

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – October 15, 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 6:01 p.m. at Swanzev Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Bookkeeper Theresa Lounder, Finance Office Assistant Charlie Troccia, members of the Conservation Commission (Bob Goodrich, Steven Stepenuck, Jane Johnson, Gary Coburn), and resident Bruce Bohannon

MINUTES

- Regular meeting of October 8, 2013 – Colby **moved** to accept the regular Minutes of October 8, 2013 with change on page 3 adding comment by Colby indicating that the failure rate of the roundabout option being 35 years out delivers long term safety. The motion was seconded by Davis and all were in favor. ***Motion passed.***

OLD BUSINESS

Finance Office matters

Recommendations by finance consultant Carol Coppola and Associates were considered by the Board, including bi-weekly payroll in order to create time and material savings, stop using the cash receipts program from BMSI and instead directly enter cash receipts into fund accounting, and consider monthly or annual retroactive acceptance of donations to the Town by the Board.

Bookkeeper Theresa Lounder and Finance Office Assistant Charlie Troccia joined the meeting at 6:05 p.m. The discussion centered on the recommendations stated above. Lounder recommended dispensing with the existing software for cash receipts because it creates more reports than necessary and she can provide a single report in its place. O’Keefe noted that the Town’s auditor was fine with this recommendation. The Board agreed to stop using the cash receipts program from BMSI and instead directly enter cash receipts into fund accounting.

“Donations” to the Town was the next category to be discussed. Lounder reported that the Town auditors said the Town can accept donations monthly, quarterly or annually without a problem. Donations above \$5,000 would still require a public hearing. The Board agreed to review donations on a quarterly basis either by obtaining a quarterly report from the finance office or by including it in the Consent Agenda.

The consideration of a Bi-weekly payroll was the next topic. Financial Office Assistant Troccia said he sees pros and cons for doing it weekly or bi-weekly. He said it would save time by cutting the number of check runs, but increase the time spent every other week on payroll. Lounder said the potential could be pretty nasty. The discussion continued regarding employees dependency on weekly paychecks. O’Keefe reported that in conversations with Recycling Center management and Public Works Department management there was mixed feedback on whether those employees would be okay with a bi-weekly payroll. Lounder expressed her personal opinion saying that doing bi-weekly payroll could be more

work. Chair Carlson said that if going to bi-weekly payroll isn't going to save time and work for Finance staff then weekly payroll should continue. The other Board members agreed.

Louder went on to say that she has been talking to auditors regarding changes in tracking vehicle fuels, getting Public Service of New Hampshire (PSNH) to produce one invoice instead of 27 invoices, and the EarthLink telephone bill. The Board agreed with Louder to do whatever might make it easier on the Finance staff.

Flexible Spending Accounts

The Town offers flexible spending accounts to employees whereby money is voluntarily set aside by employees on a pre-tax basis to pay for either medical or dependent care expenses. Employees have a choice of either submitting claims by US Mail to receive reimbursements or use the "Benny Card" feature which is essentially a debit card. Due to changes with HealthTrust the Benny Card will no longer be offered free of charge and instead it will cost \$18 annually per employee. The Board was asked by O'Keefe to consider and decide on whether the Town or the employees will pay this annual fee.

Louder addressed this issue with regard to the number of employees who might be affected. Carlson said she would like to see this addressed when the Board budgets for healthcare insurance premiums. The other Board members agreed.

Resident Bohannon complimented the Town's Finance Office staff for efficient handling of invoices associated with New Hampshire Emergency Management (Homeland Security) office.

Meeting with Conservation Commission on various matters

Conservation Commission members Bob Goodrich, Steve Stepenuck, Gary Coburn, and Jane Johnson joined the meeting at 6:28 p.m., and Goodrich called to order a meeting of the Commission.

Chair Goodrich said communication has been a problem. Stepenuck said he came up with a list of topics to be discussed with the Board and communication is the most important. He also thanked the Board for the work they do.

