

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 4, 2014
Monadnock Regional High School Auditorium, 580 Old Homestead Highway, Swanzey, 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 6:21 p.m. at the Swanzey Town Hall. Also present were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

MINUTES

- Regular meeting of January 27, 2014 – **motion** was made by Colby to accept the regular meeting minutes of January 27, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Regular meeting of January 28, 2014 – **motion** was made by Colby to accept the regular meeting minutes of January 28, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting minutes of January 27, 2014 – Colby **moved** to accept and unseal the non-public meeting minutes of January 27, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public #1 meeting minutes of January 28, 2014 – Colby **moved** to accept the non-public #1 meeting minutes of January 28, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public #2 meeting minutes of January 28, 2014 - Colby **moved** to accept the non-public #2 meeting minutes of January 28, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***

OTHERS PRESENT

Director of Planning and Community Development Sara Carbonneau

OLD BUSINESS

Municipal facility needs and site alternatives analysis contract

The Board discussed the changes incorporated into the final draft of a contract with Daniel V. Scully Architects of Keene, New Hampshire for a Municipal Facility Needs and Site Alternatives Analysis. 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. The changes had been incorporated into the document to the satisfaction of the Town Attorney and the final draft was reviewed.

Colby **moved** to approved 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:

| Proposed | Fund (12/31/2013 Balance) |
|-----------------|--|
| \$ 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) |
| \$ 85,000 | TOTAL |

The motion was seconded by Davis. All were in favor and the *motion passed*.

Authorization to make decision before Board of Tax and Land Appeals (BTLA)

The Board was 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. but only at the newer assessed value, not the older value provided by Vision in the past. O’Keefe informed the Board that both the Assessing Coordinator and he planned to attend the hearing.

Davis suggested that Vision come in to talk to the Board regarding the discrepancy, which was substantial, between the original assessment made by Vision for the properties in question and the most recent assessment. The Board discussed who might be authorized to speak for the Board at the meeting to be held February 11, 2014.

Davis **moved** to authorize the Town Administrator O’Keefe to represent the Town of Swanzey at the New Hampshire Board of Tax and Land Appeals at a meeting to be held on February 11, 2014 and make decisions on behalf of the Board. The motion was seconded by Colby and all were in favor. *Motion passed*.

NEW BUSINESS

Authorize expenditure(s) over \$1,000 – Carpenter Home

The Board was 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 was proposed that this be paid from the unrestricted income of the George Whitcomb, Jr. – Carpenter Home Common Trust Fund, which as of December 31, 2013 had a balance of \$21,608.

Colby **moved** 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. The motion was seconded by Davis and all were in favor. *Motion passed*.

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

The Board was 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 fuse-able link replacement and fuel injection control module, and cost \$1,194.19 at Rountree Ford-Lincoln.

Colby **moved** 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. The motion was seconded by Davis and all were in favor. **Motion passed.**

Authorize expenditure(s) over \$1,000 –Whitcomb Hall

The Board was 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 proposed 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 from Director of Planning & Community Development Sara Carbonneau was reviewed.

Available funds dedicated to Whitcomb Hall improvements total \$85,841 as of December 31, 2013, were 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)

Davis **moved** 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:

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

The motion was seconded by Colby and all were in favor. **Motion passed.**

There was a discussion regarding the windows being done on separate floors in order to save money. It was noted by Carbonneau that the proposal for Window Master was lower because they are ready to work right away. The plywood for the windows can be used multiple times, saving the cost of doing all the windows at the same time. Carbonneau noted that all of the work is done from the inside and that it will cost less if the Department of Public Works (DPW) does some of the work.

CONSENT AGENDA

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

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

ADJOURNMENT

Motion to adjourn was made by Davis, second by Colby. **Motion passed.** Adjournment at 6:39 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on February 11, 2014.