

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – November 11, 2014
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, Debra J. Davis, 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.

OTHERS PRESENT

Solid Waste Manager Bob Osterhout, Public Works Director Lee Dunham, Fire Chief Norm Skantze, Emergency Management Director Bruce Bohannon, Interim Carpenter Home Administrator Judy Bohannon.

MINUTES

- Regular meeting minutes for November 4, 2014 were considered. There was a **motion** by Davis to accept the regular meeting minutes of November 4, 2014. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

NEW BUSINESS

Update allowable assistance levels

Each year the Board updates the allowable levels of assistance payments under the Town’s Welfare program. O’Keefe reported that Food/Non-Food rates are proposed to go down a bit, shelter allowances are up significantly, and heat allowances are proposed to remain about the same in line with actual costs. The Board was asked to approve the new rates. Discussion occurred regarding the proposed allowances. Davis asked what services were covered by the Burial Allowance. O’Keefe said he would research this and get back to the Board. O’Keefe noted that the residents who receive these allowances must meet specified financial need requirements.

Davis **moved** to approve the revised allowable levels of public assistance, as presented. There was a second by Hutwelker, and no further discussion. All were in favor. ***Motion passed.***

Discuss setting of tax rate

The Board was asked by O’Keefe to consider changes to the MS-4 form of estimated revenues for 2014, and to the amount of fund balance to bring forward in order to set the tax rate. The Board discussed the various options available to them in setting the tax rate. Discussion included reference to a possible tax rate of \$26.15 using \$611,200 from the unrestricted fund balance to reduce taxes. O’Keefe provided the following chart for consideration by the Board.

Non-tax Revenue	Surplus to bring forward	Unassigned fund balance %	Tax Rate Town portion (2013 = \$5.26)	Tax Rate Overall (2013 = \$25.37)
2,995,201	535,000	12.44	\$5.75	\$26.36
2,995,201	611,200	12.00	\$5.61	\$26.22
3,031,731	535,000	12.44	\$5.68	\$26.29
3,031,731	611,200	12.00	\$5.54	\$26.15

O’Keefe presented to the Board another chart showing that for the most part, residential property owners would see their taxes go down with the December tax bill. The Town-wide property revaluation saw property values drop, which in turn drives the tax rate up as the Town must still raise funds to meet expenses.

Hutwelker **moved** to amend the estimated revenues for 2014 as previously entered on the NHDRA Form MS-4, to amend the amount to reduce taxes to \$611,000, thus maintaining a fund balance of 12%, and to authorize the Town Administrator to execute and submit the necessary documents with the State of New Hampshire related to setting the tax rate. This would result in an unofficial tax rate of \$26.15, up from the previous year rate of \$25.37. There was a second by Davis and no further discussion. All were in favor. **Motion passed.**

Discuss 2015 Budget

Bob Osterhout was present to discuss his proposed budget for 2015. A reduction in the budget for salaries was discussed. O’Keefe explained that 2015 will have the normal 52 pay periods, while 2014 has 53, which created a slight increase this year. Osterhout explained some of the realignment of staff that reduces costs. The Board thanked Osterhout and he left at 6:19 p.m.

Winter maintenance stipend

DPW Director Lee Dunham requested that the Board approve the annual winter maintenance stipend for on-call regular full-time DPW employees. This amounts to either \$20 or \$25 per week per person for 21 weeks, depending on qualifications, and the budget carries a total of \$3,675 to cover this. The period of time covered is November 19, 2014 through April 11, 2015. Dunham provided a list of the staff assigned to vehicles who would be receiving the stipend.

Hutwelker **moved** to approve and execute the annual winter maintenance stipend for on-call regular full-time Department of Public Works employees for a 21-week period beginning November 19, 2014. There was a second by Davis, and no further discussion. All were in favor. **Motion passed.**

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 6:23 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, Public Works Department Director Lee Dunham 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 6:28 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.**

Plan for the Route 12 Roundabout Work

Dunham spoke about the importance of completion of the Safford Drive intersection by May 2015 since the work on the roundabout at Lake Street and Swanzey Factory Road will impact drivers using Lake Street, a portion of which will be closed during construction. The Board thanked Dunham and he left the meeting at 6:33 p.m.

Fire Station Repairs

Fire Chief Skantze provided quotes for Swanzey Fire Station 3 WEST roof job \$22,000 and Swanzey Fire Station 1 EAST doors at \$9,984. Skantze said he would like to get the doors repaired first. He asked the Board to consider these projects but noted there isn't enough money in the Expendable Trust Funds account to do both at this point in time. He also noted that there will be \$27,000 in the account as of the end of December. There was a discussion regarding the safety features for the doors. Skantze noted that the quote from Champion Overhead Door of Brattleboro, Vermont proposes generic parts that can be more easily replaced. He also had a quote from Keene Door, Keene, New Hampshire but he said he recommends Champion for the purchase.

