

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 19, 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 Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Candidates for appointments Michael Goldschmidt, Suzanne Castriotta, and Mathew Rodeck, Public Works Director Lee Dunham, Capital Improvements Program Committee Chair Dave Osgood and Committee members Bruce Bohannon, Jeff Goller, Charlie Sheaff, Francis Faulkner, and Steve Bittel . Also present was Barbara Arguin, Megan Foley from the *Keene Sentinel* newspaper, Fire Chief Norm Skantze, Residents Rebecca Hays and Judy Gallaresi, and Daniel Scully and Katie Sutherland from Daniel Scully Architects.

**MINUTES**

- Hutwelker **moved** to amend the August 5, 2014 meeting minutes to include text related to 1) purchase of heating fuel for Town facilities, 2) electricity supply contract authorization, and 3) a request for abatement of a land use tax assessment. There was a second by Colby. All were in favor. ***Motion passed.***
- Regular meeting of August 12, 2014 – **motion** by Hutwelker to accept the regular meeting minutes of August 12, 2014 with changes referring to page 7 that Colby made the suggestion that Hutwelker meet with Vision. The motion was seconded by Davis and all were in favor. ***Motion passed.***
- Non-Public meeting #1 of August 12, 2014 – **motion** by Davis to accept the non-public meeting #1 of August 12, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-public meeting #2 of August 12, 2014 – **motion** by Davis to accept the non-public meeting #2 of August 12, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***
- Non-public meeting #3 of August 12, 2015 – **motion** by Davis to accept the non-public meeting #3 of August 12, 2014. The motion was seconded by Hutwelker and all were in favor. ***Motion passed.***

**FINANCIAL MATTERS**

Selectmen reviewed and approved accounts payable and payroll manifests.

**CITIZEN CONCERNS**

Barbara Arquin passed paperwork to the Board for raffle permit for Elijah Barrett Covered Bridge Race and left the meeting.

**NOMINATIONS**

**Personnel Policy Review Committee**

The Board was informed on July 15, 2014 that Mike Lilly had resigned from the Personnel Policy Review Committee (originally established on April 23, 2013), so there is a vacancy on the 7-member Committee, whose remaining members are Tom DeAngelis, Theresa Lounder, Edna Coates, Donna Allen, Ann Bedaw

and Shane O'Keefe. The vacancy has been posted and the applicants were present to meet with the Board.

The candidates for this committee were Michael Goldschmidt and Mathew Rodeck. Rodeck spoke first and said he has recently retired as postmaster in Keene. He has been a citizen of Swanzey for over a year now and he wants to help out the Town by volunteering in some capacity. Rodeck said he has a Masters degree and experience in a hiring position in the past. He mentioned that it is important that clear goals are developed for a position. Goldschmidt said he is very analytical and he is interested in balancing personnel. He is a retired Senior Naval Officer with personnel experience. Davis asked for the motivation for wanting to be on the committee. Goldschmidt said good leadership starts with hiring and using good metrics. No further questions.

Davis **moved** to appoint Michael Goldschmidt to the Personnel Policy Review Committee. There was a second by Hutwelker and no further discussion. All were in favor and the ***motion passed.***

### **Cheshire TV Board of Directors – Swanzey Representative**

The Board received a request from Cheshire TV to appoint a Swanzey representative to the Board of Directors, who shall be considered an "Appointed Director" and may serve a one-year term. The vacancy had been posted and the Town received two applications for the vacancy, from Suzanne Castriotta of 78 Mount Huggins Drive and Mathew Rodeck of 28 Owens Drive. There was a brief discussion with Castriotta as to her desire to serve on the committee and qualifications.

