

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 12, 2015
Swanzey Police Station, 34 Eaton Road, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, Deborah J. Davis, while Selectman Kenneth P. Colby, Jr. participated remotely by speakerphone, as permitted by RSA 91-A:III, as his attendance was not reasonably practical due to injury. The meeting was called to order by Chair Kenneth P. Colby, Jr. at 10:01 a.m. at the Swanzey Police Station. Also present were Town Administrator Shane O’Keefe and Public Works Director Lee Dunham.

OTHERS PRESENT

No one else was present.

NEW BUSINESS

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 10:02 a.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. (by telephone), Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe and Public Works Director Lee Dunham.

Due to his being remote to the meeting Colby handed over the Chairmanship to Davis.

Motion was made by Hutwelker to leave non-public session and return to public session. The motion was seconded by Colby, with all in favor. **Motion passed.** Non-public session ended at 10:07 a.m.

Motion was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Dunham left the meeting at 10:08 a.m.

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 10:09 a.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. (by telephone), Deborah J. Davis, W. William Hutwelker, III, and Town Administrator Shane O’Keefe.

Motion was made by Colby 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 10:13 a.m.

Motion was made by Colby 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.**

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

Motion by Colby to enter Non-public session pursuant to RSA 91-A:3II(c), a matter likely to affect adversely the reputation of any person. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 10:14 a.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. (by telephone), Deborah J. Davis, W. William Hutwelker, III and Town Administrator Shane O'Keefe.

Motion was made by Colby 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 10:23 a.m.

Motion was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

OLD BUSINESS

Bond Vote Process – Proposed Safford Drive Fire Station

Colby indicated that he unhappy that the costs for the proposed fire station were not provided to the Board until late in the day on Friday. He mentioned that he felt that the focus session on the fire station proposal with community residents held on the morning of January 10, 2015 went well.

Davis indicated that she had viewed the video of the recent School Board meeting wherein there had been discussion about the future of the Wilcox Building property across from Town Hall.

Relative to the proposed siting of a new fire station, the Board members unanimously agreed that the proposed Safford Drive location is the optimal location for fire safety and response times.

OTHER BUSINESS

Grace Ford Property – 3 Fords Road

O'Keefe briefed the Board on the fact that the home on this property had burned the previous day, was no longer habitable and would in all likelihood need to be torn down. He reminded the Board that the Town had taken the property by tax deed in August 2013 and reconveyed it to Ms. Ford as part of a settlement agreement on August 2014 and that the Town held a mortgage interest in the property. He will consult with the Town Attorney and report back on the impact the loss of the home may have on the Town.

Discuss 2015 Budget

O'Keefe updated the Board on the 2015 budget and stated that he had emailed to each of them the Budget Hearing handout. There was a brief discussion on the proposed budget.

ADJOURNMENT

Motion to adjourn was made by Colby, second by Hutwelker. 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 January 20, 2015

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #1 – January 12, 2015

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

Motion by Davis to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 10:02 a.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. (by telephone), Deborah J. Davis, W. William Hutwelker, III, Town Administrator Shane O’Keefe and Public Works Director Lee Dunham.

Due to his being remote to the meeting Colby handed over the Chairmanship to Davis.

A discussion was held regarding the hiring of Dillon Mercier as Grounds & Facilities Maintenance/DPW Truck Diver/Laborer. Dunham mentioned that he interviewed four applicants with Human Services and Resources Coordinator Edna Coates and decided that Mercier was the best candidate. He has a construction background and will graduate from Keene State College this year with a degree related to workplace safety and has computer experience. He does not have a Commercial Driver License (CDL) as of yet.

Motion was made by Hutwelker to extend a conditional offer of probationary employment with the Town of Swanzey to Dillon Mercier as Grounds & Facilities Maintenance/DPW Truck Diver/Laborer, a regular full-time position with pay rate of \$12.35 per hour, subject to satisfactory criminal and motor vehicle record checks, and receipt of a CDL within one year, and to authorize the Town Administrator to execute a Conditional Offer and Personnel Action Report on behalf of the Board. There was 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 Colby, with all in favor. **Motion passed.** Non-public session ended at 10:07 a.m.

Motion was made by Hutwelker to seal the minutes of the non-public session. The motion was seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Respectfully Submitted,

Shane O’Keefe, Town Administrator

Approved on January 20, 2015

These Minutes unsealed by the Board of Selectmen on April 28, 2015.

Town of Swanzey, New Hampshire
Board of Selectmen
Non-Public Meeting Minutes #2 – January 12, 2015

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(b) Hiring of a Public Employee(s). The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 10:09 a.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr. (by telephone), Deborah J. Davis, W. William Hutwelker, III, and Town Administrator Shane O’Keefe.

A discussion was held regarding the hiring of Leigh Hickman as Finance Office Assistant. O’Keefe noted that Hickman is a very good candidate for the position, but that he has indicated that the position pay rate described to him would not be sufficient. O’Keefe asked the Board to consider offering \$16.00 per hour, increasing to \$16.50 per hour after a successfully 6-month probationary period, which would exceed the presently budgeted amount by approximately \$1,560 over the year. It was agreed by the Board that this pay level would be the maximum amount offered for the position. O’Keefe was asked to contact the applicant and feel him out on whether this salary would be acceptable, and report back at the next meeting.

Motion was made by Colby 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 10:13 a.m.

Motion was made by Colby 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,

Shane O’Keefe, Town Administrator

Approved on January 20, 2015

These Minutes unsealed by the Board of Selectmen on April 28, 2015.