Communication

His first item had to do with membership and terms for each member. He said that the Commission never seems to know the membership names and each of their terms, including when the terms expire. O'Keefe said he has a master list of all boards and commissions and the membership terms which he went on to provide to Stepenuck. Discussion continued regarding an opening for a full member to the Commission and whether or not Theresa DiLuzio had formally resigned from the Commission. Discussion continued about Town email addresses and the need for the Commission members to provide passwords to O'Keefe so that he can arrange for them to get onto the Town email.

Membership and Terms

Discussion was held regarding appointing an alternate to the full membership and whether or not alternates are seated for absent full members. Colby noted that the Chair should be the best person to seat alternates for members and this should be done at meetings. O'Keefe confirmed there are seven members and one alternate are currently listed for the Conservation Commission. Stepenuck said there is a concern about a member of the Commission who is unable to serve due to illness (Deb Crowder). Carlson suggested an emeritus status for Crowder be established. Johnson agreed and said that when Crowder was willing and able to return, she

could come back to serve. The Board noted that they provided Deb Crowder a one-year term extension to Town Meeting 2014. A discussion was held regarding the terms of members not being equal for all members and the desire to equalize the terms. Johnson asked about the appearance of openings for committees on the website and at the direction of O'Keefe, Bernard showed Johnson the front page of the Town website where the openings are listed. Johnson suggested that there be more communication between the Planning Board and the Conservation Commission when wetlands are involved. Johnson asked about her role in communicating between committees. O'Keefe suggested that Conservation Commission be added to the list of departments that get copies of site plan applications.

Riley Conservation Area project

Stepenuck continued the discussion with projects they are working on. He stated that on the Riley property off of Matthews Road, invasive plants have moved in. Stepenuck said that the Commission is the manager of the property, "as far as we know." There was discussion about mowing that was done last year and the fact that nobody on the Commission was informed ahead of time. Plants that were planted by students were destroyed by the mowing. One goal is to hire a licensed professional to remove the invasive species. He asked for approval from Board to hire such a professional. Stepenuck said he would flag out the area, and an exact price will be dependent on the size of the area.

Mt. Caesar concerns

A discussion was held regarding the logging operation on Mt. Caesar. Stepenuck raised the issue of water erosion on Mt. Caesar and the need for water bars. Carlson mentioned the erosion from ATVs going up on the trail and the fact that ATVs can destroy the water bars. ATV riders are not paying attention to the signage that says motorized vehicles are not allowed on the trail.

Cresson Bridge Rain Garden project

A Cresson Bridge area rain garden proposal was mentioned. Stepenuck noted the Commission is trying to access mitigation money for the project. Stepenuck passed out a photo showing a sample of construction that provides access to the river.

Authorize submission of a wetlands dredge & fill application for dry hydrants on the former West Swanzey Athletic Association site

O'Keefe mentioned the Dredge and Fill Application for a dry hydrant that the Board is considering. He said the State of New Hampshire is paying for the dry hydrant but that the funding ends as of December 31, 2013 and therefore the hydrants must be installed prior to that date. O'Keefe reported that the Fire Department is okay with where the dry hydrants will be located. Landscape Architect Jeff Goller, who is assisting with planning a park for the area, has also informed O'Keefe that he is okay with the proposed location of the hydrants which will be near the property border. Some discussion was held regarding the pipe to the water impinging on canoe access. The Commission needs to sign the application in order for it to expedited and a suggestion was made that the Conservation Commission continue their meeting to next Monday, October 21st, at 4:00 p.m. to review the application and provide their response to the Board. The Board will hold off on signing the document pending feedback from the Commission

Resident Bruce Bohannon joined the meeting at 7:24 p.m. and discussed the need for a gate at the Riley Conservation Area property. He referred to the video he provided to the Board at a prior meeting of vehicles tearing up the land. Bohannon and Public Works Director Lee Dunham

want to put up rocks and another gate by the circle. Bohannon showed a plan depicting the proposed gate to the Board and the Conservation Commission members and pointed to where rocks would be placed in the plan. A discussion was held regarding canoe river access and which location might be preferred and where rocks should be placed. Stepenuck said he preferred to see rocks moved to a different location to make canoe access easier for older citizens. Carlson said that she didn't think there should be any more roads in the area and the placement of rocks as planned are enough apart for walking and portaging a canoe. The Board agreed to allow Bohannon and Dunham to move ahead with the gate and the rocks as planned.

