

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 28, 2014
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, 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. Selectmen Debra J. Davis joined the meeting at 6:05 p.m.

OTHERS PRESENT

Police Chief Tom DeAngelis, Fire Chief Norm Skantzze, Sewer Commissioner Glenn Page, Conservation Commission member Wally Smith, Residents Judy Gallauresi and Michael Goldschmidt. Interim Carpenter Home Administrator Judy Bohannon and Emergency Management Director Bruce Bohannon arrived at 7:42 p.m.

MINUTES

- Regular meeting minutes for October 21, 2014 were considered. There was a **motion** by Hutwelker to accept the regular meeting minutes of October 21, 2014. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- Non-public meeting #1 of October 21, 2014. There was a **motion** by Hutwelker to accept the non-public meeting #1 of October 21, 2014. The motion was seconded by Davis. No further discussion and all were in favor. ***Motion passed.***
- Non-public meeting #2 of October 21, 2014. There was a **motion** by Hutwelker to accept the non-public meeting #2 of October 21, 2014. The motion was seconded by Davis. No further discussion and all were in favor. ***Motion passed.***

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

NOMINATIONS

Inspectors of Elections per RSA 658:2

It was determined that as happened two years ago, the two political parties have not appointed Inspectors of Election per RSA 658:2. The statute allows parties to appoint up to 3 qualified individuals, but requires the Selectboard to do so if they don’t. On November 3, 2012 and November 6, 2012, the Selectboard appointed as Inspectors: Victoria Barlow and Lloyd Hill for the Democratic Party, and Bill Hutwelker and Liz Colby for the Republican Party, respectively. RSA 658:4 allows for terms to be two years from the August 1st of the year appointed or until a successor is appointed and qualified.

Both Liz Colby and Bill Hutwelker have indicated that they will be available as Inspectors for the Republican Party. O’Keefe noted that a Selectman may serve as an Inspector of Elections according to the Secretary of State’s Office. He also stated that Lloyd Hill indicated that he is working at the polls that day and will be unavailable as an Inspector for the Democratic Party. And Victoria Reck Ames (formerly Barlow) is not available to be an Inspector for the Democratic Party. It was noted that Nancy Carlson expressed an interest in being appointed as an Inspector representing the Democratic Party but she is working the polls and therefore cannot be appointed.

Davis **moved** to appoint Liz Colby and William Hutwelker as Inspectors of Election for the Republican Party. The motion was seconded by Colby and all were in favor. **Motion passed.**

There was no appointment for Inspectors for the Democratic Party and it was agreed that the Town Administrator would contact the Town Moderator for recommendations, which could be addressed at the upcoming Saturday morning budget discussion.

OLD BUSINESS

Discussion regarding property at 365 Sawyers Crossing Road

Discussion was held regarding a request by Michael Jasmin, Town of Swanzey Code Enforcement Officer, on behalf of the property owner at 365 Sawyers Crossing Road, for permission to erect a mobile home on the site while the permanent home is being rebuilt due to damage from a fire. The request is for a maximum of six months as required by for Temporary Manufactured Housing Permits under Swanzey Zoning provision III.V.

Motion was made by Hutwelker to permit temporary occupancy of a manufactured unit at 365 Sawyers Crossing Road for a period not to exceed six months per Swanzey Zoning Ordinance Section III.V. There was a second by Colby, and both were in favor. **Motion passed.**

NEW BUSINESS

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 6:12 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 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 6:20 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.**

DeAngelis left the meeting at 6:21 p.m.

General discussion of Fire Department matters

Fire Chief Norm Skantze updated the Board on Fire Department matters. Discussion was held regarding a hydrant at the West Swanzey Park that is not currently working. Skantze said an inspection will be conducted of the pipe to try to determine what might be blocking the flow of water into the hydrant.

The Ice Pond on NH Route 10 was also discussed. Skantze spoke about possible solutions to produce water in a small retention area for a hydrant.

Skantze informed the Board that he received from the Insurance Services Office, Inc. (ISO) the Public Protection Classification Summary Report indicating that the Town of Swanzey ISO rating has been reduced to 6, which is a significant improvement from a higher rating. Skantze explained that a 9 ISO rating is for a town without a fire department. He said the City of Keene is rated a 5 and Brattleboro, Vermont is rated a 4. He said the lower the number the better it is for both homeowners and businesses. Skantze continued saying that the new 6 rating for the Town of Swanzey recognizes some of the efforts of the Fire Department. Wally Smith, who is a resident who retired from the insurance business, said that as that number goes down, the insurance rates go down - a significant reduction for both home owners and business. The Board was pleased to hear this news.

