

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 14, 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 6:00 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

L. Robert Landry, PE – New Hampshire Department of Transportation (NHDOT) and Tom Levins, PE, Lead Structural Engineer with GM2 Associates, Director of Planning and Community Development Sara Carbonneau, Police Chief Tom DeAngelis, Director of Public Works Lee Dunham, and Ashuelot River Local Advisory Committee member Barbara Skuly.

MINUTES

- Regular meeting minutes for October 7, 2014 were considered. There was a **motion** by Hutwelker to accept the regular meeting minutes of October 7, 2014 with change in reference to special events, page 7, second paragraph from bottom: Colby made a comment about a permit for up to 15,000 attendees. Colby asked to add to that comment that a “lot fewer came”. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- Non-public meeting #1 of October 7, 2014. There was a **motion** by Hutwelker to accept the non-public meeting #1 of October 7, 2014. The motion was seconded by Davis. No further discussion and all were in favor. ***Motion passed.***
- Non-public meeting #2 of October 7, 2014. There was a **motion** by Hutwelker to accept the non-public meeting #2 of October 7, 2014 with the following changes: In paragraph 4, last sentence, the word “not” is missing; it needs to be inserted between “should” and “be”. In same sentence “cover” should be “covering”. The motion was seconded by Davis. No further discussion and all were in favor. ***Motion passed.***
- Non-public meeting #3 of October 7, 2014. There was a **motion** by Hutwelker to accept the non-public meeting #3 of October 7, 2014. Hutwelker noted there was an agreement by Bohannon that one of the two new hires would sign an affidavit to not participate in the Town healthcare program. O’Keefe noted that since the next hires were part-time, they would not be eligible to participate in Town benefits. The motion was seconded by Davis and there was no further discussion. All were in favor. ***Motion passed.***

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

OLD BUSINESS

Implementation of Business Operation Assessment – this discussion was tabled to next meeting.

On July 29, 2014 the Board had an in-depth discussion about the Business Operations Assessment provided by Municipal Resources, Inc., last June and it agreed that a list of action steps should be developed. O’Keefe presented a preliminary matrix to the Board for review and to discuss next steps.

Capital Improvements Program (CIP) Committee Architectural Study Report

O'Keefe noted that the CIP Architectural Study Report is now ready for Board members to review. Several large volumes of the report were provided to the Town by Scully Architects. O'Keefe said he would be placing the Architectural Study Report on the website for public review upon receipt of the file.

NEW BUSINESS

Cresson Bridge Scour Countermeasures

L. Robert Landry, P.E. from the New Hampshire Department of Transportation (NHDOT) attended the meeting to present, with their consultant Thomas P. Levins, P.E., measures to prevent scouring issues at the Cresson Covered Bridge. Landry introduced himself and Levins to the Board. Levins spoke about preventing future flooding erosion by reinforcing footings around the foundation piers of the bridge with either riprap or a new product referred to as "A-jacks". He noted that the Scour Critical Program qualified the Cresson Bridge for funding because of uncertainty of the condition of the foundation piers for the bridge, which have been undermined. Levin explained use of concrete A-jacks to place at the foundation of the center pier. He said that construction would be scheduled for 2016. Cost is estimated at \$300,000, with 80% of the funds come from grant application and state aid represents 20% of the funding, with 4% to be paid by the Town of Swanzey, which is approximately \$12,000. Levins said there are also engineering costs which are not included in the construction costs. Expectation for duration of the work is about a month. The contractor will want to work during low water conditions. With ideal weather conditions the job could take less than a month. O'Keefe asked about closing off the bridge to traffic and was told that won't be needed.

Carbonneau asked about erosion at the nearby parking lot and how that would be impacted by heavy equipment on the property. Discussion occurred about storm-rain erosion in the parking lot and a possible rain garden on the land to redirect water flowing into the area. Levins stated that the contractor won't be using a crane, but there will be equipment in the river itself. Levins explained that the A-jacks are all cabled together so that they will not move once in place. Barbara Skuly asked Levins a number of questions about the possibility of disturbances to the river and the river bank because of the work to be done. Discussion occurred about access by the contractor to the river down a steep bank and the need to stabilize the bank. Levins noted that the contractor cannot leave the bank in worse condition than he finds it upon start of the job.

