

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – May 27, 2014
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, 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 Swanzev Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Chief of Police Tom DeAngelis. At 6:15 p.m. the following individuals entered the meeting: Director of Planning and Community Development Sara Carbonneau, Director of Department of Public Works Lee Dunham, North Swanzev Fire and Water Precinct representatives Bryan Rudgers and Sylvester Karasinski, Maria Gavin and Mike Chelstowski representing the Monadnock Interact Club, Project Manager Ronald Grandmaison, P.E., Consultant John Burelli, and Matt Powers representing the State of New Hampshire Department of Transportation.

MINUTES

- Regular meeting of May 20, 2014 – **motion** was made by Hutwelker to defer the regular meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of May 20, 2014 – **motion** by Hutwelker to accept the non-public #1 meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed. Repeat below***
- Non-Public meeting #2 of May 20, 2014 – **motion** by Hutwelker to accept the non-public #2 meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #3 of May 20, 2014 – **motion** by Hutwelker to accept the non-public #3 meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #4 of May 20, 2014 – **motion** by Hutwelker to accept the non-public #4 meeting minutes of May 20, 2014. The motion was seconded by Davis and all were in favor. ***Motion passed.***

NEW BUSINESS

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matters. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 6:06 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 Police Chief Tom DeAngelis.

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 5:13 p.m.

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

OLD BUSINESS

Woolen Mill Site for use as Police Department Training

Chief of Police DeAngelis spoke about using the Homestead Woolen Mill for multi-jurisdictional law enforcement training. The Brown family, which owns the building, is asking for indemnity regarding possible injuries and to clean the place up after the training is completed. Board authorized O'Keefe and DeAngelis to write the letter of indemnification.

Motion was made by Davis to authorize the Town Administrator and the Chief of Police to compose a letter of indemnification for the Brown family. The motion was seconded by Hutwelker, and all were in favor without further discussion. ***Motion passed.***

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

New Hampshire Department of Transportation (NHDOT) Project Manager Ronald Grandmaison, P.E., met with the Board to discuss the roundabout proposed for construction in 2015 at the intersection of NH Route 12, Lake Street and Swanzey Factory Road. In addition to Grandmaison, John Burelli and Matt Powers from NHDOT joined the meeting at 6:20 p.m.

Grandmaison led the discussion and passed out to the Board a landscaping plan for the roundabout. Currently the State is working on acquiring right-of-way and easements for traffic control at the site. He said that the intent of a roundabout is to slow traffic down at the intersection which has proven to be accident prone in the past. A larger truck apron is planned which will be a different color. The roundabout is planned to be 130 feet in diameter. There are no design exceptions and the center island will be landscaped with low maintenance plants. January 2015 is the date that the project is expected to be advertised and early July is probable construction date.

At 6:25 p.m. Rudgers, Karasinski and Dunham were invited to join in the discussion.

A discussion ensued regarding the street lights. 50 watt lights will be replaced with 250 watt lights and the flashing yellow beacon will be removed. The expectation is that the difference in maintenance costs to the Town for the lights will be minimal.

Matt Powers spoke about the water line. The proposed location has some issues. He said he would work with Karasinski to come up with another path for the water line. Powers had some alternatives for the North Swanzey Water and Fire Precinct to consider, but it would be up to Karasinski eventually. The existing pipe is asbestos cement pipe and may be buried in-place but it makes more sense to remove the old pipe from the ground. Grandmaison didn't know what the cost would be. He said that funding for the construction of the roundabout is 90 % from federal funds and 10% from the State. He noted that will the contractor will do the work on the water line, but the Precinct will have to pay for it.

Powers mentioned a utility pole at the intersection, and a man hole on Lake Street. The man hole will be adjusted to grade and that is included in the contract. The man hole provides access to other utilities including fiber optic and will not be impacted otherwise. The cost of putting a new pole and lights is borne by the state. The Town is only responsible for maintenance. The lights are owned by the Town. Powers said that Public Services of New Hampshire (PSNH) informed the State that a letter is required to

request relocating a pole and light, and that the State is approved to do this work. The Board agreed that the Town Administrator could sign the letter on behalf of the Town.

Discussion about water to the center of the roundabout for landscaping maintenance and Karasinski said that was not a problem so long as a tap is placed in the center. Discussion was held about the sidewalk that is only on the Lake Street side of the street. Town is already maintaining the sidewalk there.

