

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – February 11, 2014
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, NH

CALL TO ORDER

Present were Selectmen Nancy L. Carlson and Kenneth P. Colby, Jr. The meeting was called to order by Chair Nancy L. Carlson at 6:00 p.m. at the Swanzev Town Hall. Also present was Town Administrator Shane O'Keefe. Deborah J. Davis arrived at 6:10 p.m.

OTHERS PRESENT: Director of Planning and Community Development Sara Carbonneau, Bookkeeper Theresa Lounder, Trustee of Trust Funds Richard Scaramelli, Planning Board Chair Glenn Page, Sandi Page, Bill & Ruth Snyder, Charlie Dunham, Butch Morrison, and Director of Public Works Lee Dunham.

MINUTES

- Regular meeting of February 4, 2014 – **motion** was made by Colby to accept the regular meeting minutes of February 4, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***

- Regular meeting of February 10, 2014 – **motion** was made by Colby to accept the regular meeting minutes of February 10, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***

Unseal Non-Public Minutes

There was a **motion** by Colby to unseal the minutes of a number of non-public sessions that took place the early part of the second quarter of 2013:

- April 16, 2013 #2 - April 19, 2013 #1 and #3
- April 23, 2013 #1 - April 30, 2013 #1 and #2

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

NEW BUSINESS

Recognition of Outstanding Volunteers

Chair Nancy Carlson read the dedication for the Town's Annual Report recognizing three outstanding contributors to the Town. She read, "Communities (especially small communities) rely on volunteers. Volunteers help keep your rivers and lakes clean; they help protect cherished buildings; and they help pave the path to the town's future. The 2013 Swanzev Annual Report recognizes three of the town's outstanding volunteers. Thank you for all that you do!" and personally thanked the three following individuals:

Glenn Page - Glenn has been actively involved in Swanzev's town government for over 33 years. Serving (often as Chair) on the Sewer Commission, Planning Board, Swanzev Revenue Development Advisory Board, and countless other advisory committees over the years, Glenn has always been willing to "step up to the plate" and serve his community.

Richard Scaramelli - Considered by many to be Swanzev's resident historian, Richard has put in countless hours chronicling and championing Swanzev's vibrant history. In addition to tasks such as documenting the history of Whitcomb Hall (for its successful inclusion on the State's

Historic Register), Richard also serves as a Trustee of Trust Funds (ensuring that the monies held by the Town are used for the purpose intended by the voters).

Stephen Stepenuck - You may see Steve during the summer collecting water samples from the Town's lakes and rivers, you may encounter him clearing trails on Mount Cresson, or you may see him meeting with State officials discussing the best location for a canoe launch. As a long-time member of the Swanzey Conservation Commission and the Ashuelot River Local Advisory Committee, Steve has been active in protecting Swanzey's natural resources and ensuring that these treasures are available to all.

Brown Field Committee Chair Thomas Little arrived at 6:10 p.m.

Carbonneau, Louder, Bill & Ruth Snyder, Stepenuck, Sandi & Glenn Page, and Scaramelli left the meeting at 6:12 p.m.

Director of Recreation Judy Bohannon, Stephen Pelkey representing the AtlasPyro Vision/Cheshire Fair Association, and Mike Koski joined the meeting at 6:12 p.m.

Brown Field operations, maintenance and expenses

Chairman of the Brown Field Committee, Tom Little, met with the Board to discuss possible reallocation of expenses and responsibilities for the ball fields at Brown Field. He noted that the electric bill goes to the Town of Swanzey at Little's address. The charge to teams is \$50.00 night, which is allocated \$25.00 for lights and \$25.00 for pre-game preparations. They receive \$50.00 from the concessionaire on the site so that they just about break even on costs. A discussion was held regarding charges that could be applied to the League using the field, which is from the City of Keene. The discussion included reference to working with Public Service of New Hampshire (PSNH) for replacement of lights where savings could be obtained by using less energy-intensive bulbs. It was noted that last year the cost was \$1,870 for lighting the field for approximately 14 weeks of League play at 4-5 nights per week. It was also mentioned that the major cost is associated with actually powering up the lights, which are Town-owned, and he mentioned that new bulbs would be needed soon. Little estimated that electric costs are running approximately \$400 to \$500 per month at the field. It was decided that the Town should work on this project for implementation in year 2015. The last date the field is used in summer is the third week in August.

