

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – December 3, 2013  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

Present were Selectmen Nancy L. Carlson, Kenneth P. Colby, Jr. and Deborah J. Davis. The meeting was called to order by Chair Nancy L. Carlson at 6:11 p.m. at Swanzey Town Hall. Also present were Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

**MINUTES**

- Regular meeting of November 26, 2013 – motion was made by Colby to accept the regular meeting minutes of November 26, 2013 with changes to Page 4 reflecting the Fire Chief had permission from DPW, Fire, Police, and Emergency Management Departments for the expenditure of \$4,945.96. The motion was seconded by and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of November 26, 2013 - Colby **moved** to accept the non-public meeting minutes #1 of November 26, 2013. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #2 of November 26, 2013- Colby **moved** to accept the non-public meeting minutes #2 of November 26, 2013. The motion was seconded by Davis and all were in favor. ***Motion passed.***

**NOMINATIONS**

**Conservation Commission Vacancy**

Wallace Smith joined the meeting at 6:12 p.m. to interview with the Board to discuss his desire to fill the vacancy on the Conservation Commission. Carlson asked Smith why he chose the Conservation Commission. Smith said he did work with floodplain management and that it seemed that his experience would be most helpful to the Conservation Commission. Smith went on to say that as a retired person, he wants to give back something to the community in which he lives. Smith was informed by the Board as to the meeting dates and times for the Conservation Commission.

O'Keefe noted that the vacancy being filled has a term extending to Town Meeting 2014, but that a term extending to Town Meeting 2016 would allow for a more even turnover of Conservation Commission membership.

Colby **moved** to appoint Wallace H. Smith to serve as a regular member of the Conservation Commission for a term extending to Town Meeting 2016. The motion was seconded by Carlson, and all were in favor. ***Motion passed.***

**NH Route 12 Corridor Study Advisory Committee**

The Board discussed the fact that the Southwest Region Planning Commission (SWRPC) will be conducting a corridor study of New Hampshire (NH) Route 12 from NH Route 101 south to the Massachusetts border and establishing an Advisory Committee which will include representatives from the affected communities. The Board considered appointment of up to three individuals to participate in the Committee which will meet for a total of four meetings over the coming year.

O'Keefe informed the Board that Selectman Ken Colby, Director of Town Planning and Community Development Sara Carbonneau, and Director of Public Works Lee Dunham have expressed an interest in serving as the Town's representatives to the Committee.

Davis **moved** to appoint Selectman Kenneth P. Colby Jr., Director of Planning & Community Development Sara Carbonneau, and Public Works Director Lee Dunham to serve as the Swanzey representatives to the Southwest Region Planning Commission's NH Route 12 Corridor Study Advisory Committee. The motion was seconded by Carlson, and all were in favor except Colby who abstained. **Motion passed.**

## **NEW BUSINESS**

### **Radio Tower on Mount Caesar**

Police Chief Tom DeAngelis and Emergency Management Director Bruce Bohannon joined the meeting at 6:27 p.m. to discuss with the Board the feasibility of a radio tower on Mount Caesar to improve emergency and other municipal communications.

DeAngelis spoke about public safety of the Town regarding communications. He said the current tower is on Talbot Hill and erecting a Town of Swanzey tower on Mt. Caesar which is higher than Talbot Hill will give the Town better communication coverage.

Bohannon noted the Town had permission from the City of Keene to co-locate at the existing airport warning light tower on Mt. Caesar, but the legal issues were such that the Town decided against pursuing that action. Instead the various Town Departments which need to be able to communicate throughout the town are coming to the Board for permission to put up a pole that will be independent from the existing light pole. Bohannon said the pole is expected to be forty-five feet in height. He also noted that the plan is for a separate power line which won't have to involve the City of Keene. Bohannon said the expense for the tower will be shared between Cheshire County and the Town of Swanzey. Bohannon said that no additional money will be required. Bohannon said he would return back to the Board with exact figures. Bohannon said he is hoping to receive 50% of the costs from Cheshire County. He pointed out that the cost of the repeater alone is \$15,000. Bohannon said that the Town will need to notify the Federal Aviation Administration (FAA) because of the nearby airport. Also the Town will need Federal Communications Commission (FCC) approval for relocation of the frequency. Bohannon said that the Talbot Hill site will be maintained for the Town of Swanzey Department of Public Works (DPW). A discussion ensued about the regulations around the existing pole and Bohannon said that the new pole cannot exceed the height of the current pole which is about forty feet tall, mounted on rock. The new pole, although taller, will be mounted lower on the mountain and therefore within the regulations. Bohannon said that Cheshire County will discuss with the City of Keene about the possibility of sharing the power cable. Estimate is \$13.00 per month for the electricity bill.