Skantze mentioned the town experienced two serious fires in the past two weeks and that mutual aid is especially important for multiple alarms.

Skantze spoke about the need of the Fire Department for a new rescue boat. He said the inflatable rescue boat now in use is beyond repair. Skantze asked the Board if funding for a new rescue boat might come from the Capital Reserve Trust Funds since the boat is technically a piece of apparatus. There was no comment from the Board. Skantze estimated a cost for a new rescue boat suitably equipped at \$25,000 to \$29,000. Skantze said the Town will have to rely on mutual aid for the time being. When the Board questioned the price of a rescue boat, Skantze described the attributes of the specialized boat that make it expensive.

Skantze then updated the Board regarding recently purchased Scott Air Packs. The Town purchased 30 packs and it was learned recently that there was a recall of some of the packs due to defective regulators. Out of the 2,000 sold nationally, the Town had 17 defective packs. Skantze said the company expedited replacements for the regulators of all 30 packs. Skantze also said that he has negotiated an agreement to have a third party test the air packs at Scott's expense.

Skantze said the West Swanzey Station roof needs repair and the doors also need work. Skantze said he is looking for a response from the Board as to whether he needs to get three quotes, saying he already has one from Melanson as there are few contractors able to work on the kind of roof at the Fire Station. Hutwelker agreed that Melanson does a good job with roofs. Champion has quoted the doors according to Skantze. The Board and Skantze agreed that Skantze should get two more quotes to make a comparison.

The discussion continued regarding training. Skantze said that resident Ed Morenz's property is being used for training. November 9, 2014 is a training date when a building on the property will be burned. Skantze said he went to training for infection protection. Emergency Medical Technicians (EMTs) will be trained and equipped for protection when around infectious disease, such as Ebola.

Skantze informed the Board that members of the Fire Department's Capital Improvement Committee would like to further discuss with the Board the use of funds and the detailed plan for a new Fire Station should the voters agree. The Committee would like the Board to know why certain rooms were requested and other recommendations made. As to funding the plan, Skantze noted the trust fund is set up for planning, not for building, and the next logical step would be to use the trust funds for plans for the proposed station.

He provided a report on personnel, the status of department apparatus, goals and objectives that have been completed and some yet to be completed.

Recruitment was discussed. Six candidates passed oral boards and physicals.

Skantze left the meeting at 6:52 p.m.

Colby left the meeting temporarily at 6:52 p.m. and rejoined the meeting at 6:56 p.m.

OTHER BUSINESS

Discussion of 2015 Budget for Sewer Commission

Sewer Commissioner Glenn Page was present to discuss the 2015 Sewer Budget with the Selectmen. Page noted that the rate per gallon charge at West Swanzey is at bottom 20% of the State of New Hampshire list of rates for sewer facilities in the State. North Swanzey per gallon charge is at the top 20% since it is associated with the City of Keene. Several Town Hall staff members are allocated to charges for the Sewer Commission. The Town pays a portion of the debt service for the sewers for West Swanzey and North Swanzey.

Page said that sludge removal for two lagoons was completed this year. This work had not been done in 14 years. Because of the treatment of phosphorous – sludge will need to be removed more frequently, perhaps ten years from now. Page explained how the sludge is removed. Cost was a little over \$1,200 for the whole process. A third lagoon will be worked on next spring. When discussion moved to line items in the proposed budget, O’Keefe noted the shaded lines in the spreadsheet representing health insurance and other insurance have not yet been determined.

Page left at 7:07 p.m.

NEW BUSINESS

Illegal Dumping Ordinance

The Conservation Commission drafted an Illegal Dumping Ordinance which was presented by Wally Smith to the Board with the request that it be reviewed for consideration by voters at the 2015 Town Meeting. Smith explained to the Board that the annual cleanup showed the Commission that littering and trash along Town roads is becoming a problem. The Commission is proposing that fines be imposed to get people to think about littering. Smith said that the Commission took suggestions from other Towns and also looked at the State statute but felt that it was inadequate. Smith mentioned that Public Works Director Lee Dunham gets frequent complaints about trash. Smith said that he thought the voters would approve this. A discussion was held regarding the penalty provision and the importance of being consistent with other fines imposed by the Town in its other ordinances. Smith emphasized that the idea is prevention, not punishment.

