

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – October 22, 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 6:11 p.m. at Swanzev Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Ken Greatbatch, Glenn Page, Police Chief Tom DeAngelis, Town Planner Sara Carbonneau, Fire Chief Norm Skantze, Lee Dunham, Ann McBride, Rob Hitchcock

MINUTES

- Regular meeting of October 14, 2013 – Davis **moved** to accept the regular Minutes of October 14, 2013. The motion was seconded by Colby and all were in favor. ***Motion passed.***
- Regular meeting of October 15, 2013 – Colby **moved** to accept the regular Minutes of October 15, 2013. The motion was seconded by Carlson and all were in favor. ***Motion passed.***
- Non-Public meeting of October 14, 2013 - Colby **moved** to accept the non-public minutes of October 14, 2013. The motion was seconded by Carlson and all were in favor. ***Motion passed.***
- Non-Public meeting of October 15, 2013 – Davis moved to accept the non-public minutes of October 15, 2013. The motion was seconded by Colby and all were in favor. ***Motion passed.***

NEW BUSINESS

Report from the West Swanzev Water System Study Committee

West Swanzev Water System Study Committee, comprised of Glenn Page, Scott Self, Norm Skantze, Ken Greatbatch, and Gary Phippard was charged by the Board to investigate the water system in West Swanzev as to:

- Existing infrastructure including capacity and condition
- The Town’s liability should the system fail
- The alterations/repairs/rebuild required to make the system viable for fire protection and continued assured water supply for the village area
- Financial requirements to maintain the system including rate structure

Glenn Page, who serves as Chair of the Committee, and Committee members Ken Greatbatch and Norm Skantze attended the meeting to report back to the Board. Page gave a bit of history about the West Swanzev Water Company. He went on to say the Committee is recommending that the Town move forward to acquire the water system, but to do so on favorable terms to the Town. Page referred to several streets and businesses that need a regular water supply. He stated that the current water company owners, the Brown family, are not doing much maintenance on the system and from a fire protection perspective there is only a 10,000 gallon storage tank. He went on say that the Committee had met with the Brown family and they said the value of the system from an appraisal completed in 2009 was \$287,000 for the water system and over \$50,000 for each of the two lots on which the wells are located. He said that it was the consensus of the Committee that given the potential for liability should the water system go down, and should any expansion of the West Swanzev area require water, then the Town would need to have control over the water system. He stated that the Committee is

recommending the Town put out a Request for Proposal (RFP) to have an engineering and valuation study done with the idea of future acquisition of the water system.

Carlson said the expense associated with bringing the system up to date would be costly since the Brown family is apparently doing no maintenance on the system. Page noted there are two pumps functioning at the moment. Davis mentioned that it is possible that private companies might be interested in buying the system. Davis went on to question why the Town would pay for the system when the system is in such condition that the Town would have to invest more money in it to bring it up to standards.

Greatbatch said that more information has to be gathered, but noted the Town might have to take over the system one way or the other given a breakdown of the system whereby residents would be without water. Greatbatch suggested that the Town get an appraisal done on the water system, including a technical appraisal. He went on to say that the Committee did meet with the Browns and they indicated that they wanted to be out of the water business.

The Board agreed that they would take the recommendation of the Committee under consideration and discuss it further to make a decision about whether an RFP would be suitable or not. Carlson suggested that new businesses or homes perhaps should not be allowed to hook up to the water system if the system is in poor condition.

Fire Chief Skantze said the issue is complicated because it involves domestic water for both commercial businesses and homes. Skantze agreed that there isn't anything the Committee can say about purchasing the property from the Browns without an appraisal of the system. Greatbatch left the meeting at 6:47 p.m.

Public Hearing was opened at 6:33 p.m. by Chair Carlson

Acquisition of property interest in Map 70, Lots 1, 3, & 4, per RSA 41:14-a (Hearing 1 of 2)

This was the first of two public hearings required under RSA 41:14-a for the proposed acquisition of an interest in property presently owned by Robert Evans King located at Tax Map 77, Lots 1, 3 and 4, consisting of approximately 246 acres. The next hearing is scheduled for November 5, 2013 at 6:15 PM. The Monadnock Conservancy is proposing to acquire a conservation easement over this property within the California Brook Natural Area, a portion of which is located in Swanzey. It is the intention of the Board to acquire a contingent right to administer and enforce the conservation easement.

