

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 29, 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 6:01 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Megan Foley from the *Keene Sentinel* newspaper

MINUTES

- Regular meeting of July 15, 2014 – **motion** by Hutwelker to accept the regular meeting minutes of July 15, 2014 with the addition of the word “Review” to the name of the Personnel Policy **Review** Committee, and correction of minor typographical errors. The motion was seconded by Davis and all were in favor. **Motion passed.**
- Non-public meeting #1 of July 15, 2014 – **motion** by Davis to accept the non-public meeting #1 minutes of July 15, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**
- Non-public meeting #2 of July 15, 2014 – **motion** by Davis to accept the non-public meeting #2 minutes of July 15, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**
- Non-public meeting #3 of July 15, 2014 – **motion** by Davis to accept the non-public meeting #3 minutes of July 15, 2014. The motion was seconded by Hutwelker and all were in favor. **Motion passed.**

OLD BUSINESS

Sale of tax deeded properties

On June 24, 2014 the Board set the minimum bid prices on the following two properties acquired by the Town for non-payment of taxes last summer, and on July 1, 2014 was notified of the advertisement for the sale:

FORMER OWNER	LOCATION	MAP/LOT	MIN. SALE PRICE
Earle, Diane	79 South Winchester St.	72/63	\$33,500
Whitten, Randy	Rabbit Hollow Rd.	66/4	\$1,000

At 6:05 p.m. the bids were opened by the Town Administrator.

The highest bidder for 79 South Winchester Street was from Denise M. Belanger with a bid of \$ 35,300. A bank treasurer’s check in the amount of \$1,000 was included with the bid, payable to the Town of Swanzey as a bid deposit. There was a document from Citizens Bank included with the bid describing proof of funding or financing for the balance of the bid amount and pro-rated tax payment. The Town will deliver the deed and the successful bidder must pay the balance of the purchase price within thirty (30) days from the date of the bid opening or forfeit the bid deposit.

Hutwelker **moved** to accept the bid for acquisition of Town-owned property located at 79 South Winchester Street, Map 72, Lot 63, from Denise M. Belanger in the amount of \$35,300, subject to the addition of payment of a pro-rata share of 2014 real estate taxes computed as if the property were privately owned on April 1, 2014, and to authorize the Chair or the Town Administrator to execute any documents necessary to complete the sale of the property. The motion was seconded by Davis and there was no further discussion. All were in favor and the ***motion passed.***

The highest bid for Rabbit Hollow Road was from James D. McGuirk with a bid of \$1,300. The bid included a deposit check of \$1,000.

Davis **moved** to accept the bid for acquisition of Town-owned property located at Rabbit Hollow Road, Map 66, Lot 4, from James D. McGuirk in the amount of \$1,300, subject to the addition of payment of a pro-rata share of 2014 real estate taxes computed as if the property were privately owned on April 1, 2014, and to authorize the Chair or the Town Administrator to execute any documents necessary to complete the sale of the property. The motion was seconded by Hutwelker and there was no further discussion. All were in favor and the ***motion passed.***

Posting of Notices

A discussion was held regarding the posting of notices for meetings. The Board agreed that the Town would continue to adhere to the State of New Hampshire regulations which designate that two locations for notices are sufficient, one of which may be the Town's website, and that notices must be posted no less than 24 hours before the meeting.

Davis made a **motion** to adhere to the State of New Hampshire regulations regarding the posting of notices for the Board of Selectmen and appointed committee meetings at two locations, the Town's website and at Town Hall, in no less than 24 hours before the start of a meeting. There was a second from Hutwelker. A brief discussion followed regarding the fact that the Agenda is not required to be posted for Board meetings. Also a brief discussion was held regarding the fact that the Planning Board and the Zoning Board of Adjustment (ZBA) are governed by different statutes. All were in favor and the ***motion passed.***

Hutwelker **moved** to affirm the posting of meeting notices for the Planning Board and the ZBA to comply with statutes of the State of New Hampshire for those bodies. The motion was seconded by Davis. All were in favor and the ***motion passed.***

Discuss summer meeting schedule

The Board briefly discussed the meeting schedule for the month of August. It was noted that Hutwelker cannot be present for the August 26, 2014 meeting. O'Keefe reminded the Board that he is on vacation the week of August 19, 2014. The Board decided to meet on August 19, 2014 with an abbreviated agenda, and to forego meeting on August 26, 2014.