The Board members expressed an interest in ensuring that all Town recreational facilities used by other organizations be brought under one umbrella system of approvals, similar to the agreement with the Cal Ripken League at Lane Fields on South Road. The Board appointed a committee consisting of Recreation Director Judy Bohannon, Director of Public Works Lee Dunham, Tom Little, and Francis Faulkner to work together with PSNH to come up with a plan for managing expenses associated with Brown Field operations. The committee will report to the Board of Selectmen September 16, 2014 on the plan that they have come up with.

Fire Chief Norm Skantze arrived at 6:30 p.m.

O'Keefe noted that he had been notified that the New Hampshire Department of Health had dropped in to Town Hall to inform the Town that State permits would be needed for food service facilities at the ball fields. There was discussion about applicability of the regulations and who should be responsible for this effort.

Judy Bohannon, Little, Charlie Dunham, Morrison, and Koski left the meeting at 6:43 p.m.

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

The Board was asked to consider an expenditure of over \$1,000 needed to address the repair to the sander mounted on Truck #4 caused by a rear-end accident during ice conditions. The cost of repair parts from Donovan Equipment came to \$3,420.70. As the Town received an insurance claim payment of \$2,940.70, the net cost will be \$480.00. Dunham mentioned that it is necessary to go to a specific dealer for the parts, and stated that the Department staff will handle the installation.

Colby **moved** to authorize the expenditure of up to \$3,450 from the Highway Department Vehicle Repair budget line (#01-4312-1-660) for parts for repair of Highway Department Truck #4 from Donovan Equipment, and to apply insurance payments related to damage to the vehicle to this budget line. The motion was seconded by Davis and all were in favor. **Motion passed.**

Chip Seal Proposal

Public Works Director Lee Dunham said he received a proposal from All-States Asphalt of \$88,803 for chip sealing for the coming summer, which is the same amount as last year. He also said that he was deferring choosing roads for the 2014 paving plan until it is clear what the impact of this difficult winter is on the roads.

Davis **moved** to accept the proposal from All-States Asphalt for chip sealing at a price of \$88,803 and there was a second from Colby. All were in favor. **Motion passed.**

Paul and Kathy Belliveau and Stephanie Boucher joined the meeting at 6:40 p.m.

Update on Wilson Pond

Dunham updated the Board on the status of the Wilson Pond outflow situation. He said he met with Ed Mattern of the City of Keene and learned there is a beaver dam to the west side of the airport runway that is causing drainage problems.

Dunham left the meeting at 6:52 p.m.

OLD BUSINESS

Fire Department Special Duty Pay Rates

Fire Chief Skantzze recalled with the Board the special duty rates which were approved back on April 3, 2012. While there were personnel rates established, there were no detail rates for Department vehicles or equipment. The following Special Duty Pay Rates were recommended at this time by Chief Skantzze:

Personnel	Personnel Pay Rate	Detail Pay rate	Detail Charge
Chief Officer	21.00	31.50	\$38.00
Fire Inspector/EMS Coordinator	17.00	25.50	\$31.00
Fire Officer	16.00	24.00	\$29.00
Cert.Firefighter/Registered EMT	15.00	22.50	\$27.00

The Personnel Pay Rates are based upon the 3-year Fire Department personnel pay scales authorized by the Board on 12/3/2013, and the Detail Pay Rate is 1.5 times that amount. The Detail Charge is figured as follows:

	Fire Inspector /			
	Chief Officer	EMS Coordinator	Fire Officer	Firefighter / EMT
Officer Rate (proposed 2014)	31.50	25.50	24.00	22.50
Social Security (6.2%)	1.95	1.58	1.49	1.40
Medicare (1.45%)	0.46	0.37	0.35	0.33
Work Comp (\$6.76*.91 per \$100 PR) *	1.94	1.57	1.48	1.38
Subtotal (without Administrative costs)	\$ 35.85	\$29.02	\$27.31	\$25.61
Administrative Costs (5.0%)	1.79	1.45	1.37	1.28
Total Billable Rate (rounded up to next \$)	\$ 38.00	\$ 31.00	\$ 29.00	\$ 27.00

NOTES: * Workers' Compensation rate and modifier changes each year.