At 7:37 p.m. there was a **Motion** by Stepenuck to continue the Conservation Commission meeting to October 21, 2013 at 4:00 p.m. at Town Hall. Johnson seconded the motion and all were in favor. **Motion passed.** Conservation Commission members left the meeting at 7:38 p.m.

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

Regarding roadway and crosswalk striping services, the Board voted on September 3, 2013 to accept a proposal from Pourier Guidelines totaling \$4,902. However the actual cost came in at \$4,914.2 and the Board was asked to consider approving the revised amount.

Colby **moved** to amend the Board's decision from the September 3, 2013 meeting to allow for an expenditure of up to \$4,915 for roadway and crosswalk striping services from Pourier Guidelines, to be paid from the Highway Markings budget line. Seconded by Davis and all were in favor. **Motion passed.**

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

At the August 27, 2013 meeting the Board authorized expenses up to \$1,400 to repair the generator for Engine 2. However the actual cost came in at \$1,451.19 and the Board is asked to consider approving the revised amount.

Colby **moved** to amend the Board's decision from the August 27, 2013 meeting to allow for an expenditure of up to \$1,460 for repairs to the generator for Engine 2, to be paid for from the Equipment Repair budget line. Motion seconded by Davis, and all were in favor. **Motion passed.**

NEW BUSINESS

Request for waiver of travel expense policy

The Board was asked to waive applicable policy and approve the request from Carpenter Home Administrator Dawn Rice for the Town to cover lodging expenses for her attendance at the upcoming conference of the NH Association of Residential Care Homes in Concord, NH on October 22-23, 2013. The Town's policy on Conference, Meeting and Training Travel Expenses, last revised on June 18, 2013, provides, in part, as follows:

D. Lodging: Lodging may be paid by the Town when travel exceeds 90 miles one way and the program begins prior to 8:00 a.m. or extends past 10:00 p.m. or when the program consists of two (2) or more consecutive days and the one-way travel exceeds 90 miles.

The two-day training event is 60 miles away. However Dawn is a NHARCH Board member and is expected to participate with event coordination efforts both early and late.

Davis **moved** to authorize a waiver of the 90 mile one-way travel minimum of the Policy on Conference, Meeting and Training Travel Expenses for Carpenter Home Administrator to attend the upcoming NH Association of Residential Care Homes in Concord, and to reimburse her for documented lodging expenses of approximately \$112 per night. The motion was seconded by Colby and all were in favor. **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 8:04 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 8:07 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.**

OTHER MATTERS

Authorize submission of DRA MS-1 Report.

At the September 10, 2013 meeting the Board authorized electronic submission of the annual MS-1 Form, the summary inventory of property valuation. It was found that there was a calculation error so a revised form must be submitted, which has been prepared by Assessing Coordinator Coleen Birmingham. The Board was asked to authorize staff to submit a revised summary.

Davis **moved** to authorize staff to submit the revised 2013 MS-1 Summary Inventory of Valuation Report to the New Hampshire Department of Revenue Administration. Seconded by Colby, and all were in favor. **Motion passed.**

CDBG Claim Submission authorization.

The Board was asked to authorize Sandi Page to submit claims for payment from the Community Development Finance Authority related to the Community Development Block Grant being used to pay for a portion of the Town’s contribution to the ongoing improvements to the Keene Wastewater Treatment Facility. O’Keefe noted that he had heard back from Sandi Page that he should be a signatory and he suggested that Nancy Carlson also be a signatory in case he was not available to sign a requisition.