Missed Tax Payment

Hutwelker reported that the Tax Collector informed him today that Shane Foster did not make his payment of \$6,700 as committed to at the previous meeting as part of a payment plan; the deadline was

today for making the payment. Colby suggested that the Town Administrator call Mr. Foster and speak to him about the situation.

Business Operation Assessment (BOA)

The Board was reminded of their meeting with consultants Mike Everngam and Kevin Clougherty on April 30, 2014 to discuss preliminary findings of the Operations Assessment prepared by Municipal Resources, Inc., which was prepared on behalf of the Town's insurer, HealthTrust (now NHPLT). The Assessment had several key findings, recommendations and observations that the Board wished to discuss.

Hutwelker began the discussion regarding internal controls as recommended by the BOA which included separation of incompatible duties. The report suggested a strong separation between transaction recording and custody of revenues. Davis mentioned that the recommendations were helpful breaking down the duties between the Treasurer and the Bookkeeper. Colby said that the separation of duties needs to be done to accomplish checks and balances. Colby noted there were some good suggestions. Discussion continued about putting some of the recommendations into action. It was suggested that a list be created for changes that need to be instituted and a timeframe for their implementation.

Discussion was held regarding how cash is handled such as cash from the Recycling Center and from building permits. Colby suggested a plan of action for handling cash. Hutwelker suggested having the Treasurer and the Bookkeeper involved in a discussion at a meeting with the Board. A discussion was held regarding comments in the report regarding the bank the Town uses. Hutwelker suggested that the banking relationship might be reviewed once every 3-5 years. The current banking institution appears to be satisfactory at the moment.

The next topic to be discussed was Information Technology (IT) and the recommendations in the report. Davis suggested that more education is needed to enhance technical expertise. O'Keefe said that the budget for training is zero. O'Keefe suggested that there are some IT training opportunities that could be taken advantage of on-line.

The discussion moved on to Inventory Control and the point was made to have Department Heads involved in planning for Inventory Control.

Brief discussion was held regarding risk management pertaining to the Carpenter Home. It was noted that any medical facility is inherently risky because the concern is the health and safety of individuals.

O'Keefe said he would distribute the report to all Department Heads and Finance staff and put together a list of action steps for the Board to review, enlisting the help of the above to assist in coming up with the action plan. Colby suggested the Board should meet with each group of folks separately when discussing the action plan.

O'Keefe suggested a possible IT committee to consider a plan of action and Davis said that she would rather wait until after the Finance staff and Department Heads have provided input. The rest of the Board agreed with Davis.

Capital Improvements Program Committee (CIP)

It was noted that the next meeting of the CIP is scheduled for August 4, 2014 at 4 p.m.

West Swanzey Park

Colby updated the Board on the status of the park. He said that Public Works Director Lee Dunham has a proposal from a local fence company for fencing that would cost just under \$9,300. There needs to be some cement work done prior to installing a fence. Also the sidewalk is somewhat in disrepair. There is a ramp that needs to be removed where there once was a building front door. This extra work is not part of the quote; that work will be done by the DPW. Colby will meet with Dunham to get things moving and the Board affirmed action to move ahead on the park. Colby said he would come up with a deadline for accomplishing some of the work.

Cresson Bridge

O'Keefe reminded the Board that the Cresson Bridge will be closed as of August 4, 2014. Davis asked about warning signs regarding the closure nearby to the bridge itself. There are none as of this date, only a mention on the Town Hall sign board in front of Town Hall.

