

Town of Swanzev, New Hampshire  
**Board of Selectmen**  
Meeting – November 1, 2014  
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, 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 8:35 a.m. at the Swanzev Town Hall. Also present was Town Administrator Shane O’Keefe and Solid Waste Manager Bob Osterhout.

**OTHERS PRESENT**

Police Chief Tom DeAngelis arrived at 8:47 a.m., Fire Chief Norm Skantze arrived at 9:42 a.m., and Public Works Director Lee Dunham arrived at 10:25 a.m.

**NEW BUSINESS**

**2015 Budget Work Session**

**Recycling Center.** Solid Waste Manager Bob Osterhout went over the proposed 2015 Recycling Center budget with the Board, discussing various budgetary increases and decreases. He discussed the contract with Waste Management and opportunities for reduced disposal costs with competition.

Purchases proposed include a new ground magnet for the forklift and possibly new external lights for one area of the facility.

Police Chief Tom DeAngelis arrived at 8:47 a.m.

Regarding revenues, Osterhout mentioned that gate fees have increased. He said that he believes some of this has to do with increased security and oversight. It was mentioned that there is better security overall.

Osterhout was asked whether the facility improvements proposed in the recent Swanzev Municipal Study would have operation cost impacts. He stated that that with better automation the Town could save on some personnel costs. There were no obvious cost increases that he could foresee.

Board members all agreed that they were pleased with the facility, and that it is cleaner and better run than it has been in the past.

Osterhout left the meeting at 8:57 a.m.

**Police Department.** Chief DeAngelis went over the proposed 2015 Police Department budget with the Board. Regarding the Prosecutor position, there is a 43% increase for 2015, primarily because the 2014 cost was significantly lower due to staffing changes at the Prosecutor’s office. He will gather more information on this increase.

There was a discussion on Special Duty Rates, which are up in 2014 but are offset by revenues. Regarding vehicle tires, the new all-wheel drive vehicles are wearing through tires faster and more tires than anticipated are needed.

There was discussion about the desire to return funds to the voters through under-expenditure of budgeted funds.

The need for protective equipment for officers was discussed. Given the recent riots in Keene, at which Swanze officers were assisting, it became evident that protective gear was needed immediately, and DeAngelis mentioned that he is in the process of procuring this right away. He said that he is also seeking quotes for additional external security cameras at the police station.

The Board asked DeAngelis to consider making some cuts to the Police Department budget. The Chief stated that he did not want to see and reduction in the budget for vehicle tires or data processing. He said that he supports the Town using a single information technology vendor for all departments.

#### **Tax Deeded property at 112 Pine Street (Map 57, Lot 114)**

O'Keefe updated the Board on this property, which was formerly owned by James M. Beach, and which, on September 30, 2014, the Board voted to authorize issuance of a tax collector's deed. He noted that while at that time of the Board's decision, the property was vacant, but upon inspecting the property for winterization, it was discovered that the house is now occupied. Unbeknownst to the Town, Mr. Beach leased the property out on October 4, 2014 prior to Town ownership on October 17, 2014. O'Keefe noted that he and DeAngelis had visited the property and met with one of the occupants, who had indicated a desire to continue occupying the mobile home. He said that he will seek to have Code Enforcement Officer Mike Jasmin inspect the property to determine if it is safe and habitable, and report back to the Board. He will also speak to the Town Attorney.

#### **Non-public session per RSA 91-A:3I(c), Reputation**

**Motion** by Davis to enter Non-public session pursuant to RSA 91-A:3II(c) , matters that would likely affect adversely the reputation of a person other than a member of the Board . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 9:33 a.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 Police Chief Tom DeAngelis.

**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 9:41 a.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, and Fire Chief Norm Skantze arrived, at 9:42 a.m.

#### **2015 Budget Work Session (continued)**

**Fire Department.** Fire Chief Norm Skantze went over the proposed 2015 Fire Department budget with the Board. He stated that personnel costs are up due to 2015 being the second year of a three-year pay

adjustment plan, previously approved by the Board on December 3, 2013. This is reflected in the part-time and call-pay budget lines. Skantze mentioned that the call pay budget line cannot easily be estimated, as it is driven by the number and severity of calls and which responders are on the call. It was agreed to reduce the proposed budget line for call firefighters from \$75,000 to \$72,500

Expenses for employee physical exams was discussed and Skantze mentioned that the amount expended was down the past few years because on a misunderstanding on the part of the provider regarding NFPA requirements. He said the employee physicals program is a good one and he wants all Department employees to undergo them.

Other budget matters discussed were protective equipment, postage, equipment maintenance, and vehicle maintenance, the last of which he said the Town is seeing increased costs. The need to replace tires is unpredictable he said, and is governed more by vehicles sitting still than by miles driven, but presently the Department is in good shape with vehicle tires. It was noted that radio repairs were problematic as replacement parts are difficult to come by, even for newer models.

