

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 20, 2014
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, Deborah J. Davis and Kenneth P. Colby, Jr. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 6:05 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Chief of Police Tom DeAngelis, Capital Improvements Program Committee Chair Dave Osgood, Mary Delisle.

MINUTES

- Regular meeting of May 13, 2014 – **motion** was made by Hutwelker to accept the regular meeting minutes of May 13, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of May 13, 2014 – **motion** by Davis to accept the non-public #1 meeting minutes of May 13, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-Public meeting #2 of May 13, 2014 – **motion** by Davis to accept the non-public #2 meeting minutes of May 13, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Regular Meeting minutes of May 16, 2014– **motion** by Davis, second by Hutwelker, with change to Expenditures Report to reflect that the numbers are provided through end of April, 2014. All were in favor and ***motion passed.***

NEW BUSINESS

Non-public session(s) per RSA 91-A:3II(c), Reputation – Waiver of interest on Welfare Assistance Lien

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) , Reputation – Waiver of interest on Welfare Assistance Lien. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:11 p.m. ***Motion passed.*** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O’Keefe, Recording Secretary Beverly Bernard and Mary Delisle.

Motion was made by Hutwelker 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 6:20 p.m.

Motion was made by Hutwelker 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.***

OLD BUSINESS

Financial options for police vehicle acquisition

Chief DeAngelis met with the Board to discuss options for acquiring and financing the two cruisers approved for lease/purchase by the voters this year in Article 4.

Variables discussed included whether to trade in one or two vehicles, and whether to finance the outfitting of the vehicles or expend existing funds in order to reduce the amount to be financed. DeAngelis handed out a document showing multiple options for outfitting the vehicles. Discussion occurred regarding the trade-in vehicles, a 2008 Ford and a 2003 Dodge, and whether or not to trade in both cars. DeAngelis said he preferred option 4 which included trading in both vehicles and financing both new vehicles & outfitting them. The Board agreed that the best option is to trade in both older vehicles and finance the lease/purchase of a 2014 vehicle and 2015 vehicle and the outfitting of them. DeAngelis will return to the Board soon for finalization of acquisition details and documents.

Police special detail rates

Chief DeAngelis then went on to discuss with the Board the cruiser detail rate. He asked the Board to consider whether to raise the cruiser expense portion of the special detail rate at this time another \$2.50 to \$15.00 per hour. It was raised by this same amount in June 2013. Hutwelker asked what would be the reason not to do it. DeAngelis said that it was agreed last year that it would be more palatable to split up the raise in cost over years' time. A discussion ensued regarding the relative price of using Swanzey Police Detail versus other agencies which provide a similar service for events. DeAngelis said he felt the price for a Swanzey Police Detail is relatively lower than the City of Keene Police Department. With the raise, the Swanzey rate will still be lower. DeAngelis also noted that the price being asked by Swanzey Police is not close to the New Hampshire State Police price which is closer to \$90.00 per hour. Increasing the cruiser portion of the detail rate would increase the billable rate to \$67.75 per hour for an Officer with Cruiser. DeAngelis did mention a concern that a raise for his highest paid officer next year might impact the detail cost. DeAngelis left the meeting at 6:40 p.m.

Motion made by Hutwelker with a second by Davis to increase the cruiser expense portion of the detail service rate by \$2.50 to \$15.00 per hour. All were in favor and ***motion passed.***

Update on Capital Improvement Program Committee (CIP)

CIP Chair David Osgood joined the meeting at 6:40 p.m. He updated the Board on the status and progress of the Committee with the municipal facilities needs and site alternatives assessment. He noted that the Committee is a hard-working group and he is pleased with the progress made thus far.

Osgood said the CIP has met four times in the past month or so. The last meeting was with Scully Architects who suggested that the Committee slow down a bit. He began his review with the Board by discussing the recommendation of the group that the Recycling Center and the Department of Public Works be planned together. Scully is going to look at the Pine Street property adjacent to the DPW garage and another town owned property to propose a design for the site. Scully will also look at the Homestead Woolen Mill for potential use as Town Hall and Police Department site. Davis mentioned that the Swanzey Police Department does take many calls from the West Swanzey area. Osgood went on to say that the Committee asked Scully and subconsultant Dave Bergeron to look at opportunities for the Center Fire Station that are within a mile of the present location of Town Hall, since it is felt by the Fire Department personnel and by call mapping that the current station is the best location for a central fire station. Osgood noted that the nearby Hanrahan property is for sale and it is 3 acres which is a

recommended size for the Fire Station. The Monadnock School District owns the property behind the Hanrahan lot. Davis said that the discussion was about putting both Town Hall and the Fire Station on the property if a portion of the school district property was made available to increase the acreage slightly. A general discussion was held about the amount of land needed for a Fire Station and Davis said expanding the existing Town Hall property would be necessary for a Fire Station on the present site.

