

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – September 29, 2014
Swanzev Police Station, 34 Eaton Road, Swanzev, 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 9:05 a.m. at the Swanzev Police Station.

OTHERS PRESENT

Also present was Town Administrator Shane O’Keefe, Police Chief Tom DeAngelis, Public Works Director Lee Dunham, Planning and Community Development Director Sara Carbonneau, and Human Services and Resources Coordinator Edna Coates.

OLD BUSINESS

Colby started the meeting by stating that there are two matters to be resolved at the meeting: the Town’s policy on special events and the recently vacated position of Facilities Maintenance Supervisor. He mentioned that these matters have been discussed for some time and it was important to reach a conclusion on them and each would be discussed for 30 minutes. Noting that the Board is surrounded by very good department heads, he encouraged the department heads to work together on these and other pending matters. Davis spoke of the need to work on revised street names with the State for E911 purposes.

Event Permit process/policy

Colby stated that the need to hammer out a policy on special events was precipitated by the pending application requesting approval for a haunted woods event over a several weeks’ time in a residential neighborhood. He said that he wanted to see an events policy by the next Board meeting, scheduled for the following evening.

O’Keefe noted that Fire Chief Norm Skantze, along with DeAngelis and Coates, drafted a proposed policy several months ago that O’Keefe was to refine for consistency with statutes and other policies, but that other priorities have gotten in the way of its completion. With the Board asking for action on this matter, he had prepared a new draft policy in the past week and handed it out to those in attendance at the meeting for a first look, along with a proposed new application form. He also pointed out that the process up to now has called for Selectboard review and approval only of events exceeding 100 people. A careful reading of the statutes, in particular RSA 286, requires that special events of any size need a license from the Board and the policy as drafted incorporates this.

Carbonneau stated that a brief review brings up an issue with limitations on review of events of less than 100 people. Hutwelker stated that all applications should go to the review committee proposed in the policy, not just those for larger events. Davis suggested that the process should not want to be too complicated, thereby making it too difficult for applicants. She said that an application deadline of 90 days before a large event was too much. Colby asked staff to work on application deadlines to make them reasonable. He also said that a press release should be generated to help get the word out when the policy is adopted.

DeAngelis suggested that staff could work on the policy after the meeting to expedite review for the

Board. Hutwelker mentioned that maybe waiting a week would be better to allow for more consideration by staff. This was acceptable to the other Board members. It was agreed that a draft should be finalized by Friday for review by the Board over the weekend and subsequently considered at the meeting of October 7, 2014. Colby stated that he wanted to see few if any changes made by the Board at the meeting and asked for the draft to be as close to a final version as possible. He said that the policy should be acceptable to all department heads.

O'Keefe suggested that the event reviews should also include the Department of Public Works as Town roads can often be affected by large events. He also agreed to arrange a meeting of involved staff for the following Thursday.

DeAngelis and Carbonneau left the meeting at 9:33 a.m.

Facilities Maintenance Supervisor position

Colby stated that the matter of considering rehiring this position has dragged on too long and something needs to be done. He said that it would be discussed for no more than 30 minutes.

Dunham gave the history and background of the position, noting that the former Town Administrator had added the facilities responsibilities to the parks and cemeteries maintenance job to address maintenance efforts that employees at Town facilities should or could not do, such as storm window replacement, air condition installation, and lock replacement. Over time the position gravitated to more and more facilities work, including renovation.

Davis recalled that the facilities job was originally to facilitate and oversee significant work but not to actually do the work, and it has morphed into something it was not intended to be. Colby stated that the scope of the job should come under review.

Regarding proposed bathroom construction work at the Carpenter Home, Dunham said that he looked into contracting out the work but the cost was very higher, however the time it takes Town staff to complete the work is much longer due to competing projects. He cannot do the project with present forces, as he like to have two people working on any one project due to safety concerns.

O'Keefe suggested that the position could also have responsibility for overseeing construction efforts and helping to secure bids.

Hutwelker handed out a sheet titled Alternative to the Grounds and Facilities Maintenance Supervisor position breaking out the cost of the position and four primary functions of the position. He stated that no one can fulfill this job description and do it well. He suggested that the Code Enforcement Officer could work to assist with building maintenance/improvement specifications and bidding.

Colby reiterated that the position morphed quickly into something unintended. He suggested that Dunham should stay on top of the efforts of the person to be hired and meet with them weekly, and asked what the real needs are of the department.

Dunham noted that things have run smoothly without the previous Facilities Maintenance Supervisor, but there is a lot of work to be done, particularly at the Carpenter Home. He noted that the former

employee worked on cemetery cataloging, and that Dunham is now learning the software program and ways to improve the cataloging system.

He proposed the following:

- Assign the cemetery sexton responsibilities to the Public Works Director.
- Reclassify the Facilities Maintenance Supervisor position as the “Grounds and Facilities Maintenance Foreman”.
- Elevate an existing department laborer employee to this new Foreman position.
- Replace the laborer position with a new hire.

It was noted that Dunham is already overburdened with responsibilities, and it was questioned whether it made sense to assign him additional responsibilities, and whether someone else could handle the sexton responsibilities. Dunham said that he was invested in taking care of the cemeteries and wished to take on the job. The Board members were in favor of the job reassignment scenario presented by Dunham.

Colby suggested that job descriptions should be changed to address these changes. Allocation of personnel in the budget for the affected departments was discussed. It was agreed that the job descriptions for the Public Works Director, Facilities Maintenance Supervisor (to Foreman), and the Code Enforcement Officer would be changed to reflect the above suggested reclassification scenarios. It was further agreed that Coates will work on these changes and coordinate with Carbonneau on the extra responsibilities of the Code Enforcement Officer, and the Board will consider these changes at the meeting the following week.

There was a brief discussion on bathroom construction work proposed for the Carpenter Home. Dunham said that the work has to be done and he will get quotes on the extent of the necessary work for the Board to review

ADJOURNMENT

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

Motion passed. Adjournment occurred at 10:30 a.m.

Respectfully Submitted,

Shane O’Keefe, Town Administrator

Approved on October 7, 2014.