Hutwelker **moved** to appoint Suzanne Castriotta as the Swanzey representative to the Cheshire TV Board of Directors for a 1-year term beginning November 21, 2014, pursuant to Section 7.04(c) of the Cheshire TV Bylaws, as amended on October 31, 2008. There was a second from Davis. No further discussion. All were in favor. ***Motion passed.***

Castriotta asked for direction from the Board. Hutwelker suggested that Castriotta be an advocate for the Town of Swanzey with Channel 8. There is not a current operating agreement with the Town. There was a debate about location of service dishes. Castriotta can reach out to Colby for more input when necessary since he was on the Board for six years. She left at 6:31 p.m.

### **Recreation Committee**

Existing members of the three-person Committee are Judy Bohannon (to Town Meeting 2015) and Polly Seymour (to Town Meeting 2016). The vacancy has been posted and the Town received one application for the vacancy, Mathew Rodeck of 28 Owens Drive.

A brief discussion was held regarding the familiarity of Rodeck with the recreational facilities and his desire to be of assistance to the Town in any capacity.

Davis **moved** to appoint Matthew Rodeck to the Recreation Committee for a term extending to Town Meeting 2017. There was a second by Hutwelker. No further discussion and all were in favor. ***Motion passed.***

Rodeck left the meeting at 6:34 p.m. There was a short break at 6:34 p.m. and back in session at 6:38 p.m.

## **OLD BUSINESS**

### **Discuss municipal facilities study with Capital Improvements Program Committee**

The Board met with members of the Capital Improvements Program (CIP) Committee and consultant architects Daniel Scully and Katie Sutherland to discuss the ongoing municipal facilities needs and site alternatives analysis. Proposed facility programs, sites and designs were reviewed and discussed.

CIP Committee members are: Dave Osgood (Chair), Selectboard member Deb Davis, Jeff Goller, Steve Bittel, Bruce Bohannon, Francis Faulkner, and Charlie Sheaff.

Colby noted that this is not a public hearing and testimony will be limited to discussion between the Board and the CIP Committee.

Osgood began the meeting by referring to Scully and Sutherland's presentation for three facility proposals. Scully spoke about working with various other groups such as Brickstone Land Consultants, and Ingram Construction. He said that the proposals anticipate twenty to thirty years into the future needs of the Town as well as present needs. Scully emphasized the long term nature of this kind of project. The projection is for facilities larger than they are today to meet future needs. He noted the report will be massive and will be done in a few months. Each of the existing facilities was assessed as to how they meet current and future needs. Surveys were conducted, and then a program was drafted for each department, having received input from Department Heads.

#### **Central Fire Station –**

Scully referred to a population density chart. He also referred to a chart depicting historical location of Emergency Medical Services (EMS) calls. He said one of the issues is response times. Another chart was for historical location of fire calls. He said this data helped generate some of their thoughts with regard to the Fire Station location. The building housing the Central Fire Station today has no sprinkler system, no ventilation for the trucks when idling, no place for firemen to wash their equipment or clothes that may be contaminated with hazardous materials.

Scully noted that the architects recommend keeping three stations, and moving the Central Station to a better location. Scully then reported response times for the Fire Station. He noted that a 4 minute response time is important based on flashover of fires. While 21,000 square feet was the initial design, it is now down to 17,000 square feet which does have space for full time firemen if needed in the future. The recommended location for a new Fire Station, prepared by Mitchell and Scully, is on Safford Drive. He then referred to a design for the Fire Station which included training areas, a public area, office space, and bunk rooms. He referred to the location on Safford Drive being in the Tax Increment Financing (TIF) district and the design for the location. Scully asked if the Board had questions.

Colby asked how close the recommended Safford Drive site is to NH State Route 32. Steve Bittel mentioned that the location is near Carlisle Wide Plank Floors. A discussion was held regarding a report to bring to the public. Scully said that some of their recommendations depend on decisions of the Board. Hutwelker asked for a priority list. Scully said that Town Hall should be first – the structure is not safe according to structural engineers DuBois and King, and Scully's consultant engineers. Scully said he can have a priority list once he gets some response from the Board.

