

Town of Swanzev, New Hampshire  
**Board of Selectmen**  
Meeting – September 9, 2014  
Location – Christian Life Fellowship Church (election polling place)  
211Whitcomb Road, Swanzev

**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 6:39 p.m. at the Christian Life Fellowship Church (election polling place) at 211 Whitcomb Road, Swanzev, New Hampshire. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Fire Chief Norm Skantze and Resident Rebecca Hays

**MINUTES**

- Regular minutes of August 19, 2014 were considered. **Motion** by Davis to approve the regular minutes of August 19, 2014 with change to page 1 indicating that Barbara Arquin gave the Board the paperwork for a raffle permit for Elijah Barrett Covered Bridge Race and on page 2 that Castriotta would be an advocate for the Town of Swanzev for Channel 8. There was a second by Hutwelker. No further discussion. All were in favor. **Motion passed.**
- Regular minutes of the morning of September 2, 2014 were considered. **Motion** by Hutwelker to approve the regular minutes of September 2, 2014 AM. There was a second by Davis. No further discussion. All were in favor. **Motion passed.**
- Regular minutes of the evening of September 2, reconvened on September 3, 2014 were considered. **Motion** by Davis to approve the regular minutes of September 2 and 3, 2014 PM with change to page 4 that Hutwelker did not agree with the job description or that the job requires a full-time person. There was a second by Hutwelker. No further discussion. All were in favor. **Motion passed.**
- Non-public AM minutes of September 2, 2014 were deferred to the next meeting.
- Non-public PM minutes of September 2, 2014 were deferred to the next meeting.
- Non-public minutes of September 3, 2014 were deferred to the next meeting.

**FINANCIAL MATTERS**

Selectmen reviewed and approved accounts payable and payroll manifests.

**NEW BUSINESS**

**Grand Opening of Sears Hometown**

O’Keefe informed the Board that the Board has received an invitation to attend the grand opening for Sears Hometown, Saturday, September 13, 2014 from 11:00 a.m. to 3:00 p.m. for a ribbon cutting ceremony.

**Update on the work of the Capital Improvements Program Committee (CIP)**

O’Keefe passed out to the Board the CIP meeting minutes on September 8, 2014 and informed them that the Committee looks to join the Board meeting next week at 6:45 p.m. Discussion occurred regarding the Main Street Project Committee will be present at the next meeting to show plans to the Board. The Board decided that the CIP Committee will need 45 minutes.

## **OLD BUSINESS**

### **Update on Safford Drive Extension Matters**

O'Keefe informed the Board that there will be a savings of \$120,000 on the construction of the Safford Drive Extension. The bid included slip lanes in both Schedule 5 and Schedule 7 when only one was needed. There are three add-ons related to electrical, water, and drainage. A Change Order will be forthcoming and therefore the total net reduction is about \$110,000 and the bond can therefore be reduced at the recommendation of Revenue Development District Advisory Board member Steve Bittel. O'Keefe recommended that the motion approved by the Board last week be modified to provide maximum flexibility.

Davis made a **motion** to amend the original motion made on August 2, 2014 to read as follows: to accept the bonding proposal from TD Bank N.A for up to \$2,000,000 at the market rate for up to thirteen (13) years for the Safford Drive improvements project, subject to final documentation and credit approval, to authorize the Chair to sign the documentation, and furthermore to authorize the Town Administrator to sign the Change Order for the construction contract. There was a second by Hutwelker. No further discussion. All were in favor. **Motion passed.**

Resident Hays left the meeting at 6:57 p.m.

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) - Hiring . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:57 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, Fire Chief Norm Skantze 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 7:09 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.**

Chief Skantze left the meeting at 7:09 p.m.

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:09 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 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 7:12 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.**

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:13 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 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 7:24 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.**

#### **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.**

- Raffle Permit #2014-26. Sears Hometown – Miscellaneous items to be raffled off on 9/13/2014 at new Sears store at 11 West Swanzey Road.
- Pole license petition – PSNH & Fairpoint Communication, Goodell Avenue. *Should be conditioned on the complete removal of the abandoned poles within 60 days of transfer of active wires, cable and/or conduits.*
- Notice of Lien – 3 Fords Lane. Part of settlement agreement.

The Board decided to hold off on consent to the following item, pending further explanation at the next meeting:

- Event Permit #2013-29. Quartermain Expeditions – Haunted woods (Elizabeth’s Last Hope) on 8/18/2013 at the Cheshire Fairgrounds. Thursdays through Saturdays from 10/2/2014 to 11/1/2014.

O’Keefe was asked to contact the applicant and schedule an appointment for 6:00 p.m. at the next meeting.

#### **PRIMARY ELECTION DUTIES**

The Board members were present to oversee counting of ballots and to sign labels for sealing ballots.

**ADJOURNMENT**

**Motion** to adjourn was made by Davis, second by Hutwelker. No further discussion. All were in favor.

**Motion passed.** Adjournment occurred at 7:25 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on September 16, 2014

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #1 – September 9, 2014

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

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) , Personnel Matter(s) - Hiring . The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:57 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, Fire Chief Norm Skantze and Recording Secretary Beverly Bernard.

The Board was asked to consider a conditional offer of employment for a new residential intern with the Fire Department to serve on a part-time basis as on call Firefighter Level II and Emergency Medical Technician (EMT) Basic with a wage of \$14.00 per hour. The Fire Chief expressed a desire to hire Andrew Gardner who was referred by Keene State College to the Town and recommended for employment as an intern during the 2014-2015 school year. He is a certified firefighter and EMT. According to Skantze, Gardner doesn’t have a lot of experience but he does have the certifications. His certified State of New Hampshire Physical Ability test was accepted as equivalent to the Fire Department Physical Ability test and he has been interviewed by an oral board consisting of Department Officers and employment, and reference checks have been obtained.

Skantze said Gardner will be staying at the West Swanzey Fire Station – there are two beds there. Intern Justin Tracey signed an agreement to serve for two years and now is poised to get a full-time job and is a candidate with the City of Concord. Tracey has also been mentoring the new student and is expected to be gone from the West Swanzey Fire Station as soon as he has a full-time job. Davis mentioned that the Town has had two interns in the past.

**Motion** was made by Davis to approve the hiring of Andrew Gardner in the capacity of on call Fighter (Level II) and Emergency Medical Technician Basic Level with a wage of \$14.00 per hour. The motion was seconded by Hutwelker, and there was no further discussion. All were in favor. **Motion passed.**

**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 7:09 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 16, 2014

**These Minutes unsealed by the Board of Selectmen on April 7, 2015.**