the Cheshire Fairgrounds.

Davis **moved** to authorize Special Duty pay for Fire Department personnel attending to the Apocalypse Run event approved under Event Permit #2013-12. The motion was seconded by Colby, and all were in favor. **Motion passed.**

2013 Budget Schedule and Direction

A discussion was held regarding the 2013 budget schedule and direction for Department Heads. Colby suggested that the direction given to Department Heads include regard for the potential expenses for next year or the following year because of the work of the CIP Committee. Department Heads will have to be less aggressive in asking for budget increases.

O’Keefe raised the issue of health care costs and the Board will probably have new numbers to consider. Carlson said that the Board has looked in the past at cost sharing in order to balance increased costs between employer and employees. Carlson felt that it should be looked at once again.

O’Keefe raised the issue of the dental plan for the Town. He said that the existing plan is quite limited and the Board should consider elevating the coverage provided by the program. O’Keefe will get some plan information for the Board to consider.

O’Keefe briefly discussed a draft of the schedule that he had prepared. He has Department Heads scheduled for at least two meetings with the Board.

The Board reviewed the September meetings and staff calendars provided by O’Keefe. It was decided that there will be no Board meeting on September 17, 2013. The next meeting will be September 24, 2013.

“Seven To Save” by New Hampshire Preservation Alliance

Carlson reported that Town Planner Sara Carbonneau filled out an application requesting that Whitcomb Hall be one of the “Seven to Save” 2013 nominees.

Colby made a **motion** to submit Whitcomb Hall to the New Hampshire Preservation Alliance as a nominee for their 2013 “Seven To Save” program, Davis seconded, and all were in favor. **Motion passed.**

Whitcomb Hall Update

Carlson reported that following a discussion of windows and heating in the Whitcomb Hall, it was suggested that there is a need for an updated structural analysis of the building. Stephen Tarbox, who is a structural engineer and who is familiar with the previous structural analysis conducted by Clough-Harbor & Associates years ago, said he can do a structural evaluation report and charge on an hourly basis, not to exceed \$1,500.

Davis made a **motion** to hire structural engineer Stephen Tarbox to do a structural analysis of Whitcomb Hall to be paid from the Whitcomb Hall Non-Restricted Fund trust account, and not to exceed \$1,500. Colby seconded the motion and all were in favor. **Motion passed.**

Economic Development Advisory Committee (EDAC) resolution regarding Safford Drive

There was a brief discussion on the Safford Drive project. O'Keefe said he and EDAC Committee Chair Stephen Bittel had a meeting with Terry Mark of Clearwater Pool & Spa of Keene to try to get things moving on the Safford Drive construction plans.

Bernard read a resolution from EDAC adopted on September 9, 2013:

“Due to the crucial nature of completion of the Safford Drive extension to both the Committee’s marketing efforts and common benefit to the Town in general, the Committee urges the Board of Selectmen to reiterate their firm commitment to put construction out to bid no later than November 1, 2013.”

Carlson asked how likely the November 1, 2013 date was. O'Keefe said while it may be possible to meet the date because the parties regarding Safford Drive are finally in basic agreement, any payments to the Cheshire Fair and Clearwater Pool & Spa still have not been resolved.

EMF, Inc. computer update

O'Keefe mentioned the computer update project with EMF, Inc. to the Board. He explained that the company is still reworking project costs. He mentioned that one idea would be to use the pre-paid tech block balance to pay for having a WiFi hot spot at Town Hall and how that might benefit visitors and staff.

Non-public session(s) per RSA 91-A:3II(a), Personnel Matters

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matters, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:51 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 7:53 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.**

Non-public session(s) per RSA 91-A:3II(a), Personnel Matters

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matters, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:54 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 7:59 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.**

Gift for Departing Staff Member

A discussion was held regarding a gift for Sandi Page. The Board decided to give matted photo of the covered bridges of Swanzey. Colby suggested having some of these made up ahead of time for future gifts.

Covered Bridge Cleaning

Carlson reported that the Fire Department will be cleaning all the covered bridges, starting with the Thompson Bridge.

Non-public session(s) per RSA 91-A:3II(a), Personnel Matters

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matters, seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 8:01 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 8:24 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.**

Timber Harvest

O'Keefe reported that the timber harvest has begun on Mt. Caesar.

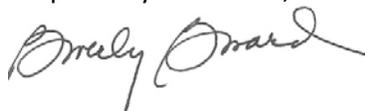
CONSENT AGENDA

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 #2013-26. Wray Murdough – Motorcycle Swap on 9/22/2013 at The Cheshire fairgrounds. A total of three Police Officers are required for this event.
- Raffle Permit #2013-29. Friends of Jackie Lemieux – Raffle of assorted donated items on 9/28/2013 at the Cheshire Fairgrounds.

Motion for Adjournment by Colby, second by Davis. Adjournment at 8:27 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on September 24, 2013.