Hutwelker **moved** to accept the bid from Champion Overhead Door of Brattleboro, Vermont for replacement overhead doors at Station 1 East Swanzey in the amount of \$9,984.00 and to authorize expenditure up to \$10,000 to come from the Fire Stations and Related Facilities Expendable Trust Fund and authorize the Fire Chief to execute any documents necessary to secure the contracted services. There was a second by Davis and no further discussion. **Motion passed.**

Ambulance Intercept Agreement with the City of Keene

Skantze discussed with the Board ambulance services to the Town. He said the ambulance service contract with DiLuzio Ambulances Service LLC is current but there have been concerns regarding the unavailability of a paramedic. Skantze said that the guarantee from DiLuzio is basic service and there is no guarantee for paramedic services. Skantze said that if DiLuzio doesn't have a medic the City of Keene's Fire Department usually provides one. However, there is no possibility of reciprocation as typical between municipalities providing services for each other since Swanzey does not have paramedics. Skantze said the City of Keene is no longer willing to provide paramedic service without a contract guaranteeing payment for such services (Agreement for Advanced Life Support Intercept Transport Service).

Skantze provided to the Board 2014 rates for City of Keene Fire Department Ambulance services. The City of Keene Ambulance services cost to the Town would be approximately \$28,000 in addition to the cost for contracting DiLuzio services. Colby suggested that DiLuzio and the City of Keene could work this sort of thing out between them.

Skantze noted that Swanzey provides Advanced EMT level service. Without contracting with the City of Keene for paramedic services, DiLuzio will transport folks to the hospital for emergency care but there will

be no guarantee having any of the services provided in the ambulance on the way to the hospital. A suggestion was made that it might be appropriate to put the question to the voters as a Warrant Article as to whether or not they want to pay for paramedic services. It was noted that the DiLuzio ambulance contract is \$32,500 per year. Colby suggested that Skantze approach DiLuzio to discuss guaranteed medic service and what the cost might be for that extended service, and to invite their representative to meet with the Board.

Davis suggested joining forces with other towns for this kind of service. Davis also suggested talking to DiLuzio first about a possible increase in services to include paramedic services. O'Keefe suggested a group of towns could guarantee a larger population source for paramedic services. Colby said he would like to see DiLuzio more receptive to increasing their services. Hutwelker suggested that DiLuzio meet with the Board to discuss it further. The letter from Mark Howard, Fire Chief City of Keene, indicated that they would be willing to continue to provide paramedic service to the Town of Swanzey until November 30, 2014 to give the Town time to consider the proposed contract. Hutwelker requested that Skantze ask for an extension of 90 days to that date so that service might continue while the Board does further research.

Cheshire Fair Board of Directors – Davis recused herself from this discussion.

The Board decided there was no conflict of interest for Skantze to serve on the Cheshire Fair Board of Directors.

Position Description of Fire Inspector for Town of Swanzey was passed out by Skantze for review by the Board.

Discuss 2015 Budget

Skantze discussed the proposed budget items for the Fire Department. There was a discussion regarding changes in items, including the three-year step increase in salaries. The budget would be below last year if the stepped increase in salaries was removed which represents approximately \$14,800. The Board last year agreed to the stepped increase in salaries for the Department.

The Board thanked Skantze and he left at 7:36 p.m.

Discuss 2015 Budget

Emergency Management Director Bruce Bohannon met with the Board to discuss the proposed Emergency Management Budget. He noted that EM Drill Salaries have gone up because of exercises associated with Vermont Yankee, but are lower than they were for 2013. However, much of the cost will be reimbursed through Vermont Yankee programs. Bohannon agreed that the money that doesn't get spent goes back into the General Fund. Colby asked what the situation will be when Vermont Yankee closes down; Bohannon said that the Town would not receive reimbursement, but the expense won't occur if drills are not done. There was a discussion regarding phones used for emergency purposes. Hazard mitigation grant – Bohannon informed the Board that a letter from the Southwest Regional Planning Commission said they will handle the mitigation – so no costs to the Town. The Board thanked Bohannon and he left at 7:46 p.m.

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

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 7:48 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, Interim Carpenter Home Administrator Judy Bohannon 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 7:49 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.**

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matters. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 7:50 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, Interim Carpenter Home Administrator Judy Bohannon 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 7:55 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 update

Judy Bohannon noted that the Carpenter Home has only one open bed at this time. Discussion was held regarding a mismatched tile floor recently installed. Bohannon also mentioned water damage in a bathroom and a proposed way to correct the problem. She suggested that the tub should be removed eventually and a shower put in which would provide better access for older residents of the Home. The Board thanked Bohannon and she left at 8:04 p.m.

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 Matters . The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 8:07 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 8:41 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.**

Request for proration and abatement of taxes due to fire – 119 Matthews Road (Map 39, Lot 7)

The Board was asked to consider a request from Ms. Jessica Hendelman for proration and abatement of taxes for the subject property due to an accessory structure being destroyed by fire on October 17, 2014.