There was a brief discussion regarding the impact of the recent removal of a stockade fence on property at the Intersection of NH State Route 12 and NH State Route 32. Davis said that she felt the removal of the fence had definitely improved the sight lines at the intersection making it safer for drivers.

O'Keefe asked for landscaping plans – most of the plants are low shrubs with a white spruce in the center. Grandmaison said that the idea is to discourage drivers from looking directly ahead instead of to the left as they should be looking. Some of the other plants include rhododendron, forsythia, fountain grass, Shasta daisy, and black-eyed Susan.

This roundabout is larger than the roundabout in Peterborough on NH Route 101. Roundabouts are preferred with four entry points. It will be close to the size of the roundabout on Main Street in Keene. Davis asked about crosswalks. They are not proposing crosswalks on Route 12. One crosswalk will be across Lake Street which follows the sidewalks. Colby suggested that the crosswalk for Lake Street be pushed back a bit away from the roundabout. A discussion continued regarding the conflict points for the intersection. Grandmaison said that roundabouts are designed for 15 MPH, and that people cannot “run” a roundabout like they can “run” a traffic light. Drivers are slowed by curbs placed at entry points. There will be grass, and it will be on the State’s right of way.

Rudgers asked about rumble strips prior to the entrance to the roundabout. Grandmaison said that was not in the plan, but they can be put in at a later date. Rudgers asked about some of the cement breaking up on other roundabouts in the region and Grandmaison said that the State had the responsibility for maintenance at this location.

A discussion was held regarding the North Swanzey Water & Fire Precinct and its relationship to the Town of Swanzey. Karasinski said the Precinct buys water from the City of Keene, and they bill every user. The precinct does not bill the Town. It is a district within the Town, a separate municipal entity, and it is not for profit. Grandmaison said that the Precinct would pay for any upgrade to the pipes; the State will only reimburse the Precinct for trenching and backfill for a six inch pipe which is the current size. Discussion occurred regarding the costs of trenching and backfill and reimbursement to the Town. Karasinski mentioned the water pipe should be away from the center of the roundabout so it would be easier to work on should they need to and not have to stop all traffic.

There was a brief discussion when Colby asked about concerns over access for a loading dock for nearby retail store, Sam’s Outdoor Outfitters. Colby said the store is a good neighbor and he wanted to make sure their concerns were being addressed. Grandmaison assured Colby that they were.

Maria Gavin and Mike Chelstowski represented the Monadnock Interact Club at the meeting. The club is associated with the Rotary Club and the Monadnock Interact Club has agreed to maintain the garden area in the center of the roundabout for the Town. Grandmaison said that should the shrubs die, the State will replace them. Only routine maintenance will be required of the Monadnock Interact Club.

Grandmaison noted that there is a project specific web page on the NH DOT website and he offered to be available via email for any concerns, questions, or comments from the Town. Also if during construction someone sees something that is questionable, he is also the person to contact.

He noted that the Federal Highway Trust Fund is underfunded, so there is a possibility for the project to be held up because of a problem with federal funding. From the State's perspective, this project has been in the works for many years and there is a safety issue at the location and therefore there is a commitment from the State to fund the project.

Davis **moved** to approve and execute the Municipal Work Zone and Municipal Sidewalk Agreements with the New Hampshire Department of Transportation related to the NH Route 12/Lake Street/Swanzey Factory Road Roundabout Project (State Project # 15697). The motion was seconded by Hutwelker. All were in favor and the ***motion passed***.

Rudgers, Karasinski, Grandmaison, Powers, Burelli, Gavin, Chelstowski, Dunham, Carbonneau, DeAngelis left at 7:18 p.m.

Tax Deed Properties Lawn Maintenance

Davis raised the issue of the condition of the lawns at properties now owned by the Town and up for auction. Davis suggested that the properties be scheduled for mowing where needed. O'Keefe will arrange this with Public Works Director Lee Dunham.

Discuss payment arrangement – Michael Rouleau, 40 Cram Hill RD, (Map 61, Lot 2-5)

O'Keefe reviewed the facts around the tax payment arrangement of Mr. Rouleau to make monthly payments in an effort to pay off his property taxes, which was approved by the board on November 19, 2013. At the time of the agreement, O'Keefe noted that Rouleau was expecting to receive a settlement payment which would enable him to pay off the taxes owed to the Town. Since that time the mortgage company paid up the tax deed amount of \$5,545, and the property owner made the \$50 payment in November 2013 and December 2013, but no other payments have since been paid. Taxes for 2012 of \$4,650 and 2013 taxes of \$4,160 are still due and the property will be eligible to tax deed in 2015. In the discussion that followed, the Board wished to learn whether Rouleau had received the settlement that he had been anticipating as he has not paid anything further on taxes owed to the Town.

