

Town of Swanzey, New Hampshire

**Board of Selectmen**

Meeting Agenda – February 4, 2014

Monadnock Regional High School Auditorium, 580 Old Homestead Highway, Swanzey, NH

1. Call to Order – 6:15 PM
2. Consideration of Meeting Minutes
  - Regular meeting(s) of January 27, 2014 & January 28, 2014
  - Nonpublic meeting(s) of January 27, 2014 & January 28, 2014
3. Citizen Concerns
4. Appointments
5. Nominations
6. Confirmations
7. Enforcement
8. Public Hearings
9. Consideration of Old Business
  - Municipal facility needs and site alternatives analysis contract
  - Authorization to make decision before Board of Tax and Land Appeals
10. Consideration of New Business
  - Authorize expenditure(s) over \$1,000 – Carpenter Home
  - Authorize expenditure(s) over \$1,000 – Public Works Department
  - Authorize expenditure(s) over \$1,000 – Whitcomb Hall
11. Other matters
  - Town Meeting Deliberative session – 7:00 PM
12. Consent Agenda
13. Adjournment

**MEMORANDUM**

To: Swanzey Board of Selectmen Date: February 2, 2014  
From: Shane O’Keefe, Town Administrator Revised 2/4/2014  
Subject: Board meeting of February 4, 2014

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Here is information related to items on the agenda for the upcoming meeting.

**OLD BUSINESS**

**Municipal facility needs and site alternatives analysis contract.** This matter was discussed at the previous meeting of the Board. At the 11/26/2013 meeting the Board voted to accept the proposal from Daniel V. Scully Architects of Keene, New Hampshire for the Municipal Facility Needs and Site Alternatives Analysis, and authorized staff to negotiate a contract for subsequent review and approval by the Board. The additional work to address the needs of the Public Works and Recycling facilities added \$15,500 to the previous proposal of \$69,500, for a total cost of \$85,000.

At the previous meeting the Board reviewed a draft contract as well as suggested changes from the Town Attorney. Those changes have been incorporated into the document to the satisfaction of the Town Attorney and the final draft is included in the meeting packet. An original signed by the Architect will be available for the Board to sign at the meeting.

**SUGGESTED MOTION:** *I move to approve and execute a contract with Daniel V. Scully Architects for consultant services to provide a municipal facility needs and site alternatives analysis at a cost of \$85,000, to be paid from the following Capital Reserve and Expendable Trust funds:*

<b>Proposed</b>	<b>Fund (12/31/2013 Balance)</b>
\$ 25,000	Future Fire Station CRF (\$414,372)
\$ 15,000	Recycling Center Improvements CRF (\$85,854)
\$ 10,000	Town Hall Expansion CRF (\$92,997)
\$ 5,000	Emergency Management Facilities and Equipment ETF (\$32,579)
\$ -	Fire Stations and Related Facilities ETF (\$7,324)
\$ 10,000	Police Facilities ETF (\$15,993)
\$ 15,000	Public Works Facilities ETF (\$115,538)
\$ 5,000	Town Hall Repairs, Maint. and Improvements ETF (\$135,962)
\$ -	Emergency Services Complex NRF (\$126)
<b>\$ 85,000</b>	<b>TOTAL</b>

**Authorization to make decision before Board of Tax and Land Appeals.** The Board is asked to decide who should be authorized to make decisions on behalf of the Board in relation to the upcoming hearing before the BTLA. At this time, the Town will be represented by a representative of Vision Governmental Services, Inc., and both Assessing Coordinator and I plan

to attend the hearing. The BTLA Rules of Procedure in the NH Code of Administrative Rules provide as follows:

*Tax 201.07 Appearance and Representation before the Board*

- (d) *The person who attends the hearing or a prehearing conference for a party shall either:*
- (1) *Come with the party's authorization to make all decisions on the appeal, including the authority to settle the case; or*
  - (2) *Ensure that his or her client can be contacted immediately by phone to authorize the agent on specific decisions, including the decision to settle the case.*

The Board should authorize either the Vision representative or me, or one Board member who can be available by phone on the morning of 2/11/2014.