The W/C rate listed is what the Town is paying as of 1/01/14, subject to change on 7/01/14.

Skantze also proposed the following Special Detail Vehicle Rates:

Vehicle	Hourly Rate
Engine:	\$75.00
Tanker	\$75.00
Ladder Truck:	\$75.00
Rescue Vehicle:	\$50.00
Forestry Vehicle:	\$25.00
Command or EMS Vehicle:	\$25.00
OHRV Ranger:	\$25.00
Boat:	\$25.00

Colby **moved** to approve new Special Duty Detail Pay Rates, Special Duty Detail Charges and Special Duty Vehicle Rates as presented, which shall take effect immediately. Davis seconded the motion and all were in favor. **Motion passed.**

Jori Johnson of the Cheshire Fair Association joined the meeting at 6:55 p.m.

Event Permits #2014-01 & 2014-02 – Cheshire Fair Association/Atlas PyroVision Productions

Town Administrator O’Keefe reviewed with the Board the information provided in the meeting packet. He noted this was discussed at the January 28, 2014 meeting and the applicants were requested to attend the current meeting to address concerns expressed by neighbors. The Board was being asked to consider new large-scale fireworks events scheduled for the Cheshire Fairgrounds on August 16, 2014 (rain date August 17, 2014) and October 11, 2014 (rain date November 12, 2014).

A discussion occurred regarding calculation of rates. A consolidated permit fee of \$270 (instead of \$270 for each event) was recommended by O’Keefe due to both events being presented and reviewed at the

same time by Town staff. Skantze said that discussions with the producers of the event include staffing Center Station during the event.

Jori Johnson explained how parking would be handled at the events and noted that there have been fireworks at the Cheshire Fairgrounds in the past.

Steve Pelkey from Atlas PyroVision Productions said that having the events at the Fairgrounds is advantageous due to fencing already in place which assists with security. Pelkey said they have a track record for these events, doing about 800 events per year. He went on to say that they anticipate a maximum of 18,000 spectators at the event and with any more than that safety becomes a safety issue. Pelkey said that ticket sales will be on-line and in advance, and only ticket holders will be admitted into the facility. When asked about fireworks that were formerly held in Jaffrey, New Hampshire, he said that fireworks event drew 38,000 spectators and that was too many. Tickets are planned to go for sale on-line May 1, 2014 and closed on August 1, 2014. All bus parking will be on site and there are no plans for satellite busing. As far as car entries are concerned, there will be one vehicle pass per eight (8) tickets. The plan is to open for spectators at 3:00 p.m. with fireworks beginning at 9:00 p.m. and ending at 9:35 p.m. for the first event.

Cheshire Fairgrounds neighbors Paul and Kathy Belliveau and Stephanie Boucher said they were concerned about parking on Mt. Huggins Road, the street on which they live. They suggested that "No Parking" signs should be posted on James Road, Mt. Huggins Road, Suburban Acres and Page Court during the events. The neighbors expressed concern about ingress and egress on side roads during the beginning and end of the events due to excessive traffic. The response was that the expectation is for a maximum of 1,400 cars and that they expect to empty the site in 40 to 45 minutes at the end of the event. Also stated was that there should be no lines waiting to enter the event as there were limited parking tickets being sold. The neighbors expressed a concern that emergency vehicles would be able to reach their street should an emergency occur. Chief Skantze assured the neighbors that emergency vehicles would be able to reach any home in the area. It was noted that between 10 and 20 "Rogers Rangers" are scheduled to be on site.

