

Town of Swanzezy, New Hampshire
Board of Selectmen
Meeting – July 1, 2014
Swanzezy Town Hall, 620 Old Homestead Highway, Swanzezy, NH

CALL TO ORDER

Present were Selectmen Kenneth P. Colby Jr., Deborah J. Davis and W. William Hutwelker III. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 6:03 p.m. Also present was Town Administrator Shane O’Keefe and Assessing Coordinator Coleen Birmingham.

OTHERS PRESENT

Residents Kristen Goodenough, Peter Goodenough, and Joanne Stroshine. Police Chief Tom DeAngelis joined the meeting at 6:08 p.m. Public Works Director Lee Dunham and Capital Improvements Program Committee member Bruce Bohannon arrived at 6:24 p.m. Capital Improvements Committee Chair David Osgood arrived at 6:39 p.m. Carpenter Home Administrator Dawn Rice arrived at 6:55 p.m.

MINUTES

- Regular meeting of June 24, 2014 – **motion** was made by Hutwelker to accept the regular meeting minutes of June 24, 2014, with typographical correction as stated by O’Keefe. The motion was seconded by Colby and all were in favor. **Motion passed.**
- Non-Public meeting of June 24, 2014 – **motion** by Hutwelker to accept the non-public meeting minutes of June 24, 2014. The motion was seconded by Colby and all were in favor. **Motion passed.**

NOMINATIONS

MRSD Budget Committee

At its meeting of June 3, 2014, the Board discussed a letter from Monadnock Regional School District Superintendent Leo Corriveau requesting appointments to fill two Swanzezy vacancies on the Budget Committee. One position has been filled. A notice was posted requesting volunteers to fill the second seat. Three applications were received: from Christopher Fortson, Judy Bohannon and Kristen Goodenough, who was attending the meeting.

Colby recused himself due to his relationship as Ms. Goodenough’s father. Davis questioned why the Board is asked to recommend/appoint a person if the District doesn’t have to take the Board’s appointment. Hutwelker asked about the procedure for choosing a candidate for this committee. Hutwelker suggested choosing one procedure and sticking with it. He suggested talking with all three volunteers at one meeting for 5 minutes each, then making a decision that same night.

Motion was made by Hutwelker to invite the three candidates to the next scheduled meeting on Tuesday, July 8, 2014. The motion was seconded by Davis and all were in favor. **Motion passed.**

Residents Kristen and Peter Goodenough left at 6:16 p.m.

OLD BUSINESS

Authorize expenditure – Police Department

DeAngelis handed out a financing quote from Ford Credit for the lease/purchase of a 2014 vehicle and a 2015 vehicle with upfitting. Warrant Article 4 appropriated \$29,822.92 for the first year’s payment.

Total cost would be \$69,942.00 for 3 years plus interest. First year payment would be \$24,684.91. Colby said he feels this is a housekeeping issue at this point as the Board was waiting on the leasing numbers and DeAngelis already had the go ahead from the Board.

Motion was made by Colby to 1) accept the State bid from Rountree Ford for two new fully outfitted police cruisers in the amount of \$74,054.73, to be paid through a lease/purchase agreement through Ford Motor Credit Company over 3 years at 6.0% interest; 2) to authorize the first year payment of \$24,684.91 for the lease/purchase upon receipt of the equipment in acceptable condition; 3) to authorize the trade-in of a 2008 Ford cruiser and a 2003 Dodge cruiser; and, 4) to authorize the Town Administrator to execute all documents necessary to secure the lease/purchase agreement on behalf of the Board. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**

Other Police Department Matters

DeAngelis explained to the Board that one of the police officers has asked for 3 weeks unpaid leave for the birth of his child if his wife gives birth prior to him completing one full year of employment. Discussion ensued as to if that would be permissible and the options available to the officer between taking unpaid leave and FMLA time.

Further discussion ensued regarding the Police Department radios. DeAngelis has had to borrow from the Town of Troy when one of the radios is not working. He informed the Board that he does have money in his budget to buy a new one.

DeAngelis left the meeting at 6:30 p.m.

NEW BUSINESS

Facilities Maintenance Supervisor position

Dunham informed the Board of the resignation of Francis Faulkner, effective August 29, 2014. Hutwelker asked if it was necessary to fill the position. Dunham said yes. He would like to post it after he has a chance to review the job description and recommend to the Board some changes to it. Changes to the job description may impact the Carpenter Home duties of the position.