Osgood said the CIP committee would like the Selectmen to approach the School District about any land or buildings that they might be willing to sell to the Town given the need of the Town to move the Center Fire Station out of the current building.

There was some discussion about rehabilitating Town Hall for the police station. Osgood said he doesn't know how well the townspeople will take to the demolition of Town Hall. Colby suggested that with the Fire Station out of Town Hall, the building could be useful as a Town Hall by itself. Town Hall and the Fire station are number 1 items to address. Davis said most townspeople would be comfortable with the least amount of change in location for these buildings.

A general discussion occurred regarding the Homestead Woolen Mill, with Osgood saying that he did not think that property was suitable to address the needs of the Town. Davis mentioned that any development of the West Swanzey area is dependent on a guaranteed water supply and she has reservations about the ability of the West Swanzey Water Company to provide enough water to service development in the area. Osgood said he thought the Town could not get a good return on the investment that would be needed, but Hutwelker pointed out that the North Swanzey Water and Sewer Precinct has a positive cash flow. Discussion followed regarding the lack of information about the infrastructure of the water system and Osgood said there is technology to determine the size and status of pipes in the ground.

A general discussion occurred about approaching the Monadnock Regional School District to discuss the Town's land needs and how the District might be able to help in the effort to address those needs. The Board agreed to call a special meeting of the Board if all parties concerned were available to meet. Hutwelker agreed to contact interested parties for availability. Osgood left at 7:32 p.m.

Utility Reappraisal Contract – George E. Sansoucy, P.E., LLC.

O'Keefe reported that the NH Department of Revenue Administration (DRA) has approved the format of the proposed contract with Sansoucy for utility revaluation.

Hutwelker **moved** to accept the proposal for utility property reassessment services from George E. Sansoucy, P.E., LLC in the amount of \$9,000 per year for 5 years, subject to a non-appropriation clause, to be paid from the Reappraisal Revaluations and Updates Expendable Trust and the Assessor's Compensation budget line (Acct. #01-4152-1-312), and to execute the contract for these services. Second by Davis and all were in favor. **Motion passed.**

NEW BUSINESS

Non-public session #2 per RSA 91-A:3II(c), Reputation - Application(s) for Elderly Exemption

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) , Reputation – Application(s) for Elderly Exemption . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:39 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W.

William Hutwelker, III, Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

Motion was made by Hutwelker 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 7:51 p.m.

Motion was made by Hutwelker 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.**

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). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:58 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

Motion was made by Hutwelker 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 8:02 p.m.

Motion was made by Hutwelker 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.**

Town of Troy v. Monadnock Regional School District case

A brief discussion was held on this matter and the Board agreed to take no action.

Discuss summer meeting schedule

O'Keefe presented his summer vacation schedule and proposed summer Board meeting schedules for the Board to consider. Davis said that in the past they have met every other week during the summer. The Board agreed to not meet on July 22, 2014 and to review meeting dates for August at a later date.

Memorial Day Parade

O'Keefe reported that Jim Devine from the Veterans of Foreign Wars (VFW) is considering the Cutler School for an alternate location for the Memorial Day event in case of inclement weather. He told O'Keefe that because of School District usage requirements he needs an insurance certificate. However, the Board agreed that since the Memorial Day event is not a Town event, the Town cannot extend its insurance to the VFW.

Sale of tax deed properties

O'Keefe informed the Board that the advertising for bidding on the properties is out this week. View date is tentatively, June 12, 2014, and bids due June 17, 2014.

Dollar General Update

O'Keefe informed the Board that the Certificate of Occupancy (C.O.) has not been issued because the West Swanzey Water Company has not provided a water supply valve which is required in the plan for the building.