### **Town Hall and possibly Police Station**

Scully referred to the 2012 Plan NH Charrette and the Homestead Woolen Mills building study. 65% of the population of Swanze is in the West Village. Scully then reported that combining Town Hall and Police will cost \$1,500,000 less rather than having two separate facilities.

Scully displayed a design of the mill site with changes made – restoring Winchester Street, and using the west side of the building for Town Hall and Police. Private development can follow on the river when the town brings energy to an area with a civic center.

Scully reviewed the work needed for the existing Town Hall – a lot of deferred maintenance, rotting windows, disabled access should be in the front of the building, limited parking for larger meetings, overcrowded office space, lack of meeting rooms, and other deficiencies. The program calls for 11,500 square feet. There was discussion regarding whether there is enough space at the current Town Hall once the Fire Station is gone. Scully said there could be enough room with an addition. The mill site accommodates a large meeting room of 125 people which meets voting requirements, space for training and for an Emergency Operation Center, secure file storage and committee storage as well as additional office space.

Sutherland spoke about the Police facility and the current issue – mainly overcrowding. Sutherland said that staffing needs will grow. There are no holding rooms for women or juveniles, and no interview rooms. She outlined problems with the building including recurring mold in various places in the building. She noted there was consideration of expanding on current site but the lot is inadequate, requiring retaining walls in the back. 8,288 square feet is the recommended program. Then she reviewed the plan for the Police Department at the woolen mill next to the Town Hall. Sutherland mentioned that the Police Chief is in favor of this program.

Sheaff mentioned the location of a police station is not as important geographically because the police are usually responding from cars that are cruising.

Osgood asked Sutherland to talk about the possibility of private development of condos on the east side of the mill. Discussion occurred regarding parking lots to accommodate the voting needs of the Town.

### **Department of Public Works and Recycling Center –**

Sutherland continued with the proposed plan for the Department of Public Works (DPW) and Recycling Center. Osgood pointed out that the portion of the presentation about property acquisition has been done in Non-Public session. Colby mentioned that if they speak in generalities, it should be okay. Sutherland pointed to the site plan for Pine Street. The main issue is overcrowding. The salt shed is in poor condition and they would recommend that it be taken down and new one built closer to the sand shed. There are violations of life safety codes in this building.

Sutherland then reviewed the proposed plan. Plow storage would be included in the truck bays in the proposed design. The current Recycling Center would be used as a dedicated storage area. Scully noted that the Recycling Center soil cannot support a new building since the site was a former dump. The DPW and Recycling Center are combined in the proposed design sharing parking and septic and water which provides some efficiencies in cost. 2,000 tons are

handled by the Recycling Center and about 50% is recyclables. She referred to the deficiencies of the current building and then reviewed the proposed design for a new building and site plan.

Discussion was held about the difficulty to absorb the information and the scope of what needs to be done. Scully referred to the proposed designs as a master plan to be considered over a twenty or thirty year period. Colby said that the CIP Committee has done a commendable job on a project that is going to take time.

Discussion was held about the project costs. The designs are not specific enough to generate hard numbers. Scully said he can have more developed numbers broken down by building for the public hearing. Scully mentioned that the plan can be phased over time. Hutwelker said that the mill is an albatross for the Town since the family that owns it now could simply walk away from it. Hutwelker said he is a proponent for using the mill. Hutwelker said he felt that Safford Drive is a good solution being cost effective with water and sewer already present.

A discussion was held about the current Town Hall facility and the safety issues. Scully said that their engineers have come up with a method to strengthen the Town Hall roof. Colby said the Board needs a priority list but he said something has to happen at Town Hall for the safety of the staff who work here. Discussion was held regarding the sequence of property projects. Goller said that regardless of what happens, the Town will need to maintain the building. Sutherland said there are both a repair scheme and a replacement scheme. Colby said that it would be good to get Thayer Fellows in to discuss the engineering work on the roof with the Board. Hutwelker suggested meeting with him on September 2, 2014. Scully said there isn't a layout yet for the current Town Hall building. An addition could be created to get to the 11,000 square feet. Sutherland mentioned that some adjacent property would need to be purchased to accommodate parking and an addition. Bittel said that because of the unique shape of the mill building construction there would cost approximately \$125 per square foot, versus building a new building which would cost over \$200 per square feet. The savings by going into the mill is about \$1,500,000.