Landry said the advertisement for the job is scheduled for December 29, 2015. The Town will be invited to the pre-construction meeting. The plan will be discussed at that point. Skuly made a point that the wetlands permit from the State will restrict what can be done by the contractor.

Dunham asked about the expected lifetime for the A-jacks. Levins said his estimate is 50 – 75 years. Levins said his calculations show that the A-jacks will protect the bridge piers from spiraling water vortices which tend to wash away the land supporting the piers. Landry and Levins left bridge-work plans for the Town to retain. Landry, Levins, Skuly, and Dunham left the meeting at 6:40 p.m.

West Swanzey Park Update

Colby mentioned a discussion that was held with Ms. Skully and Dunham earlier in the week regarding the design for the catch basins in the vicinity of the park to direct water away from the river.

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

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 6:41 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O'Keefe, Director of Planning and Community Development Sara Carbonneau 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 6:48 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.**

Signboard for Front of Town Hall

Carbonneau updated the Board on the proposed noticeboard for the front of Town Hall. O'Keefe showed the Board an old signboard which was found in the attic of Town Hall. The signboard consists of mounted glassed doors which can be opened to pin public notices inside and then closed to secure the contents from the weather. The signboard is in need of repair but can be renovated. Carbonneau said that the signboard can be placed outside of Town Hall as a free-standing sign near the handicap parking space so folks can drive up to it and review notices available for public review. The rehabilitation of the sign would be to weatherize it, put in safety glass, build a post for mounting it under a short peaked roof, add a corkboard surface to the inside for easy posting, and a lock to secure access to it. Carbonneau mentioned that solar lighting is an option. The labor for this project is to be provided by a high school student for his senior project. The Board agreed to expend funds for materials. Carbonneau left at 6:52 p.m.

Non-public session(s) per RSA 91-A:3II(b), Hiring of a Public Employee

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) , Hiring of a Public Employee . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 6:53 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O'Keefe, Police Chief Tom DeAngelis 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 7:03 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.**

Haunted Forest

There was a brief discussion about the event on Arrowcrest Drive.

DeAngelis left the meeting at 7:07 p.m.

Execute and post General Election warrant per RSA 658:1

In preparation for the November 4, 2014 General Election, the Board must issue and post the Warrant by no later than October 21, 2014. The Board was asked to sign the warrant.

Motion was made by Davis to approve and execute the General Election warrant per RSA 658:1 for the General Election scheduled for November 4, 2014. There was a second by Hutwelker. No further discussion and all were in favor. **Motion passed.**

Non-public session per RSA 91-A:3II(b), Hiring of a Public Employee

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:22 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O'Keefe, 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 7:27 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.**

Interim Carpenter Home Administrator Judy Bohannon joined the meeting at 7:34 p.m.

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 7:35 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, Interim Carpenter Home Administrator Judy Bohannon 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 7:49 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.**

Update on Carpenter Home Matters

Bohannon updated the Board on Carpenter Home matters saying that the temporary people are working out well and the Home is operating smoothly despite the transition in personnel that occurred recently. Discussion also occurred regarding secure file cabinets. Bohannon left the meeting at 7:54 p.m.

OTHER BUSINESS

Town Hall closure on Wednesday afternoons

Davis asked the Board to discuss and evaluate the Wednesday afternoon weekly closing of Town Hall. Davis said she has heard that some people are frustrated when they come into Town Hall and can't find anyone to speak to, as no one is here. Hutwelker stated that there are employees here, but not all of them. Colby explained that the change occurred in order to have Town Hall open to the public a full hour earlier than normal and close at to the public at noon so that staff could use the quiet time until 4:00 p.m. to get busy work done that cannot get done when customers need help. O'Keefe mentioned that some staff arrange for doctor appointments or other meetings on Wednesday afternoons so as not to miss regular customer service hours or burden other staff members. Davis suggested getting feedback from staff that they are using the time efficiently and are able to get their work done.

There was a brief discussion about holding Board meetings on Wednesday evenings instead of Tuesdays. It was agreed that the Tuesday night schedule is working.

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. There was no further discussion and all were in favor. **Motion passed.**

- Personnel Action Report(s)

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

- Invitation to the Southwest Region Planning Commission's annual fall Meeting, scheduled for October 21, 2014.
- Notice from UNH Cooperative Extension of training on Forest Laws for Municipal Officials.
- Invitation to the Cheshire County Conservation District's 69th Annual Meeting.