Davis **moved** to authorize both Town Administrator Shane O’Keefe and Chairperson Nancy Carlson to sign requisitions for payment of CDBG funds related to Grant No. 12-048-CDPF, and further to authorize the Chairperson to execute the required Authorization to Submit Claims form. Seconded by Colby, and all were in favor. **Motion passed.**

Tax Receipts

O’Keefe reported briefly that taxes coming in are short \$320,420 this year versus last year at this time when taxes were \$375,300 less than anticipated.

Cobble Hill Intersection with Route 10

Carlson raised the issue of unsafe conditions at the intersection of Cobble Hill Road and Route 10, which was brought to the Board's attention on October 1, 2013 by way of a letter from Cobble Hill Road resident Theresa DiLuzio. She said the Board needs to address the situation, and noted that in 2009 the State of New Hampshire reduced the speed limit on Route 10 to 40 MPH in the area and a speed study was conducted. With a 40 MPH speed limit, it was found that most drivers were doing 48.8 MPH. On Route 10, the speed limit changes from 50 MPH to 45 MPH to 40 MPH where it meets Cobble Hill and there are a lot of curb cuts on that section of the road. Carlson reported that the study stated that 400 cars a day are using Cobble Hill Road. Carlson suggested that the Town needs to address the unsafe conditions at the intersection. Colby suggested that 35 MPH might be considered since the limit is 30 MPH on one section of Route 12 with many curb cuts. Carlson also pointed out that there is no turn lane for Cobble Hill now that the State of New Hampshire has relined the road.

O'Keefe said he will schedule Public Works Director Lee Dunham and Police Chief Tom DeAngelis to discuss this issue further with the Board at the next meeting.

Discuss Assistant Solid Waste Manager Position

At the request of Solid Waste Manager Bob Osterhout and Human Services and Resources Coordinator Edna Coates, the Board was asked to establish a pay range for the position of Assistant Solid Waste manager. O'Keefe reported that the first set of interviews is scheduled for October 21, 2013 and assisting in the process will be the Solid Waste Manager from the Town of Walpole. O'Keefe suggested a gift card be offered to the Walpole Solid Waste Manager for his assistance in the hiring process.

O'Keefe reported that Osterhout said he would like to offer \$14 to \$15 per hour for the position. The Board agreed to the recommendation of Osterhout.

Capital Improvement Program (CIP) Committee Membership

Davis said that the schedule that the CIP has put together is not workable for Davis. Colby suggested a rotation for a Selectman to serve on the CIP. Davis said the members want to meet at a time that Davis cannot make due to her work schedule. Carlson suggested that the Board leave her name on the Committee and she would try to make the meetings as best she can. Davis said she wanted the Board to be aware of the difficulty for her.

A brief discussion on the replacement police cruiser and insurance coverage was held.

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.**

- Raffle Permit #2013-35. Jack & Jill Nursery School – Raffle of various items valued \$15.00 and up on 11/14/2013 at 679 Old Homestead Highway.
- Raffle Permit #2013-36. Monadnock Regional High School Cheerleading – Raffle of a restaurant gift card/dining out basket on 11/1/2013 at the Monadnock Regional High School football game.
- Notice of Intent to Cut Wood or Timber. Troy Hill Holdings, various lots totaling 500 acres.
- Letter to NHDOT regarding the Road Safety Audit for the intersection of NH Route 32/Sawyers Crossing Road.

ADJOURNMENT

Motion for Adjournment by Colby, second by Davis. Adjournment at 8:16 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on October 22, 2013.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes – October 15, 2013

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 8:04 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

Carlson said she discussed with Town Planner Sara Carbonneau taking the position of Director of Planning and Community Development and reported that Carbonneau said she will accept the new position.

The position description should be finalized before making it public. Carlson read to the Board the various changes that she made to the job description acquired from another Town. The Board noted that it did not accept a letter of resignation from Sara Carbonneau and it was never under consideration.

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 8:07p.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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 22, 2013.

These Minutes unsealed by the Board of Selectmen on January 14, 2014.