A discussion was held about the opportunity for community organizations to use the event for fund-raising. It was noted that the event will be alcohol-free and the goal is to create a pleasant experience.

Davis **moved** to authorize issuance of Event Permits #2014-01 and #2014-02 to the Cheshire Fair Association for fireworks-related events on 8/16/2014 and 10/11/2014 (subject to rain dates) with the following conditions: 1) that the application fee of \$270.00 (covering both events) shall be paid to the Town with 10 days and prior to issuance of the permits; 2) compliance with all requirements of Town emergency response personnel; 3) that the property owner/sponsor shall be responsible for all costs of emergency response personnel at special duty rates and equipment as determined by the Town, with 50% of estimated associated costs prepaid to the Town no less than 10 days before the event and the balance paid within 30 days after the event; and 4) that the Town reserves the right to amend the estimated costs for emergency response personnel and equipment at any time prior to either event based on any changing circumstances of the events. The motion was seconded by Colby and all were in favor. ***Motion passed.***

Pelkey and Johnson left the meeting at 7:45 p.m.

Roundabout at NH Route 12/Lake Street/Swanzey Factory Road

This matter was briefly discussed at the December 30, 2013 meeting and it was hoped that the State would commence construction of this project this year. On January 31, 2014 the Town received information from New Hampshire Department of Transportation (NHDOT) that it will not go out to bid until January 2015. The Board discussed the new schedule and requirements for maintaining the intersection until 2015.

Event Permit 2014-04 (Cheshire Fairgrounds)

Paul and Kathy Belliveau and Stephanie Boucher expressed concerns about the event permit for go-cart racing at the Cheshire Fairgrounds on May 24, 2014, which is subject to review on the consent agenda. They mentioned that a proposal for vehicle racing at the Fairgrounds submitted by the applicant had been turned down by the Town of Swanzey Zoning Board of Adjustment (ZBA). Addressing those concerns, Chief Skantze said that the Fire Department reviews all events planned for the fairgrounds and makes recommendations based on that review. The Board wants to hear back on the ZBA decision mentioned and will hold off on approval of this permit until such time.

Paul and Kathy Belliveau and Stephanie Boucher left the meeting at 8:10 p.m.

Time off for O'Keefe

O'Keefe reminded the Board that we would be out of the office on Wednesday, February 12, 2014 through Friday, February 14, 2014.

Correspondence

There was a brief discussion regarding correspondence from resident Bryan Rudgers.

Town Treasurer

There was a brief discussion regarding managing a replacement for the Town Treasurer should he be elected to the Board of Selectmen. This should be discussed further soon.

Citizen Concern

A brief discussion was held regarding a recent complaint by Susan Karalekas to the Whitcomb Hall Committee regarding the level of sound created by the bell at Whitcomb Hall. It was noted that the Committee is prepared to respond to Karalekas.

Payment arrangement – Nicole Joslyn, 556 Swanzey Lake RD (Map 61, Lot 02-0011)

The Board was asked to consider a payment plan of \$200 per month for this property owner for delinquent taxes (2013 tax deed amount is approximately \$3,900). It was agreed that at this rate it did not appear that the property owner would be able to catch up on the tax obligation.

Davis **moved** to authorize the Town Administrator to enter into a payment arrangement with the property owner of 556 Swanzey Lake Road requiring no less than \$400 per month be paid to the Town beginning February 25, 2014, and continuing until such time as all taxes due are paid in full. The motion was seconded by Colby and all were in favor. **Motion passed.**

OTHER MATTERS

Tax Sales

There was a brief discussion about the status of sale of properties taken for nonpayment of taxes. O'Keefe was asked to ensure that this proceeded quickly to resolution.

Recap February 4, 2014 Deliberative Session

The Board briefly discussed the February 4, 2014 Deliberative Session and whether changes should be considered for future such meetings. The primary matter of discussion was the proposed Noise Ordinance.