O’Keefe suggested changing the format of the ordinance for a graduated penalty provision similar to the Noise Ordinance approved this year. Hutwelker asked about whether this would apply for homes with trash and debris on site and the response was that it would not. O’Keefe said that could be managed by regulation by the Health Officer. O’Keefe suggested that seeking authorization to tell someone to clean up their property would necessitate an attorney to write appropriate wording to take into account property rights.

Smith added that the Commission sees the Warrant Article as a deterrent in itself; something that might create conversation and sensitivity to road trash.

The Board agreed to have O'Keefe use the format already used for a Town Noise Ordinance to create a new Trash Ordinance and send to the Conservation Commission and affected Department Heads for review, and then to the Town Attorney. When a question arose regarding how violations would be tracked, O'Keefe noted that the Cheshire County Prosecutor could maintain those records. Smith agreed that a Trash Ordinance be consistent with the Noise Ordinance in terms of applied penalties.

NH-General Assistance Program – Hosting Service Agreement

A brief discussion was held regarding the NH Local Welfare Administrators Association work on technological improvements to how general assistance is tracked and a new online hosted program to replace the antiquated NH-MAPS software program that will better enable to the Town to track individuals and services, issue vouchers, and review data from other participating communities in order to view trends and possibly thwart fraud. In order to participate in the program the Town must enter into an Application Hosting Service Agreement with the state-wide service provider, Seacoast Computer, Inc. of Rochester, NH. There is no cost for the first year and the subsequent year will be \$437.10, based on \$.06/person and a population of 7,285. Staff recommended adoption of the new program and the requisite agreement. Hutwelker asked what number of other communities has signed up for the program. O'Keefe said he did not know that number. Hutwelker said he was concerned about the Town's commitment if the fee schedule is increased to \$.10/person if there are 50 communities or less, as indicated in the Agreement. Davis agreed with Hutwelker as to needing to know the number of towns that are committed to the program. Colby suggested that the towns should be part of Cheshire County. O'Keefe noted there is a conversion fee if the Town does not sign up soon. O'Keefe noted that Human Resources and Services Coordinator Edna Coates has been working on this project and might have more information, and he will report back soon.

Non-public session(s) per RSA 91-A:3II(c), Reputation – Lien.

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) , Reputation – Lien. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:34 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 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 7:39 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.**

Carpenter Home Administrator position

At the previous meeting the Board approved re-advertising the position without the need for the incumbent to be a Registered Nurse, and discussed how best to advertise the open position.

There was some concern expressed about the value of advertising in the *Keene Sentinel*. It was found that the previously posted advertisement made its way from the *Keene Sentinel* into the following web sites: www.Indeed.com, www.Glassdoor.com and www.Simplyhired.com. Running ads in the paper for 4 days, including the internet, would be \$440.68 for a box ad and \$259.20 for a line ad. An advertisement in www.monster.com is approximately \$395, and was \$419 in www.careerbuilders.com.

The Board discussed this further. O'Keefe said the ad was revised and is to be posted for in the New Hampshire Municipal Association web site and the New Hampshire Association of Residential Care Homes (NH-ARCH) website. There were two responses for the position as Administrator/RN originally but the Board agreed to post the position for just an Administrator. O'Keefe said there was a question about where the ads were being posted and the funds available to pay for advertising.

Discussion was held about agencies or other sources for Assisted Living Administrators. O'Keefe said NH-ARCH was consulted briefly and he suggested contacting them again. The Board agreed to run a box advertisement with internet listing in the *Keene Sentinel* newspaper for an Administrator.

OTHER BUSINESS

Discussion of 2015 Budget for Carpenter Home

Interim Carpenter Home Administrator Bohannon was present to discuss the 2015 Carpenter Home Budget with the Board. Discussion occurred regarding salaries for full-time versus part-time personnel which numbers have yet to be determined. Colby said he understood from previous discussions that the Administrator would be full-time and the Registered Nurse would be part-time (for about 20 hours per week). Bohannon agreed and said she could not relate what the cost of a full-time Administrator would be. Colby said that for budgeting purposes there is a concern with benefits. Bohannon said it is her opinion that the best scenario is for a full-time Administrator with benefits (40 hours) and one other full-time person, and the other staff would be part-time. O'Keefe was asked to reconfigure the budget to show two full-time employees (Administrator and Clinical Coordinator) and a part-time Registered Nurse position.