Motion was made by Davis to accept the resignation of Francis Faulkner. The motion was seconded by Hutwelker and all were in favor. **Motion passed.** The Board will send a letter to Mr. Faulkner thanking him for his service to the Town.

Other Public Works Matters

Dunham explained that the storm last week caused some minor issues. The Public Works Department was notified by the owners of 1 Davis Ave of a sinkhole. Foreman Trevor Hood reviewed the issue and started repairs. Underground piping will need replacement.

Colby asked when the Marcy Hill Road reclamation and paving bids would be opened. Dunham said they would be opened on July 3rd.

Hutwelker asked Dunham about the recent study conducted by Municipal Resources, Inc. that mentions inventory control at the Public Works facility. Colby said he wanted that pushed out until next week and O'Keefe noted that the study has not been distributed to staff yet.

Dunham was also asked about work on Ash Hill Road, to which he answered it would be done later in the season. The Board also asked Dunham to work on removal of slash at the Potash Bowl property left over from the recent timber harvest.

Safford Drive Project

O'Keefe noted that the NH Department of Transportation had issued the access permit and that he had issued the Notice of Award to the contractor. The preconstruction meeting will be held on July 7, 2014 at 9:00 a.m. at Town Hall and construction is scheduled to begin next week.

Dunham left the meeting at 6:45 p.m.

OTHER BUSINESS

Capital Improvements Program (CIP) Committee report

David Osgood was asked about potential locations for the recycling center and public works. He indicated that site acquisition and design recommendations were voted on by the CIP in a non-public session.

For the Town Hall, fire, and police station, Osgood explained that Scully Architects is still pushing for moving to the old Woolen Mill. Osgood said that moving Town Hall will need some public input. Colby talked about a potential spot discussed by the CIP committee, to the left of the former ALPS restaurant on NH Route 32, which is owned by the City of Keene. Colby stressed the importance of finding a parcel of land that will work and then working through the process. Factual answers are needed as soon as possible in order to be ready for voting at Town Meeting 2015. Hutwelker asked for a summary report on the Recycling Center and DPW location for next week's meeting. Osgood said that Scully needed a couple of weeks to finish up. Hutwelker stated that the Board needs to know what the Town is negotiating for prior to beginning talks with a property owner.

Colby made it clear that the Board was discussing the Recycling Center and DPW location, not the Fire location.

Non-public session(s) per RSA 91-A:II(d), Acquisition and Sale of Real or Personal Property

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(d), Acquisition and Sale of Real or Personal Property. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O'Keefe, Capital Improvements Program Committee (CIP) members Dave Osgood and Bruce Bohannon, and Assessing Coordinator Coleen Birmingham as Recording Secretary.

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 7:14 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.**

Discussion continued on how to approach the project with the public. Bohannon made the point that the Committee received what they asked for from Scully Architects. Davis made the point that Scully does seem to be interested in the Woolen Mill location for Town Hall and the Police Station.

Colby would like to hear the viability of both of the properties soon, with refined budget figures, and to see some real focus put on them. He stated that the Committee needs to determine through Scully what is viable and what restrictions may exist.

Osgood and Bohannon left the meeting at 7:33 p.m.

OLD BUSINESS

Authorize expenditure – Carpenter Home

Rice discussed the three bids received for a new gazebo at the Carpenter Home. Bids were received from Cheshire Shed & Gazebo for \$8,847, from GazeboCreations.com for \$8,396, and from Amish Country Gazebos for \$7,600. Amish Country's bid price is good through June 30, 2014. The site work was discussed and who would complete it. Hutwelker asked for an outline of the project and the costs associated with it. Rice said that Amish Country Gazebos and Cheshire Shed & Gazebo have been very helpful. Discussion occurred about whether any of the gazebos included a floor or if it would simply sit on a concrete pad. Rice will further research the details of the finishes and a total project cost at the next meeting.

O'Keefe noted that the funding source for this project would likely be \$1,940 in deferred revenue from previously received donations, and the Lucy Carpenter – Carpenter Home Unrestricted Income Fund.

There was concern expressed about construction projects at the Carpenter Home going unfinished. The Board will confer with Public Works Director Lee Dunham on this.

Other Carpenter Home Matters

Rice handed out a Monthly Report and a Deficiency Report from the State Facilities Licensing Board. Two new employees were hired while Rice was out on leave. The new Human Services and Resources Coordinator was not aware of the State rule that all new hires must sign a copy of their job description. Other than this one issue, there were no further deficiencies found.