Davis noted that the water situation in West Swanzey is questionable. A discussion about the Swanzey Water System Committee arose and it was noted they have just started their research and there is a lot to learn. Davis said she feels a bit uneasy about the costs that cannot be anticipated because of the water system. Bittel said that there is more information about where the pipes are – and they are meeting on Thursday – and it is better than everyone thought. Bohannon said that the sewer system is okay and that is a benefit.

Discussion was held regarding a condo acquisition arrangement rather than purchase. Discussion continued on the water system and how to make it profitable. Hutwelker mentioned that if the owner decided it didn't want it anymore, the Town might be forced to take it over. The issue is the overall uncertainty of the water system.

Scully asked the Board if they are being encouraged to continue in the direction depicted in the presentation. Colby noted the importance of a priority list. He suggested that first priority is to remove the Fire Station from the Town Hall facility. Second is determining the outcome for the Town Hall building.

Hutwelker mentioned that the party that is willing to donate the property on Safford Drive needs confirmation. Bittel said that in the phasing of these projects - options are available.

Scully said that the fire station could be built without full time staff since that won't be needed until later. Discussion was held about whether or not to build the whole shell from the start or build later. There are pieces of the program that could be delayed until later which is a Board decision. Sheaff mentioned that the fire station could have an impact on the industrial development in the TIF district and could have an architectural design that is more industrial looking and thereby less costly. Discussion continued on where Town Hall staff could go if the current building were to fall apart. Discussion continued on whether Town Hall building would be maintained or taken down.

CIP Committee members left at 8:17 p.m., as did Scully and Sutherland, Skantze, Gallauresi , Goldschmidt, and Hays left at 8:17 p.m.

**Authorize Expenditure – Public Works Department Backhoe**

At the previous meeting the Board considered the following bids for a new backhoe to replace the 2003 New Holland LB110, which is scheduled for trade-in as part of the new acquisition:

Dealer	Make/Model	Price	Trade-in	Final Cost
Beauregard Equipment	Case 590SN	106,100	20,500	85,600
Chappell Tractor Sales	New Holland B110C	111,800	20,000	91,800
Nortrax	John Deere 410K	125,000	25,000	100,000
Milton Cat	Caterpillar 430FIT	122,000	12,500	109,500

Public Works Director Lee Dunham reported that Chappell Tractor Sales is willing to drop their price by \$2,000 to \$89,800. Dunham emphasized that his staff is most comfortable with the New Holland equipment. This expense would be paid from the Highway and Cemetery Equipment Capital Reserve Fund which has a balance of \$225,138.

Davis **moved** to 1) accept the proposal from Chappell Tractor Sales for a new backhoe for the Public Works Department in the amount of \$89,800 2) authorize expenditure of up to \$89,800 for this purchase, to be paid from the Highway and Cemetery Equipment Capital Reserve Fund; and, 3) authorize the Public Works Director to sign any documents necessary to obtain the approved product and services. The motion was seconded by Hutwelker, no further discussion and all were in favor. **Motion passed.**

**West Swanzey Park Update**

Colby updated the Board on the park and Dunham added more information. He discussed the retaining wall. A block wall would be about \$10,500 for the block. Cut stone would be about \$12,300. The West Swanzey Sidewalk Committee is willing to pay for the wall, walk, and the concrete material costs, and the Town will provide the labor. Dunham said there is drainage to accommodate which will require closing down the road and pedestrian traffic for the work to be done. A discussion was held about the blocks for the wall and the Board reviewed some photos of optional blocks. The Board is awaiting decision from the West Swanzey Sidewalk Committee as to which blocks will be used.

