

Town of Swanzev, New Hampshire  
**Board of Selectmen**  
Meeting – November 12, 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 6:05 p.m. at Swanzev Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Police Chief Tom DeAngelis, Director of Planning and Community Development Sara Carbonneau, Town Clerk Donna Munson

**MINUTES**

- Regular meeting of November 5, 2013 – Davis **moved** to accept the regular Minutes of November 5, 2013 with correction on page 7. The motion was seconded by Colby and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of November 5, 2013 - Colby **moved** to accept the non-public meeting minutes #1 of November 5, 2013 with changes in paragraph four. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #2 of November 5, 2013- Colby **moved** to accept the non-public meeting minutes #2 of November 5, 2013. The motion was seconded by Davis and all were in favor. ***Motion passed.***

**NEW BUSINESS**

**Discontinuance of Town Clerk issuance of hunting & fishing licenses**

Town Clerk Donna Munson met with the Board about her wish to discontinue the issuance of hunting and fishing licenses at Town Hall due to changes in the licensing process by the State and the fact that little revenue is generated for the Town. Munson reported that less than \$300.00 in revenue had been generated for the Town in the past six years and the cost for paper and printing is borne by the Town. Most of the revenue goes to the State of New Hampshire. There was a discussion on suitable alternative locations for obtaining hunting and fishing licenses including online. The Board agreed to dispense with the issuance of hunting and fishing licenses as of January 1, 2014; December 31, 2013 being the last date that such licenses will be issued at Town Hall. The Board requested that suitable notices be made to inform residents of the change.

**Authorize expenditure over \$1,000 – Public Works Department.** Public Works Director Lee Dunham submitted a request for authorization of a truck repair expense. Truck #3 (2004 International 7400 dump truck is in disrepair and needs work as soon as possible in order to get back on the road. Repairs are estimated to cost \$1,800 to \$2,000.

Colby **moved** to authorize the Public Works Director to expend up to \$2,000 for vehicle repairs for the Truck #3, to be paid from the Highway Department Vehicle Repairs budget line, 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.***

**Authorize expenditure over \$1,000 – Public Works Department.** Public Works Director Lee Dunham submitted a request for authorization of an over expenditure on roadway reclamation and paving of Marcy Hill Road. It was noted that the Board voted on September 3, 2013 to accept a proposal from Lane Construction for \$96,320, to be paid from the Town Roads Rehabilitation and Reconstruction Expendable Trust Fund, but the project came in at \$100,055.20. The Board decided to hold off on this request pending further discussion with Dunham at the next meeting.

## **OLD BUSINESS**

### **Land Use Proposed Budget for 2014**

Director of Planning & Community Development Sara Carbonneau joined the meeting to discuss with the Board the 2014 Land Use budget. A discussion was held about whether to reallocate some budget lines in the Legal & Professional and General Government categories to the Land Use Boards category. The Board agreed to changes in the proposed line items and to propose the addition of \$7,500 into the Whitcomb Hall Restoration Fund under Capital Reserve & Expendable Trust Accounts for consideration at Town Meeting.

### **Acquisition of property per RSA 41:14-a (Map 77, Lot 1, 3 & 4).**

The Board considered the Monadnock Conservancy proposal to acquire a conservation easement over property presently owned by Robert Evans King consisting of approximately 246 acres within the California Brook Natural Area, a portion of which is located in Swanzey (Tax Map 77, Lots 1, 3 and 4). The Board held duly noticed public hearings on October 22, 2013 and November 5, 2013, and during the latter hearing the Conservation Commission also held a hearing per RSA 36-A:5,II, which relates to use of the Conservation Fund. No opposing comments were raised at the hearings.

In support of the acquisition by the Monadnock Conservancy of a conservation easement over Map 77, Lots 1, 3 & 4 in Swanzey, for which the Town has committed funds from its Conservation Fund and Conservation Land Acquisition Capital Reserve Fund, Colby made a **motion** to acquire contingent rights to administer and enforce any and all such conservation easements, and to authorize the Town Administrator to execute any documents necessary to acquire the specified rights on behalf of the Town. The motion was seconded by Davis, and all were in favor. **Motion passed.**

O'Keefe was asked to convey the Board's decision to the Monadnock Conservancy.

### **Police Department Proposed 2014 Budget**

The Board reviewed the proposed Police Department budget for 2014 with Chief DeAngelis. The Board noted that the proposed budget shows a 2.7% increase which is well within the guidelines from the Board to Department Heads to control spending. O'Keefe informed the meeting that in 2014 there are 53 pay periods, which happens every 7 years, and that the additional cost of the added pay period has been incorporated into the proposed budget spreadsheet he prepared for review.

Regarding the proposed Town Meeting warrant articles for leased Police Department cruisers, it was agreed by DeAngelis and the Board that there should only be a single article for both the vehicles and their fit up with equipment. There was also a discussion about bringing forward to Town Meeting vote a noise ordinance based on that approved by the Board in the summer of 2012. DeAngelis noted that the County Prosecutor's Office was looking over suggested changes and this would be brought back to the Board for discussion.