Carlson opened the public hearing and asked if there were any residents present at the hearing with questions concerning the proposed acquisition of the interest in the property by the Town and no one responded. Ann McBride from the Monadnock Conservancy was present to answer resident questions but left the meeting at 6:37 p.m. since no questions were asked.

Motion by Colby to close the Public Hearing. The motion was seconded by Davis, and all were in Favor. **Motion passed.**

Public Hearing closed at 6:35 p.m.

Meet with Revenue Development District Advisory Board

Glenn Page, Chair of the Advisory Board, was present to meet with the Board of Selectmen. First, he mentioned that the Advisory Board recommended immediate submittal of an application to the NH Department of Transportation (NH DOT) for curb cut permits for Safford Drive and for new access alignments for the Cheshire Fairgrounds and for Clearwater Pool & Spa. The Board agreed.

Colby **moved** to immediately submit the application to NH DOT for curb cut permits for Safford Drive and for new access alignments for the Cheshire Fairgrounds and for Clearwater Pool & Spa and to authorize the Town Administrator to sign the required paperwork. Second by Davis, and all were in favor. **Motion passed.**

Next, Page mentioned that the Advisory Board recommended inclusion of a pump station for water service in the construction bid as a bid alternate in case bids come in at levels that allow for this next phase of the road construction. This will require allocation and expenditure of tax increment funds for engineering services. The Board agreed.

Davis **moved** to include a pump station for water service in the construction bid as a bid alternate which would require allocation and expenditure of tax increment funds for engineering services. The motion was second by Colby, and all were in favor. **Motion passed.**

Lastly, the Advisory Board recommended inclusion of an article on the 2014 Town Meeting Warrant that would change the Revenue Development District Plan to expand the allowable uses of Tax Increments to include capital expenditures. Page explained that the desire is to change the District allowable use to include capital expenditures. The Board agreed.

Colby **moved** to approve a Warrant Article for the 2014 Town Meeting that would change the Revenue Development District Plan such as to expand the allowable uses of Tax Increments to include capital expenditure. Davis seconded the motion, and all were in favor. **Motion passed.**

Advisory Board member Steven Bittel will be asked to write the Warrant Article and be at the Deliberative Session to explain the request to the public.

OLD BUSINESS

Safety concerns with intersection of NH Route 10 and Cobble Hill Road

Police Chief DeAngelis and Public Works Director Lee Dunham joined the meeting at 6:43 p.m. Discussion occurred regarding curb cuts and the skewed intersection alignment creating safety concerns. DeAngelis said the major obstacle is land acquisition to make the road perpendicular to Route 10. DeAngelis said he spoke to the Pappas family which owns property at the intersection about cutting the bushes in order to improve the line of sight. A discussion was held about the State of New Hampshire right-of-way at the intersection. Carbonneau examined the Dollar General site plan in order to view where the right-of-way exists near the Pappas property.

Colby noted that speed of traffic on Route 10 is similar to Route 12. The speed limit drops from 40 to 30 MPH on Route 12 because of curb cuts, lots of driveways. Colby asked why the State won't reduce the speed on Route 10 to 30 or 35 MPH near the Cobble Hill intersection. According to O'Keefe, a request to lower the speed limit should come from the Board, with support from the Police Chief and Director of Public Works. It was agreed that a letter to NH DOT should be written requesting a reduction of speed limit at the intersection. The letter should have attachments from the Public Works, Police, and Fire

Departments supporting the request. Carlson asked about whether Dunham could recommend any changes to correct the intersection and he responded that he didn't think so other than acquiring land. Carbonneau left at 7:12 p.m.

Webber Hill guard rail update

Dunham reported the contractor working on the ongoing bridge projects refuse to put up a guard rail at Webber Hill Road due to concerns with subsurface integrity. Dunham said he is going to have to research who might be hired to do so. The Board suggested that perhaps the road should be shut down to traffic except for local traffic if the guard rail isn't constructed soon as the drop off there is a safety issue.