Discussion occurred regarding budget line for propane gas for cooking and for a generator. Bohannon mentioned that she raised the budget line for groceries since prices are going up. Mrs. Bohannon mentioned the bathroom renovation project that will be happening during the winter. The van was discussed and Bohannon said that it is being used nearly every day, mostly for doctor's appointments. There was a discussion regarding training and meetings. Bohannon said that with new staff, training is important.

O'Keefe noted the Revenue spreadsheet needs to be updated. Bohannon said that one client will be leaving the facility and there will be one room available priced at \$3,050 per month.

Discussion of 2015 Budget for Recreation Department

The Board reviewed Recreation Budget – Colby suggested the proposed overall budget be \$62,000 or \$63,000. A discussion occurred regarding the revenue generated by the tennis, soccer, and softball programs and being able to convey that information to residents.

Discussion of Emergency Management Budget

There was a brief discussion with Emergency Management Director Bruce Bohannon regarding the closure of Vermont Yankee and any impact on Emergency Management funding and Bohannon said that the funding next year will remain the same as previous years.

Bruce and Judy Bohannon left at 8:34 p.m.

Scheduling for Review of Fire, Police, Public Works, and Recycling Departments

The Board scheduled to meet at 8:30 a.m. on the morning of Saturday, November 1, 2014 for budget discussions with the Fire, Police, Public Works and Recycling Departments. O'Keefe was asked to inform Department Heads to be 15 minutes early for their appointed times.

Discuss upcoming General Election

With the General Election scheduled for next Tuesday, November 4, 2014, the Board discussed scheduling for attendance at the polls. The Board agreed to keep the same rotation as in a previous election, with Davis taking the first rotation from 8:00 a.m. until 11:30 a.m., Colby the second rotation from 11:30 a.m. to 3:00 p.m., and Hutwelker to take the third rotation from 3:00 p.m. to 7:00 p.m.. At 6:45 p.m. a brief meeting of the Board will be held at the polling location.

Personnel Policy Committee

Hutwelker asked about the status of the Personnel Policy Committee. O'Keefe updated the Board.

Tax Rate

O'Keefe updated the Board on the setting of the Tax Rate. He mentioned that all of the Town's revaluation and revenue information has been submitted to the New Hampshire Department of Revenue Administration, and that he had to assist the Perry Lane Lighting District with submittal of its documentation, which has been done. The State indicates that they are only waiting for the School District to submit final numbers before the Town can get on the queue for rate setting. He also said that he has connected with Town Treasurer Lynda Faulkner about the possibility of a tax anticipation note in case there are further delays, and that the County tax of \$1,822,763 is due on December 17, 2014.

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. All were in favor. ***Motion passed.***

- Notice of Intent to Cut Wood or Timber. Michael Paine, Map 87, Lot(s) 5-1.
- License to Sell Pistols and Revolvers (RSA 159:8). Warner Tool Company, Inc., 201 Old Homestead Highway. (Last approval was on May 7, 2013, expired on August 1, 2014).

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

- Copy of Cheshire County tax allocation invoice of \$1,822,763.
- Copy of Treasurer's Report for September 2014.
- Copies of NH Department of Revenue Administration Forms MS-1 and MS -1V for 2014.
- Abutter Notification for Shoreland Permit Application. 152 Pine Street, Map 57, Lots 65-1 & 123.

ADJOURNMENT

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

Motion passed. Adjournment occurred at 8:51 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on November 4, 2014.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – October 28, 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(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 6:12 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 proposed the hiring of Kathy Nicholson as a Part-time Administrative Assistant. It was noted that the application had a date of November 7, 2013, and was signed as Kathy Stephens. DeAngelis noted that Stephens has recently married and changed her last name to Nicholson and he said that the application was submitted only a few days prior to the meeting. There was no explanation for the incorrect date on the application. DeAngelis noted that funding for the position is included in the proposed 2014 budget. DeAngelis said that the candidate is well-qualified.

Motion was made by Davis extend a conditional offer of probationary employment with the Town of Swanzey to Kathy (Stephens) Nicholson as the Administrative Assistant at the Swanzey Police Department for 15 hours per week at a hourly pay rate of \$12.00 per hour, subject to satisfactory criminal background check, motor vehicle record checks, and credit check and to authorize the Town Administrator to sign the offer letter and Personnel Action Report (PAR). There was a second by Hutwelker. No further discussion and 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 6:20 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 November 4, 2014.

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