Hutwelker asked if Rouleau might think that since the mortgage company paid for the lien taxes, he doesn't need to make any further payment. Colby made the point that one year's payment is not sufficient. It was portrayed to the applicant while he was present at the Board meeting in November 2013 that he was aware what he owed for all the past years not just one year.

Hutwelker suggested that a letter from the Town should go out to Rouleau to affirm that he needs to be brought up to current status. Davis agreed that Rouleau needs a reminder and if he doesn't contact the Board, the agreement would be terminated. Colby noted that Rouleau agreed to pay with the settlement so he owes an explanation of what has happened with the settlement.

The Board agreed to have O'Keefe write a letter noting that failure to make an effort in payment may adversely affect him in the future, that compliance means he needs to be up to date for the past five months and therefore he would need to pay the Town \$550 (\$50 for January and \$100 for each of the following five months) to get back on track and to inform the Board on the status of the settlement.

NEW BUSINESS

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 7:53 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.

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 7:54 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.**

Municipal Data Sharing Pool

O'Keefe asked the Board to consider whether to join the NH Department of Revenue Administration's Municipal Data Sharing Pool to gain access to the Mosaic parcel map system. This will allow the Town to view and share data for assessment, planning and disaster recovery purposes with other participating communities. Nearby participants include Chesterfield, Winchester, Hinsdale, Marlborough, Troy, Jaffrey and Rindge. He explained that it would be particularly helpful for gravel, timber and current use assessment, and staff recommends that the Town become a participant. This would be helpful for Assessing Coordinator Coleen Birmingham, which might create savings in the long run because it would reduce the time spent on assessment research. Hutwelker said he didn't see a downside to doing this.

Davis **moved** to enter into a Memorandum of Understanding with the NH Department of Revenue Administration in order to participate in its Municipal Data Sharing Pool, and to authorize the Town Administrator to execute the document as the Town's designee. The motion was seconded by Hutwelker, and all were in favor with no further discussion. **Motion passed.**

Vision Appraisal Services Web Site Access

Discussion occurred regarding access to Vision Government Solutions assessing data to do a search under a property owner's name on the Town's web site. O'Keefe said that he would like to go live with the site changes. It has been active only to a private test group including the Selectmen. The Board agreed.

Plans for West Swanzey Park

O'Keefe pointed out that Landscape Architect Jeff Goller has provided a West Swanzey Riverside Park design that can be further discussed next week. Colby said he would like to get moving on removing the old pavement and do some seeding so that the land looks better than a demolition site. He asked O'Keefe to contact Skantze about painting the hydrants. Colby suggested that the Town look for donations for trees. Goller's plan provides for a pavilion with a bathroom, projected to cost \$45,000, and total site development cost is estimated at about \$138,000. The Board asked that this topic be put on the agenda for next week and for Public Works Director Lee Dunham and Planning and Community Development Director Sara Carbonneau attend to discuss this.

Bells of Whitcomb Hall

A brief discussion was held regarding a letter from Innkeeper Susan Karalekas about the bells disturbing the sleep of guests at her Bed and Breakfast Inn which is located near Whitcomb Hall. The carillon is turned off right now because renovation is ongoing. O'Keefe suggested that the Board pass along the information to the Whitcomb Hall Committee and ask for their input. The Board agreed that discussion about the carillon and its impact on the neighbors be discussed by Director of Planning and Community Development Sara Carbonneau and the rest of the Whitcomb Hall Committee to provide a response to the Board.

Winter vacation request from Public Works employee

The Board was asked to consider a request from a Public Works Department employee to take vacation time, a portion of which extends past November 15. O'Keefe noted that Dunham recommends that the Board approve it.

Hutwelker **moved** to approve the use of vacation time by DPW employee Todd Trombley for one week within the period specified in Personnel Policy Section 12.7. The motion was seconded by Davis. No further discussion and all were in favor. **Motion passed.**

Board Member Meetings

There was a brief discussion regarding meeting of Board members, when it requires public notice and when it does not.