The Board agreed that it is a good goal and gave Bohannon the go ahead to continue his planning and to return with details on the construction costs for review by the Board. Bohannon left at 6:44 p.m.

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

The Board was asked to accept funds as follows, totaling \$4,000.00 as contributions to the Town for use in updating the Police Department's duty weapons:

- Swanzey Police Benevolent Association -- \$1,000
- Theodore Sands -- \$1,000
- Rountree Ford -- \$1,000

- Fenton Family Dealerships -- \$500
- C & S Wholesale Grocers, Inc. -- \$500

Chief DeAngelis passed out to the Board an accounting of the costs for weapons to be acquired (\$9,536.20) and proceeds from the trade-in of existing weapons (\$6,500). The total net cost is \$3,036.20 which will be covered by the donations and the excess funds will be used for accessory equipment for the weapons.

Colby **moved** to accept and expend unanticipated funds in the amount of \$4,000 from the listed donors for use in acquiring new service weapons for the Police Department. The motion was seconded by Davis, and all were in favor. **Motion passed.**

#### **Non-public session(s) per RSA 91-A:31I(a), Personnel Matters**

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:31I(a), Personnel Matters, seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:53 p.m. **Motion passed.** Present were the Board members, Town Administrator Shane O'Keefe, Recording Secretary Bernard and Police Chief DeAngelis.

**Motion** was made 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 7:30 p.m.

**Motion** was made 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.**

Chief DeAngelis left the meeting at 7:31 p.m.

Fire Chief Skantze joined the meeting at 7:32 p.m.

#### **Salary Review for Fire Department**

Chief Skantze passed out a proposed three-year implementation for salary increases for all the Firefighters. He also presented a separate section for part-time employees for which he said he tried to stay within the \$35,000 limit set by the Board. Skantze said he agreed that this three-year implementation will work. The Board agreed that the plan was okay. O'Keefe suggested the plan account for 51 weeks in a year for part-time employees because employees take vacations.

Skantze said that he will be coming to the Board with request to accept a grant (50/50) and expend the funds for forestry equipment.

Skantze said he is working on a one page personnel evaluation for the Fire Department staff covering among other factors, certifications and training goals.

Skantze left the meeting at 7:53 p.m.

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

The Board was asked to accept a contribution of \$2,500 from The Kingsbury Fund for the Ashuelot Rail Trail Phase III survey.

Colby **moved** to accept and expend unanticipated funds in the amount of \$2,500 donated by The Kingsbury Fund for survey expenses on the Ashuelot Rail Trail project. Motion seconded by Davis, and all were in favor. **Motion passed.**

**Accept unanticipated funds per RSA 31:95-b**

The Board was asked to accept cash and checks as follows, totaling \$2,493.85, as contributions to the Whitcomb Hall Non-Restricted fund:

- Kenneth & Maribeth McKinney -- \$50.00
- Peter N. Johnson -- \$200.00
- David & Barbara Bohannon -- \$15.00
- Susan Ashworth -- \$30.00
- Nathan & Jennifer Day (calendar sales) -- \$10.00
- Coleen Birmingham (calendar sales) -- \$10.00
- AJ McCoy (calendar sales) -- 45.00
- Larry Holbrook -- \$60.00
- Cash from calendar sales & raffle -- \$833.85
- Calendar sales at Old Home Day -- \$1,240.00

Davis **moved** to accept the funds as listed 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 Colby and all were in favor. **Motion passed.**

**Engineering contract for Safford Drive booster station**

The Board briefly discussed a previously approved pump station for water service in the Safford Drive construction bid as a bid alternate, which would require allocation and expenditure of tax increment funds for engineering services. O'Keefe informed the Board the Town has since received a proposal for the necessary engineering work in the amount of \$35,000 from Underwood Engineers.