BTLA Hearing

O'Keefe updated the Board on the Board of Tax and Land Appeals hearing that had taken place earlier in the day. It was noted that two of the appeals were settled and that one appeal went forward to hearing before the BLTA.

Investment Policy

O'Keefe mentioned that the Board normally readopts the Investment Policy each year at this time in conformance with statute. He mentioned that with the likelihood of a new Treasurer coming on board in March or soon thereafter, the Board may wish to hold off on this. After some discussion it was agreed to place the readoption of the Investment Policy on the agenda for the next meeting.

Facebook pages for Town Committees

O'Keefe read to the Board comments from the Town's information technology consultant indicating that using a Town email address is a matter of control and ownership of the account. As Facebook uses the email address for the account as the account owner information, you need access to the email account associated with the account to be able to do anything to regain control or close the account should there be a problem with the account. It was noted that there would be a meeting of the Open Space Committee on the following night and this could be raised at that time. There was a brief discussion on whether there was a significant effort required to maintain a Facebook account for Town activities.

Business Operations Assessment

Following up on the discussion from the January 7, 2014 Board meeting on the matter of Business Operations Assessments being offered for free from the New Hampshire Municipal Association, O'Keefe noted that he had spoken to Treasurer Bill Hutwelker on this and he is supportive. The Board was in agreement with O'Keefe's suggestion to move forward with this effort.

Update on Town Hall Computer project

O'Keefe noted that delivery and Installation of new computers will occur next week February 19, 2014.

CIP Committee

Noting the next meeting of the Capital Improvement Program Committee is scheduled for next Wednesday afternoon, Davis mentioned that this would not work for her schedule and asked that future meetings be held on Mondays. O'Keefe said that he would see to this with the CIP Committee Chair David Osgood. O'Keefe noted that the kick-off meeting on the Municipal facility needs & site alternatives analysis is planned for February 19, 2014 at the offices of the architect – Daniel V, Scully Architects in Keene.

CONSENT AGENDA

Motion was made by Davis to approve the Consent Agenda with the exception of Event Permit #2014-04, citing that the ZBA has denied an application for racing at this facility, and authorizing the chair to sign where necessary. Second was made by Colby. All were in favor. **Motion passed.**

- Raffle Permit #2014-01. Cheshire Figure Skating Club – cash Calendar with daily drawings from 2/1/2014 through 2/28/2014 the Cheshire Fairgrounds.
- Event Permit #2014-03. Fast Friends Greyhound Rescue – Road race (4.5 miles) on 3/22/2014 on Town and State roads. Note: No Police or Fire Department requirements.
- Event Permit #2014-05. Monadnock School Cross Country – Road race (10 Km) on 5/3/2014 on Town and State roads. Note: No Police or Fire Department requirements.
- Yield Tax Levy – \$6,187.33
 - Certification of Yield taxes Assessed and Yield Tax Levy, Map 50, Lot(s) 3 & 4 – \$2,230.86
 - Certification of Yield Taxes Assessed and Yield Tax Levy, Map 90, Lot(3) 3 & 4, Map 91, Lot(s) 3 – \$2,936.64
 - Certification of Yield Taxes Assessed and Yield Tax Levy, Map 22, Lot(s) 6-2 – \$792.54
 - Certification of Yield Taxes Assessed and Yield Tax Levy, Map 4. Lot(s) 12, Map 5, Lot(s) 3 & 4 – \$227.29
- Yield Tax Levy and Certification of Yield Taxes Assessed and Yield Tax Levy, Map 15, Lot(s) 6 & 17 – \$1,468.17
- Yield Tax Levy and Certification of Yield Taxes Assessed and Yield Tax Levy, Map 15, Lot(s) 7 – \$1,969.53
- Water Pollution Control Revolving Loan Fund Loan Agreement (per 2012 Town Meeting Article 2)
- Personnel Action Report(s)

ADJOURNMENT

Motion to adjourn was made by Colby, second by Davis. **Motion passed.** Adjournment at 8:55 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on February 18, 2014.