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Davis. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 7:57 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 21, 2014

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – October 14, 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 6:41 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe, Director of Planning and Community Development Sara Carbonneau and Recording Secretary Beverly Bernard.

Carbonneau informed the Board that she has conducted the six month performance evaluation of Code Enforcement Officer Mike Jasmin and that she recommends that he be removed from probationary status and receive a merit increase of 3%. She noted that Jasmin’s Letter of Hire said he would work between 15 – 25 hours per week and Carbonneau said she would like to have him work 25 hours per week on a permanent part-time basis. Hutwelker agreed that Jasmin is doing a great job. O’Keefe noted Jasmin is doing a good job with staff and with the public. Carbonneau said the Town’s business requires he work as many hours as possible. She also noted that she will be adding into her yearly budget review a request for full time work for Jasmin as Code Enforcement Officer.

Motion was made by Hutwelker to lift probationary status of Code Enforcement Officer Michael Jasmin making him a regular part-time employee with an increase in his rate of pay (3% increase) to \$23.69 per hour. There was a second by Davis and no further discussion. All were in favor. **Motion passed.**

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 6:48 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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 21, 2014

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

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #2 – October 14, 2014

Non-public session(s) per RSA 91-A:3II(b), Hiring of a Public Employee

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 6:53 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe, Police Chief Tom DeAngelis and Recording Secretary Bernard.

DeAngelis met with the Board to request their approval for a conditional offer of employment at a pay rate of \$22.12 per hour to Christopher Roberts for the position of Police Officer, filling the vacancy created by the departure of Officer Robert O’Connor. DeAngelis noted Roberts is currently a full-time certified officer with the Winchester Police Department and brings twenty-two years of law enforcement experience to the Town of Swanzey. Although Roberts is currently a Lieutenant with the Winchester agency, he expresses his desire to come to a larger agency and is excited to get back into a patrol position, where he can make a difference on the streets and serve as a mentor to the younger patrol officers. DeAngelis said that Roberts is bright and a good fit with the agency and the Town. DeAngelis noted that after one year of service, he could come back and ask for a raise for Roberts.

Motion was made by Davis to approve conditional offer of probationary employment at \$22.12 per hour to Christopher Roberts and authorize O’Keefe to sign the offer and the Personnel Action Report, subject to Roberts passing background check, and medical and psychological testing. Second was made to the motion by Hutwelker. DeAngelis noted that Roberts is only looking for eight more years of employment before retiring. DeAngelis asked the Board if they wanted a three contract to ensure he stays with the Department for at least that long. He said it is more of an inconvenience if he decides to leave after one year as opposed to a financial matter. Davis noted that since Roberts is already certified she did not see a need for a three year contract. The need for one in the past has been associated with new hires needing to be certified at the expense of the Town and once certified leaving for other jobs. No further discussion and all were in favor. **Motion passed.**

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 7:03 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 October 21, 2014

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

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #3 – October 14, 2014

Non-public session per RSA 91-A:3II(b), Hiring of a Public Employee

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:22 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe, and Recording Secretary Beverly Bernard.

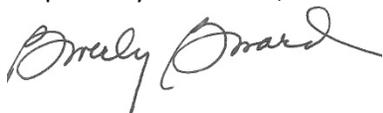
The Board received a request from Interim Carpenter Home Administrator Judy Bohannon to extend a conditional offer of probationary employment to Eva-Marie Blood with the Town of Swanzey as Licensed Nursing Assistant at the Carpenter Home. This is a regular part-time position and therefore without benefits. The requested pay rate is \$12.35 per hour.

Motion by Davis to approve a conditional offer for employment to Eva-Marie Blood as a regular part-time Licensed Nursing Assistant at the Carpenter Home at a pay rate of \$12.35 per hour subject to satisfactory criminal and motor vehicle record checks, maintaining current Nursing Assistant License, and passing the required TB test and physical, and to authorize the Town Administrator to sign the offer and Personnel Action Report on behalf of the Board. There was a second by Hutwelker and no further discussion. All were in favor. **Motion passed.**

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 7:27 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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 21, 2014

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