Safford Drive Update

A brief discussion was held regarding the signing of checks and closing dates in conjunction with this project.

Tax Bills

Hutwelker noted that there has been a change in printing tax bills. The 2012 tax bill was easier to read than the 2013 bill. O'Keefe said the bills are not printed at Town Hall. It was decided a few years back that it is less expensive to send to a service supplier than to have Town employees take time from their regular duties to print up the bills and make them ready for mailing.

Health Officer Update

Hutwelker asked if Health Officer BethAnne Tatro will be in soon to update the Board on her activities.

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. All were in favor. **Motion passed.**

- Raffle Permit #2014-13. Sy's Fund, Inc. – Two Adirondack chairs & a BBQ basket on June 1, 2014 at the Cheshire Fairgrounds.
- Raffle Permit #2014-14. Spinal Muscle Atrophy for Kira – Prize calendar raffle on November 1, 2014 at 70 Talbot Hill Road.
- Raffle Permit #2014-15. Monadnock Regional High School Band Boosters – 50/50 Raffle on June 1, 2014 at the High School39. There was discussion regarding when permits are coming in, noting that this application was submitted that day.
- Personnel Action Report(s).

Continuation to June 2, 2014 at 10:30

Motion to continue the meeting to June 2, 2014 at 10:30 a.m. was made by Davis, second by Hutwelker. All were in favor. **Motion passed.** Continuation occurred at 8:13 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

RECONVENE

The meeting begun on May 27, 2014 was reconvened by Chair Kenneth P. Colby, Jr. at 10:30 a.m. on June 2, 2014. Present were Selectmen Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker III. Also present were Town Administrator Shane O'Keefe, School Board Chair Richard Thackston and Superintendent of Schools Leo Corriveau.

Meeting with School District regarding Capital Improvement Committee efforts

The Board met with School Board Chair Thackston and Superintendent Corriveau to discuss matters of common interest, and the Board agreed to meet with the Swanzey delegation of the Monadnock Regional School District Board.

Emergency Management Director and CIP Committee member Bruce Bohannon entered the meeting at 10:45 a.m. Fire Chief Norm Skantze entered the meeting at 11:08 a.m.

The Board thanked Thackston and Corriveau for attending the meeting. Thackston, Corriveau, Bohannon and Skantze left the meeting at 11:20 a.m.

Pilgrim Pines settlement

Colby reported that he and O'Keefe had met with representatives from Pilgrim Pines and the parties have come to a tentative agreement. We are waiting to hear back from the property owner after they meet with their boards of directors.

Capital Improvement Committee efforts

Hutwelker stated that the CIP Committee really needs to focus on its task of evaluating Town facility needs. The Town is playing catch-up regarding its facilities. Hutwelker agreed that the Town really has to state its case to the voters on this.

ADJOURNMENT

Motion to adjourn by Hutwelker, second by Davis. **Motion passed.** Adjournment at 11:43 a.m. The next meeting is scheduled for June 6, 2014.

Respectfully Submitted,

Shane O'Keefe, Town Administrator

Approved on June 10, 2014.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – May 27, 2014

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matters. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 6:06 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 Police Chief Tom DeAngelis.

O’Keefe and DeAngelis mentioned to the Board that the conditional offer of employment for Police Department employee Kevin Clark, which was authorized by the Board on November 12, 2013, mistakenly indicated a probationary period of employment of six months instead of the twelve month period specified for Police Department employees in section 2.1.8 of the Town Personnel Policy. DeAngelis explained that Clark started work on December 30, 2013 and has proven to be an excellent addition to the Department with great experience, and that given the circumstances he would like the Board to consider waiving the one-year probationary status and to allow for Clark to become a regular full-time employee beginning on June 29, 2014. He also recommended an hourly pay increase from \$19.24 to \$19.89. O’Keefe explained that the Departmental budget was not anticipate this increase when originally calculated, but that the increase would likely cost the Town only an additional \$700 this year.

Motion was made by Davis, in accordance with Section 1.5 of the Personnel Rules and based on the recommendation of the Police Chief, to waive the 12-month probationary status requirement in this one instance, to remove Mr. Clark’s probationary status and increase his rate of pay to \$19.89, each effective June 29, 2014. The motion was seconded by Hutwelker, with all in favor. **Motion passed**

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 5:13 p.m.

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

Respectfully Submitted,

Shane O’Keefe, Town Administrator

Approved on June 3, 2014

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