Authorize submission of Wetlands Dredge & Fill application for dry hydrants at the West Swanzey Athletic Association (WSAA) site

Skantze discussed the visit on this past Monday at the WSAA park site and reported that there was some discussion around concerns regarding canoe access. Skantze also reported that Landscape Architect Jeff Goller was present at the visit on Monday and Goller said the hydrants would not encumber the design for the park. He noted that the Conservation Commission did not have enough members present to have a quorum for decision making purposes. He said the Town is running out of time to get the hydrants in place and have the project cost reimbursed by the State of New Hampshire to the owners of the Homestead Woolen Mill who are sponsors of the project. O'Keefe said that the Conservation Commission signature is not required, but it will expedite the process.

Davis **moved** to authorize the Town Administrator to sign all permits applicable to the installation of dry hydrants on the Town-owned West Swanzey Athletic Association property and to encourage the Conservation Commission to allow for expedited review. There was a second from Colby, and all were in favor. **Motion passed.**

Letter of Resignation from Department of Public Works

The Board noted they have received a letter of resignation from an employee of the Highway Department. Dunham said he wants to advertise to get a new person by November 1st. O'Keefe said that Edna Coates is performing the Human Resources function now and can now handle this effort. A discussion ensued regarding filling the position. The Board asked Dunham to consider the new person to receive no more than the lowest paid person currently employed. Carlson suggested \$13-\$15 per hour for the new person, which was found to be acceptable. Board agreed to advertise the vacancy as soon as possible. Skantze and DeAngelis left at 7:29 p.m.

Winter maintenance stipend

Department of Public Works (DPW) Director Lee Dunham requested that the Board approve the annual winter maintenance stipend for on-call regular full-time DPW employees.

Motion by Davis to approve and execute the annual winter maintenance stipend beginning November 17, 2013 for on-call regular full-time DPW employees, second by Colby, and all were in favor. **Motion passed.**

Culvert

A brief discussion was held regarding replacement of a culvert near Guyette's business with a larger one. Dunham said he would meet with the person requesting the change. Board agreed for Dunham to explore the possibilities. Dunham and Page and Rob Hitchcock left at 7:34 p.m.

Discuss 2014 Budget

O'Keefe began an overview of the 2014 budget. He noted that the healthcare rates have not been established as of yet and therefore have not been included in the preliminary budget paperwork that he passed out to the Board. He said the he thought it would not be more than 7.9% increase. Dental rates won't go up. Short term disability will be going up. Carlson asked about changes in the health care terms. O'Keefe said that he has requested quotes on different plans and will provide a comparison of plans once the rates are available, to include a comparison of changes in employee contributions toward benefits for consideration by the Board.

O'Keefe pointed to some changes pertinent to Town Hall staff duties. He mentioned the Trustees of Trust Funds want to split the bookkeeping function, assigning someone at Town Hall to do the simple bookkeeping work.

O'Keefe noted the Police Department budget line for a new administrative person and he noted that the Fire Department is requesting an increase in part time wages. O'Keefe reviewed various Accounts with the Board and pointed out some of the more significant changes in the budgeted numbers.

Director of Planning and Community Development Job Description

The proposed Job Description for Director of Planning and Community Development as prepared by Carlson and O'Keefe was reviewed by the Board and officially assigning it to Sara Carbonneau was discussed.

Motion by Colby to establish the new position of Director of Planning & Community Development, to approve the proposed job description for the position, and to appoint the current Town Planner Sara Carbonneau to the new position effective immediately. The motion was seconded by Davis, and all were in favor. **Motion passed.** O'Keefe will put together the Personnel Action Report (PAR).

O'Keefe suggested that Carbonneau be responsible for the land use section of the budget, which the Board approved.

Trailhead Box for Mt. Caesar

Bernard reported that the Open Space Committee would like to install a trailhead box to hold forestry management brochures in the area where logging is being done on the Town-owned Mt. Caesar property. The Board agreed.

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 #2013-37. Northern Lights Parents Association – Raffle of cash prizes on 12/20/2013 at the Swanzey Community House, 18 Old Richmond Road.

ADJOURNMENT

Motion for Adjournment by Colby, second by Davis. Adjournment at 8:09 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on 10/29/2013.