Notice Box

O'Keefe described a boxed in bulletin board which is planned for holding meeting notices. The box will be mounted on the building. O'Keefe described the board as mounted near to the front porch and under its roof and told the Board he would show them the location after the meeting.

Newspaper Box

Colby mentioned that recently there have been no newspapers in the newspaper box that sits at the entrance to Town Hall. Discussion was held about whether folks are using the box or not and whether it should remain where it is.

Safford Drive Project

Hutwelker mentioned that Kendall Lane, Mayor of Keene, was complimentary about the Town of Swanzey pertinent to the groundbreaking ceremony for the Safford Drive extension and the Town's success in publicizing the project and the ceremony.

CONSENT AGENDA

Motion was made by Davis to approve the Consent Agenda and authorizing the chair to sign where necessary. Second was made by Hutwelker. No further discussion. All were in favor. ***Motion passed***

- Raffle Permit #2014-20. Cheshire County Forest Fire Wardens Association – 50/50 Raffle daily from July 30, 2014 through August 3, 2014 at the Cheshire Fairgrounds.
- Release of Lien – 8 Shirley Road (Map 25, Lot 4-2)
- Release of Lien – 112 Lat Lane (Map 87, Lot 2-5112)
- Event Permit #2014-14. Cheshire Fair Association, Inc. – Annual Agricultural Fair from July 30, 2014 through August 3, 2014 at the Cheshire Fairgrounds. Note: Police and Fire Department requirements – see permit form for details.
- Event Permit #2014-23. East Swanzey Fire & Rescue – Annual Mud Bog Boogie on August 10, 2014 at the Cheshire Fairgrounds. Note: Police and Fire Department requirements – see permit form for details.
- Event Permit #2014-24. Whitcomb Hall Committee – Ice Cream Social on August 2, 2014 at Whitcomb Hall. No Police/Fire Department requirements.
- Event Permit #2014-25. Whitcomb Hall Committee – BBQ on August 30, 2014 at Whitcomb Hall. Note: Police and Fire Department requirements – see permit form for details.

- Personnel Action Report(s).
- Raffle Permit #2014-22. Connecticut River Sportsman Club Drawing – to be conducted at 125 Whitcomb Rd., on January 1, 2015.
- Raffle Permit #2014-21. Keene Youth Hockey Club Drawing – to be conducted at Cheshire Fairgrounds on July 30, 2014 to August 3, 2014.
- Contract for Judith Bohannon for coverage at Carpenter Home for July 30, 2014 through August 6, 2014 while the Administrator is on vacation.
- Other items as necessary.

In addition to items discussed as part of the agenda, the Board received the following documents:

- Copy of Safford Drive Project Pre-Construction Meeting Notes, dated 7/7/2014.
- Estimated balances in accounts held by the Trustees of Trust Funds as of 7/8/2014.
- Response letter of 7/15/2014 from The Cheshire Fair Association, Inc. regarding representatives appointed to work on communications with the Town.
- Invitation, dated 7/16/2014, from City of Keene Mayor Kendall Lane inviting the Board members to a celebration of completion of improvements to Dillant-Hopkins Airport, scheduled for 7/29/2014 at 10:30 AM.
- Letter of 7/17/2014 from the Town Attorney to the Board regarding the matter of the Land Use Change Tax appeal of Arnie Filipi.
- Letter from the Southwest Region Planning Commission, dated 7/17/2014, regarding the NH Department of Transportation's Transportation Alternatives Program.
- Notification of 7/18/2014 from the NH Department of Transportation of the Town's Highway Block Grant Aid for the period 7/1/2014 through 6/30/2015.
- Letter from Town Attorney appointed by insurer, dated 7/23/2014, regarding closure of matter of Stewart v. Town of Swanzey.

ADJOURNMENT

Motion to adjourn was made by Davis, second by Hutwelker. All were in favor. **Motion passed.**

Adjournment occurred at 7:21 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on August 5, 2014