## **Non-public session(s) per RSA 91-A:3II(b), Hiring of Public Employee(s)**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(b), Hiring of Public Employee(s), seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 6:50 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O'Keefe, and Recording Secretary Bernard and Police Chief DeAngelis.

**Motion** was made by Davis to leave non-public session and return to public session. The motion was seconded by Colby and all were in favor. **Motion passed.** Non-public session ended at 6:57 p.m.

**Motion** was made 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.**

### **Use of Recreation Department funds for Ashuelot Rail Trail project**

Recreation Director Judy Bohannon was not present at the meeting but she made a request for \$3,000 of surplus funds from the Recreation Department part-time salaries budget lines to be directed to the Ashuelot Rail Trail project. The Board agreed that the Rail Trail provides recreational opportunities to the residents of the Town and therefore also agreed to direct \$3,000 from the Recreation Department 2013 surplus and assign the funds to the Ashuelot Rail Trail project. O'Keefe said he believed the funds would have to be expended this year and would work with Bookkeeper Theresa Louder to determine from which line items the funds would be allocated.

### **Payment arrangement – Gail Guyette, 45 Hale Hill RD (Map 9, Lot 7)**

Gail Guyette of 45 Hale Hill Road currently has a payment arrangement approved by the Board on February 19, 2013 to pay \$700 per month for taxes in arrears. O'Keefe reported to the Board that Guyette has kept up with the payments. The Board considered a request from the property owner to lower the monthly payments to \$500 per month during the months of November 2013 through March 2014.

Colby **moved** to authorize the Town Administrator to amend the payment agreement with Gail Guyette to allow for reduction of payments to \$500 during the months of November 2013 through March 2014. The motion was seconded by Davis, and all were in favor. **Motion passed.**

### **Payment arrangement – Grace Guyette, 1367 Old Homestead HWY (Map 27, Lot 6)**

Grace Guyette of 1367 Old Homestead Highway currently has a payment arrangement approved by the Board on February 19, 2013 to pay \$700 per month for property taxes in arrears. O'Keefe reported to the Board that Guyette has kept up with the payments. The Board considered a request from the property owner to lower the monthly payments to \$500 per month during the months of November 2013 through March 2014.

Colby **moved** to authorize the Town Administrator to amend the payment agreement with Grace Guyette to allow for reduction of payments to \$500 during the months of November 2013 through March 2014. The motion was seconded by Davis, 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 7:45 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O'Keefe, and Recording Secretary Bernard.

**Motion** was made 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 7:55 p.m.

**Motion** was made 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.**

## Proposed 2014 Budget Review

A discussion occurred regarding various line items in the proposed budget. O'Keefe noted that the Town has received a request for a donation of \$20,000 for the Community Kitchen. A discussion occurred regarding the number of Swanzey residents who have utilized the facility. The Board agreed to fund the Community Kitchen at \$15,500 for 2014, which is \$500 more than the 2012 budgeted amount and the same as for budgeted for 2013. O'Keefe reported an additional request for funding from the Southwestern Community for a variety of social services. He reported that they are requesting an increase of 1% of the \$852,090 value of direct assistance to Swanzey citizens, which amounts to \$8521 for the year. The Board agreed to the request.

## CONSENT AGENDA

**Motion** was made by Davis to approve the Consent Agenda, authorizing the chair to sign where necessary. Second was made by Colby. All were in favor. **Motion passed.**

- Land Use Change Tax. Lawrence & Karen Elliott, South Road (Map 31, Lt 14-4) \$5,754
- Land Use Change Tax. Ketola Contracting LLC, South Road (Map 31, Lt 14-5) \$4,778

## ADJOURNMENT

Motion for Adjournment by Davis, second by Colby. Adjournment at 8:15 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on November 19, 2013

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #1 – November 12, 2013

**Non-public session(s) per RSA 91-A:3II(b), Hiring of Public Employee(s)**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(b), Hiring of Public Employee(s), seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 6:50 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O’Keefe, and Recording Secretary Bernard and Police Chief Tom DeAngelis.

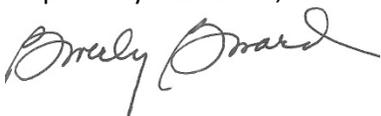
The Board was asked to consider the hiring of a police officer to replace Officer Dennis Abrams who will be leaving the force for a position with the Cheshire County Sheriff’s office. Chief DeAngelis recommended hiring Kevin Clark who has interviewed for a job with the Department in the recent past. Clark is presently employed by the Winchester, NH Police Department, is former military and is respected and well-liked by staff according to DeAngelis. DeAngelis recommended starting pay at \$19.24 per hour, which he equivalent to \$40,019 per year. After consideration the Board agreed to make a conditional offer to Clark.

**Motion** was made by Davis to extend a conditional offer to Kevin Clark for employment starting December 2013 at rate of pay of \$19.24 per hour subject to satisfactory completion of all tests and background checks and to authorize the Town Administrator to execute all necessary paperwork. The motion was seconded by Colby, and all were in favor. **Motion passed.**

**Motion** was made 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 6:57 p.m.

**Motion** was made 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 November 19, 2013.

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