Letter from Inn-Keeper Susan Karalekas regarding Whitcomb Hall Chimes

O'Keefe informed the Board that the Inn-keeper has written a letter regarding her concern about the sound of the Whitcomb Hall bells and how it impacts her Bed and Breakfast Inn nearby. As he just received the letter he will provide it to the Board at the next meeting

School Budget Committee Vacancies

O'Keefe informed the Board that there are two Swanzey vacancies on the budget committee and there is a specific process to fill it. Davis said that the Town is not obligated to recommend someone. O'Keefe said he believes that if there are two vacancies, the Board needs to recommend a candidate. A letter will be forthcoming on the vacancies for the Board to consider.

CONSENT AGENDA

Motion was made by Hutwelker to approve the Consent Agenda and authorizing the chair to sign where necessary. Second was made by Davis. Charges will be based on actual services provided not the amounts projected. All were in favor. ***Motion passed.***

- Property Tax Levy – \$7,572,234
- Notice of Intent to Cut Wood or Timber. Michael D. Paine, Map 87, Lot(s) 5-1
- Notice of Intent to Cut Wood or Timber. Troy Hill Holdings, Map 4, Lot(s) 9; Map 6, Lot(s) 2, 3, & 4; Map 7, Lot(s) 1, 2, 3, & 4; Map 10, Lot(s) 5, 6, 7, 8, 9; Map 11, Lot(s) 5, 12, 13 & 15.
- Event Permit #2014-12. Altitude North Productions – BBQ festival, fireworks & beer festival on 5/30/2014 to 6/1/2014 at the Cheshire Fairgrounds. Note: Police & Fire Department requirements – see permit form attachment for details. Charges will be based on actual services provided not the amounts projected. Permit will not be issued until the fee come in.
- Personnel Action Report(s).

ADJOURNMENT

Motion to adjourn was made by Davis, second by Hutwelker. All were in favor. ***Motion passed.***
Adjournment occurred at 8:17 p.m.

The Chairman immediately re-opened the Selectmen's meeting at 8:19 p.m. with a ***motion*** by Davis, second by Hutwelker. All were in favor and the ***motion passed.*** Present were Selectmen W. William Hutwelker III, Deborah J. Davis and Kenneth P. Colby, Jr. Also present was Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

Non-public session(s) per RSA 91-A:3II(c), Reputation - Application(s) for Elderly Exemption and Legal matters RSA 91-A:3II(e) Pending Claims of Litigation

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) , Reputation – Application(s) for Elderly Exemption and RSA 91-A:3II(e) Pending Claims of Litigation. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:23 p.m. ***Motion passed.*** Present were the Board members Kenneth P.

Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard.

Motion was made by Davis to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. **Motion passed.** Non-public session ended at 8:29 p.m.

Motion was made by Hutwelker 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.**

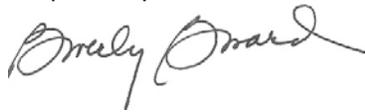
West Swanzey Park Status

Davis asked about the schedule for developing the West Swanzey Park now that spring has arrived. It was noted that the Board is waiting for design completion by the park committee, Jeff Goller and Bud Windsor. O'Keefe said he would speak to Goller and Windsor to come forward with plans and costs.

ADJOURNMENT

Motion to adjourn was made by Davis, second by Hutwelker. All were in favor. **Motion passed.** Adjournment occurred at 8:32 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on June 3, 2014

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #3 – May 20, 2014

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). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:58 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O’Keefe and Recording Secretary Bernard.

The Board considered the hiring of employees for the Recreation Department based on the recommendation of Chair of the Recreation Committee Judy Bohannon and for the Carpenter Home.

Motion to approve the conditional offer of probationary employment to Annie Crotto as a Recreation Department Gate-Keeper at \$8.00 per hour and Kylee Russell as Recreation Department Water Safety Instructor and Life Guard at \$8.00 per hour was made by Davis, second by Hutwelker, and all were in favor. **Motion passed.**

Motion to approve the conditional offer of probationary employment to Laura Guyette at \$10.00 per hour as Caregiver One and Felicia Tarr as Caregiver Two at \$10.25 per hour was made by Davis and seconded by Hutwelker. All were in favor and the **motion passed.**

O’Keefe described Personnel Action Reports (PAR)s for new hires and stated that existing employee Josh Whipple is coming off Probationary status.

The Board signed the PARs, and O’Keefe was authorized to sign the conditional offers of probationary employment.

Motion was made by Hutwelker 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 8:02 p.m.

Motion was made by Hutwelker 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.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 27, 2014

These Minutes unsealed by the Board of Selectmen on March 10, 2015.