Colby **moved** to accept the proposal from Underwood Engineering for design services related to the Safford Drive booster pump station in the amount of \$35,000, the cost of which will be reimbursed from bond proceeds, and to authorize the Town Administrator to execute any documents necessary to secure the authorized services. The motion was seconded by Davis and all were in favor. **Motion passed.**

**OTHER MATTERS**

**Update on Safford Drive**

O'Keefe informed the Board that Revenue Development Advisory Board members Steve Bittel and Glenn Page and O'Keefe have been designated by the Advisory Board to discuss negotiations with the Cheshire Fair Association and the owner of Clearwater Pool & Spa. O'Keefe said they are targeting December 17, 2013 for coming to the Board with a deal and anticipate going to bid during the winter.

**Capital Improvement Program (CIP) funding**

Carlson questioned the source for funding for the consultant evaluation of Town facilities and a brief discussion followed.

### **Striping Machine in Proposed 2014 Budget**

Carlson asked whether or not the striping machine used for painting crosswalks was in the proposed 2014 budget and a brief discussion occurred with O'Keefe to follow up.

### **Report on membership of the Whitcomb Hall Committee**

Carlson reported that Ann Bedaw, Marion Bedard, and Mark Perry are now on the Committee. Francis Faulkner and Ken Sevene are off the Committee. Carlson suggested putting out Whitcomb Hall calendars for people to buy when they come into to pay their tax bills at Town Hall. The Board agreed.

### **DPW truck to be bid for sale**

Carlson said that Mike Faulkner wants to know when the DPW truck is going out to bid. O'Keefe said it will go out soon.

### **Webber Hill guard rails**

Bernard informed the Board that the Webber Hill guardrails have been put in place.

### **Scheduling of Board meetings**

O'Keefe asked about meeting on December 30<sup>th</sup> in order to handle end-of-year matters if necessary. The Board decided to table this idea for now.

### **Payroll and Leave Policy**

O'Keefe asked the Board to consider the Payroll and Leave policy with a question regarding salaried folks working less than 40 hours per week. A discussion ensued about the flexibility of hours for salaried staff but that abuse of that privilege is not acceptable. Colby said that until it becomes abusive, it should be discretionary.

There was a discussion regarding closing the Town Clerk's Office on Christmas Eve day at mid-day when the rest of the Town is working. It was decided that Town Hall may close at 3:00 p.m. but not earlier. The Board agreed there should be Town Clerk or Assistant Town Clerk working until that time.

### **Preservation Society update**

Colby reported that the Preservation Society has scheduled a "rejuvenation" meeting.

### **Town Administrator's Schedule**

O'Keefe reported he won't be in the office on Thursday, December 5, 2013 and next Monday, December 9, 2013

### **CONSENT AGENDA**

- In house abatement to Robert & Maryann Lindberg of \$250.00 for Veteran Credit
- In house abatement to Michael & Kathryn Wrona of \$250.00 for Veteran Credit

### **CONTINUATION OF MEETING**

**Motion** by Colby to continue the meeting to 10:00 a.m. on Friday, December 6, 2013 at the Police Station at 34 Eaton Road, second by Davis. **Motion passed.** This portion of the meeting ended at 8:26 p.m.

### **RECONVENE**

The meeting begun on December 3, 2013 was reconvened by Chair Nancy L. Carlson at 10:06 a.m. at the

Swanzy Police Station at 34 Eaton Road. Present were Selectmen Nancy L. Carlson and Kenneth P. Colby, Jr. Also present were Town Administrator Shane O'Keefe, Solid Waste Manager Bob Osterhout, Human Services & Resources Coordinator Edna Coates and Recording Secretary Beverly Bernard.

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

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matters, seconded by Carlson. The Selectmen voted unanimously by roll call to go into non-public session at 10:06 p.m. **Motion passed.** Present were the Board members Carlson and Colby, Town Administrator Shane O'Keefe, Recycling Center Manager Bob Osterhout, Human Resources & Services Coordinator Edna Coates and Recording Secretary Bernard.

**Motion** was made by Colby to leave non-public session and return to public session. The motion was seconded by Carlson, with all in favor. **Motion passed.** Non-public session ended at 11:07 a.m.

**Motion** was made by Colby to seal the minutes of the non-public session. The motion was seconded by Carlson. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

**CONSENT AGENDA**

- Raffle permit for Humane Society – December 7, 2013
- Current Use abatement of \$7.00 and issuance of a supplemental warrant for \$1,526.00

**ADJOURNMENT**

**Motion** to adjourn by Colby, second by Carlson. **Motion passed.** Adjournment at 11:10 a.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on December 10, 2013.