**Cresson Bridge Update**

Dunham said the sprinkler system is installed about halfway along the bridge. A week from tomorrow the bridge should be opened. Dunham left at 8:36 p.m.

### **Board of Selectmen Email Access**

Bruce Bohannon asked about sending emails to the email address for the Selectmen which is on the Town website. He said that the email address does not work. Colby said that Bohannon should call George Osborne from EMF, Inc. to populate Bohannon's email contacts with Selectmen email addresses.

### **California Brook Dam**

Colby said someone from the New Hampshire Department of Environmental Services (DES) provided the Town a final agreement which was sent to Town Counsel. Question remains about ownership of the dam.

Foley left at 8:48 p.m.

### **Non-public session(s) per RSA 91-A:3II(d), Acquisition, Sale or Lease of Real or Personal Property**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(d) , Acquisition, Sale or Lease of Real or Personal Property . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 8:49 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, 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 9:05 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.**

### **Vision Appraisal**

General discussion was held regarding values provided by Vision.

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

**Motion** by Davis 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 at 9:15 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, 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 9:27 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(a), Personnel Matter(s)**

**Motion** by Davis 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 at 9:28 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, 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 9:33 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 Davis to approve the Consent Agenda and authorizing the chair to sign where necessary. Second was made by Hutwelker. All were in favor. **Motion passed.**

- NH Department of Revenue Administration Form MS-1 extension request.
- Permit for Half Marathon by Monadnock Regional High School Band to be held on August 31, 2014

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

- Copy of draft Temporary Operating Agreement with NH Department of Transportation for the California Brook Dam, dated 8/14/2014.
- General Fund Budget expenditure report for July 2014.

### **ADJOURNMENT**

**Motion** to adjourn was made by Hutwelker, second by Davis. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 9:35 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on September 9, 2014

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #2 – August 19, 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 Matter(s) . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 9:15 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, and Recording Secretary Beverly Bernard.

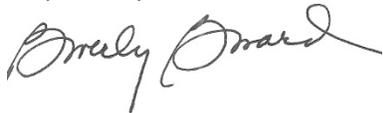
The Board discussed the letter of resignation from Carpenter Home Administrator Dawn Rice giving the Town six weeks' notice. She said her last day of work will be September 26, 2014. She also stated in the letter that she would be available to help train her replacement. Discussion occurred regarding a date to meet with Judy Bohannon to discuss the possibility that Bohannon can handle the Home until someone new can be hired. It was agreed to meet with Bohannon, given Bohannon's availability, on September 8, 2014 at 9:30 a.m. at the Police Station. The Board will ask Human Resources and Services Coordinator Edna Coates to be in attendance as well as Town Administrator Shane O'Keefe.

A brief discussion was held regarding keeping the Home open. Davis mentioned that the land would return to the heirs if the Town was to close the Carpenter Home.

**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 9:27 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 September 2, 2014

**These Minutes unsealed by the Board of Selectmen on March 24, 2015.**

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #3 – August 19, 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 Matter(s) . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 9:28 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, and W. William Hutwelker, III, and Recording Secretary Beverly Bernard.

Discussion occurred regarding requests for additional staffing help and consultants. Hutwelker suggested that the functions in question are part of the Town Administrator’s job. Colby said that an assistant will be useful to take away simple tasks from the Town Administrator so as to better utilize his time, but not creating more bureaucracy. Davis said the Town cannot afford a lot of employees.

Colby stressed the Town of Swanzey has been frugal and has capital reserve funds and is not as bad shape as other New Hampshire towns. The Board agreed that the Town doesn’t need consultants to realign the Finance Department and the Town doesn’t need an IT Manager.

**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 9:33 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 September 2, 2014

**These Minutes unsealed by the Board of Selectmen on March 24, 2015.**