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

Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(a), Personnel Matter(s). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis and W. William Hutwelker, III, Town Administrator Shane O'Keefe, Carpenter Home Administrator Dawn Rice, and Assessing Coordinator Coleen Birmingham as Recording Secretary.

Rice left the meeting at 8:33 p.m.

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 8:36 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.**

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 #2014-18. Whitcomb Hall Committee – 50/50 Raffle and Silent Auction of miscellaneous items on 8/30/2014 at Whitcomb Hall.
- Raffle Permit #2014-19. Whitcomb Hall Committee – 50/50 Raffle and Silent Auction of miscellaneous items on 7/19/2014 at Old Home Day celebration.
- Memorandum of Understanding between the Town and Monadnock Regional School District for a Point of Dispensing site for providing medication and/or vaccinations in the event of disasters or other public health events.
- Letter to the Cheshire Fair Association, Inc.
- Abatement decision letters.
- Tax deeding letters
- Property Tax Levy – \$60.00
- Property Tax Levy – \$2,093.00

OLD BUSINESS

Mt. Caesar/Carpenter Home Timber Sale – Closeout

O’Keefe informed the Board of the amount of money the Town received from the Mt Caesar timber harvest. The original project bid was for \$64,899.00 which was accepted on April 30, 2013. This would have netted the Town \$55,164 after deducting the 15% management fee from Bay State Forestry Service. The Board authorized adding the Potash Bowl to the project on March 18, 2014, which was expected to add another \$1,500 to the gross proceeds (\$1,275 net).

In the end, the project grossed \$77,391.21. After deducting the consultant’s 15% (\$11,608.68), the Town will net \$65,782.53, all of which goes to the Lucy Carpenter- Carpenter Home Unrestricted Income Fund.

O’Keefe requested that the Board authorize payment to Bay State Forestry Service for its 15% project management fee, and to North Country Lumber for overpayment to the Town of \$1,326.45 related to delays with their reimbursements from processing mills.

MOTION: Hutwelker moved to authorize payment to Bay State Forestry Service of \$11,608.68, and to North Country Lumber, Inc. of \$1,326.45, both related to the Mount Caesar/Carpenter Home timber sale, to be paid from the Lucy Carpenter – Carpenter Home Unrestricted Income Fund. Seconded by Davis. **Motion passed.**

Records Storage and Management Agreement

On June 3, 2014 O’Keefe reported that he and Town Clerk Donna Munson had visited the City of Keene’s records storage facility at 410 Marlboro Street, and that it appeared to be an ideal location for long-term storage of Swanzey Town records. At that time the Board also reviewed the proposal from the City for files storage and management, with pricing as follows: \$47.70/month for 112 cubic feet of storage space (about 110 boxes) plus retrieval and refiling costs of \$2.25 as necessary. The Board had expressed

interest in pursuing this alternative and reviewed a proposed agreement from the City that O'Keefe recommended that the Board approve.

Regarding existing file storage on the attic of Town Hall, O'Keefe reported that many files have been moved already – some of which have been legally destroyed – and plan on transporting most of everything else to Whitcomb Hall later this week and early the next week. Once moved staff will spend the next month or two packing and cataloging files prior to the move to the Keene facility.

MOTION: Davis moved to accept the proposal and agreement for records storage and management services from the City of Keene, and authorize the Town Administrator to execute the agreement on behalf of the Town. Seconded by Hutwelker. **Motion passed.**

Business Operation Assessment

Colby deferred this item until the July 8, 2014, meeting.

NEW BUSINESS

Correspondence

Colby acknowledged receipt of a letter of complaint from Ed and Krishni Pahl dated June 23, 2014.

Department Head Vacation Matters

Colby stated that he would like the Board to send a notice to all Department Heads requesting at least one month notice prior to taking vacation time. It is important that the Board know when a Department Head is on vacation. He said that everyone is entitled to their vacation time, but that the Board just wants to know in advance. It was agreed that there should be no vacation time for Department Heads during the period of October 1 to March 1 without Board approval due to the need to have them available during budget development and Town Meeting. O'Keefe was asked to draft a memo on this for the Board for signature at the next meeting.

ADJOURNMENT

Motion to adjourn was made by Colby, second by Davis. All were in favor. **Motion passed.** Adjournment occurred at 9:05 p.m.

Respectfully Submitted,

Coleen Birmingham
Assessing Coordinator

Approved on July 8, 2014