Based primarily on expenditure trends, it was agreed to lower budget lines from that requested for postage, electricity, heating oil, building maintenance, supplies and special duty expenses.

Public Works Director Lee Dunham arrived at 10:25 a.m.

Noting that he has not been able to rehire the EMS Coordinator position, Skantze said that he would like the Board to consider establishing the Fire Inspector position to full-time given the requests for service. He indicated that the existing Fire Inspector collaborates with the Code Enforcement Officer on almost a daily basis. He mentioned that if the salaries of the EMS Coordinator and the Fire Inspector were combined, and fees charged for fire inspections, the Town pay for the Inspector position at full time with a Fire Captain's salary of \$23/hour. Skantze mentioned that having this full-time position would create significant confidence that a senior firefighter was always available. One option for making this change suggested by the Chief was a Town Meeting Warrant Article. It was agreed to consider this further.

Regarding the Swansey Municipal Study, Skantze suggested to the Board that they meet with subconsultant Mitchell Associates to better understand the layout and design for the proposed fire station on Safford Drive that has been presented. He said that Mitchell Associates is very qualified to do the project and has built firehouses that are energy neutral. The design consultant selection process was briefly discussed, in particular the Quality Based Selection (QBS) process required of State and Federal design and engineering projects.

Skantze left the meeting at 10:41 a.m.

**Public Works Department.** Public Works Director Lee Dunham went over the proposed 2015 Public Works budget with the Board. After lengthy discussion on several budget lines, it was agreed to reduce recommended budget figures for highway engineering services, building maintenance, highway markings, meetings, dues and fees. It was agreed to increase the budget for tools and supplies. Regarding the supply of salt and sand, Dunham said that he likes to end the budget year with a full supply.

There was a brief discussion on the Christian Hill Road Bridge, which is still closed due to weight restrictions. There was also a brief update on the work at the West Swanzey Park at the former location of the West Swanzey Athletic Association.

Responding to a matter brought up by the Business Operations Assessment conducted this year, the matter of an inventory system for the Public Works Department was discussed.

There was a discussion about cemetery improvement plans for the coming year, as well as gravestones and property maintenance matters.

O'Keefe and Dunham will meet to refine DPW personnel allocations between departments and funds to better represent salary and benefit figures.

The need for tree removal and trimming in cemeteries was discussed. It was agreed that Dunham would seek bids in the spring of 2015 for a contract for as-needed tree projects.

Street lighting and dam budgets in general were discussed. Dunham said that it is likely that the dam engineering budget would be tapped for work on the Wilson Ponds dams. There was a brief discussion on some of the recommended engineering solutions for the Wilson Pond dams.

Discussion on capital reserve and expendable trust projects will await another meeting.

Dunham left the meeting at 11:54 a.m.

#### **Request to trap on Town property**

The Board reviewed requests to trap on the following Town-owned properties from Art Whipple:

- Saw Mill RD, Map 33, Lot 19
- Matthews RD, Map 38, Lot 22
- Off Pine ST (muster field), Map 57, Lot 124
- Sawyers Crossing RD, Map 56, Lot 4

**Motion** was made by Hutwelker to authorize Art Whipple to trap on the listed Town-owned properties, and to authorize the Town Administrator to execute the required State Permit to Trap for each property on behalf of the Board. There was a second by Davis. No further discussion. **Motion passed.**

#### **NOMINATIONS**

##### **Inspectors of Elections per RSA 658:2**

Following up on discussions at the previous meeting, O'Keefe noted that he had not received any names for Board appointments as Inspectors of Election for the Democratic Party. No action was taken by the Board

#### **OLD BUSINESS**

##### **NH-General Assistance Program – Hosting Service Agreement**

Following up from concerns expressed at the previous meeting, O'Keefe provided to the Board information gathered by Human Services and Resources Coordinator Edna Coates indicating that the service provider, Seacoast Computer, Inc., stated that they have commitment letters from over 20

towns and the final signup process has already been completed by about half of them, and that they believe they won't have any problem reaching the required 50 towns within a year to ensure lower rates. He also mentioned that according to the proposed service agreement, the Town can terminate the agreement 90+ days before the first or any anniversary, or with 30-days' notice after a rate increase caused by membership of fewer than 50 communities. Various pros and cons of the system were discussed.

**Motion** was made by Hutwelker to enter into a hosting service agreement with Seacoast Computer, Inc. to provide hosting and support for the New Hampshire General Assistance Program (NH-GAP), and to authorize the Town Administrator to execute and submit the agreement on behalf of the Town. There was a second by Davis. No further discussion. **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. There was no further discussion and all were in favor. **Motion passed.**

- Notice of Intent to Cut Wood or Timber. Edward Grant, Map 21, Lot(s) 7.

#### **ADJOURNMENT**

**Motion** for Adjournment by Davis, second by Hutwelker. **Motion passed**, and the meeting adjourned at 12:03 p.m.

Respectfully Submitted,

Shane O'Keefe, Town Administrator

Approved on November 4, 2014.