Due to destruction by fire on October 17, 2014, Hutwelker **moved** to set a prorated assessment for the 432 s.f. accessory building on property at 119 Matthews Road (Map 39, Lot 7) at \$872 for the tax year 2014, down from \$1,600. There was a second by Davis, and no further discussion. All were in favor. **Motion passed.**

Discuss Municipal Facilities Study

O’Keefe noted that on October 14, 2014, the Board received the final Municipal Facilities Study prepared by Daniel V. Scully Architects regarding municipal facility needs of various departments. The Board considered whether to hold a public hearing on the study, and how best to proceed with the overall project in preparation for Town Meeting. Regarding a fire station on Safford Drive, a proposed purchase and sale agreement was included in the meeting packet that can be used as a basis for hearings required under RSA 41:14-a. It was noted by the Town Administrator that the Planning Board will consider the property acquisition on November 13, 2014 and the Conservation Commission will likely do the same on December 1, 2014. Selectboard hearings could then take place on December 9, 2014 and December 23, 2014, with a final decision of the Board on December 30, 2014 or January 6, 2015. O’Keefe also noted that he has scheduled a meeting for November 19, 2014 at the Safford Drive site with property owner representative John Burk and others to delineate the property for subdivision survey.

The Board discussed the public hearings for the process of acquiring land on Safford Drive if the Planning Board and Conservation Commission agree that it is a good idea.

Colby suggested a work session to review the Municipal Facilities Study. Colby suggested requesting the Chair of the Economic Development Action Committee and Trustee of Trust Funds Steven Bittel be involved for reference to financial matters. O’Keefe stressed that if the Board decides to put up for consideration by the public the entire program suggested in the Study, it is important that the public know that the plan would be phased in over time, as would its cost.

Monday, November 7, 2014 at 1:00 p.m. at the Swanzey Police Station was proposed for a work session. It was agreed to check calendars and confirm the date.

EDAC Signs

O’Keefe showed the Board a printout of a design for a sign that the Economic Development Advisory Committee wishes to mount on NH Route 32 and NH Route 12 at both east and west entrances to Safford Drive. The Board discussed the size and cost of the signs and agreed to approve them.

Motion was by Hutwelker to approve the purchase of two signs by the Economic Development Advisory Committee to be posted on State Route 32 and State Route 12 at both entrances to Safford Drive. There was a second by Davis, and no further discussion. All were in favor. **Motion passed.**

Health Insurance

O'Keefe said that Health Trust has been returning money to the Town over the past year or so, and the Board has agreed to use that money to reduce its overall expenses. A credit is expected at about \$47,000 in 2015. The Board agreed with the idea of taking the credit off the Town's bills.

O'Keefe noted that health care insurance rates were up by only .1% for the coming year and mentioned that the Town needs to offer Open Enrollment to employees soon.

O'Keefe said he would be in Manchester at a conference this Wednesday and Thursday.

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.**

- Raffle Permit #2014-29. Fast Friends Greyhound Rescue – Gift basket with dog items on December 19, 2014 at 14 West Swanzey Road.
- Raffle Permit #2014-30. Monadnock Humane Society – Miscellaneous items to be raffled off on December 6, 2014 at 101 West Swanzey Road.
- Release of Lien – 9 Flat Roof Mill Road (Map 12, Lot 12)
- Personnel Action Reports

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

- NHDOT Driveway Permit #04-441-0051, issued to Eric Brousseau on February 12, 2014, for property on NH Route 12 (Map 15, Lot 15).
- NHDOT Letter of Transmittal, dated October 30, 2014, of plans for the proposed roundabout at NH Route 12/Lake Street/Swanzey Factory Road, requesting comments.
- Notice of Public Hearing on November 18, 2014 regarding City of Keene's proposed replacement of the NH Route 12/Main Street Bridge over Beaver Brook.

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Davis. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 9:01 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on November 18, 2014.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #2 – November 11, 2014

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

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 7:48 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, Interim Carpenter Home Administrator Judy Bohannon and Recording Secretary Bernard.

Discussion was held regarding hiring of Barbara M. Fish and Christine M. Rivers at the Carpenter Home, both of whom were recommended by Bohannon.

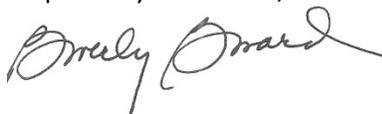
Motion was made by Davis to extend a conditional offer of probationary employment to Christine M. Rivers as a Licensed Practical Nurse (LPN) at the Carpenter Home at an hourly rate of \$15.00 per hour subject to satisfactory criminal and motor vehicle record checks, maintenance of Nursing License, and passing the required TB Test and Physical and authorizing the Town Administrator to execute the offer of employment and the Personnel Action Report on behalf of the Board. There was second by Hutwelker, and no further discussion. All were in favor. **Motion passed.**

Motion was made by Davis to extend a conditional offer of probationary employment to Barbara M. Fish as a Licensed Nursing Assistant at the Carpenter Home at an hourly rate of \$12.35 per hour subject to satisfactory criminal and motor vehicle record checks, and authorizing the Town Administrator to execute the offer and the Personnel Action Report on behalf of the Board. There was second by Hutwelker, and 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 7:49 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.**

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on November 18, 2014

These Minutes unsealed by the Board of Selectmen on April 14, 2015.