**NEW BUSINESS**

**Authorize expenditure(s) over \$1,000 – Carpenter Home.** The Board is asked to consider an after-the-fact expenditure of over \$1,000 needed to address frozen water pipes at the Carpenter Home. It was necessary to bring in Pinney Plumbing & Heating to replace water pipes from an area exposed to cold temperatures to a heated area within the building at an estimated cost of \$2,318. It is proposed that this be paid from the unrestricted income of the George Whitcomb, Jr. – Carpenter Home Common Trust Fund, which as of 12/31/2013 had a balance of \$21,608..

***SUGGESTED MOTION:*** *I move to accept the proposal from Pinney Plumbing & Heating for repair and installation of water pipe within the Carpenter Home at a cost of \$2,318, and authorize the expenditure of up to \$2,500 from the unrestricted income of the George Whitcomb, Jr. – Carpenter Home Common Trust Fund for this service.*

**Authorize expenditure(s) over \$1,000 – Public Works Department.** The Board is asked to consider an after-the-fact expenditure of over \$1,000 needed to address the emergency repair of the 2004 F550 dump truck, which is used for snow clearing operations. The vehicle repair involved a fuseable link replacement and fuel injection control module, and cost \$1,194.19 at Rountree Ford-Lincoln.

***SUGGESTED MOTION:*** *I move to accept the proposal from Rountree Ford-Lincoln for repair of the 2004 Ford F550 Truck, to authorize the expenditure of up to \$1,200 from the Highway Department Vehicle Repair budget line (#01-4312-1-660) for this service.*

**Authorize expenditure(s) over \$1,000 – Whitcomb Hall.** The Board is asked to consider a request from the Whitcomb Hall Committee to expend \$70,000 to hire contractors to begin improvements to Whitcomb Hall. The Committee proposes to hire Window Master, Inc. at a cost of \$59,720 to repair/replace windows, and J.A. Jubb Co. at a cost of \$9,950 to insulate the building, for a total cost of \$69,670. A detailed discussion of this work, the work proposals and additional information on Whitcomb Hall improvements are included in a memo from Director of Planning & Community Development Sara Carbonneau included in the meeting packet.

Available funds dedicated to Whitcomb Hall improvements total \$85,841 as of 12/31/2013, broken out as follows:

Edna Whitcomb - Whitcomb Hall Common Trust (Income) Fund - \$10,639  
 George Whitcomb, Jr. - Whitcomb Hall Common Trust (Income) Fund - \$10,192  
 Whitcomb Hall Non-Restricted Trust Fund - \$28,537  
 Whitcomb Hall ETF - \$36,473 (plus \$7,500 in 2014 subject to Town Meeting vote)

**SUGGESTED MOTION:** *I move to accept proposals for improvements to Whitcomb Hall as follows: 1) Window Master, Inc. for repair and replacement of windows in the amount of \$59,720; and, 2) J.A. Jubb Co. for insulation work in the amount of \$9,950, and authorize expenditure of up to \$70,000 for this work to be paid from the following accounts:*

<b>Proposed</b>	<b>Fund</b>
\$ 10,000	Edna Whitcomb - Whitcomb Hall Common Trust (Income) Fund
\$ <u>5,000</u>	George Whitcomb, Jr. - Whitcomb Hall Common Trust (Income) Fund
\$ 25,000	Whitcomb Hall Non-Restricted Trust Fund
\$ <u>30,000</u>	Whitcomb Hall ETF
<b>\$ 70,000</b>	<b>TOTAL</b>

The Board may be aware that security or bond is required for any contract of \$35,000 or higher for municipal building repairs per RSA 447:16 as follows:

***447:16 Bond Required.** – Officers, public boards, agents or other persons who contract in behalf of the state or any political subdivision thereof for the construction, repair or rebuilding of public buildings, public highways, bridges or other public works shall if said contract involves an expenditure of \$35,000, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work if no aggregate price is agreed upon, conditioned upon the payment by the contractors and subcontractors for all labor performed or furnished, for all equipment hired, including trucks, for all material used and for fuels, lubricants, power, tools, hardware and supplies purchased by said principal and used in carrying out said contract, and for labor and parts furnished upon the order of said contractor for the repair of equipment used in carrying out said contract.*

**OTHER MATTERS**

**Town Meeting Deliberative session – 7:00 PM.** I will provide to the Board informational binders with all backup information in preparation for the meeting. Please let me know if you would like your copy delivered prior to the meeting.

**CONSENT AGENDA**

- Raffle Permit #2013-03. MRHS Class of 2014 – Raffle of Celtics tickets (8) on 3/4/2014 at the Monadnock Regional High School.

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