

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – February 17, 2015  
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 Recording Secretary Beverly Bernard. Deborah J. Davis joined the meeting at 6:14 p.m.

**OTHERS PRESENT**

Public Works Director Lee Dunham, Resident Wally Smith, Interim Carpenter Home Administrator Judy Bohannon.

**MINUTES**

- The regular meeting Minutes of February 10, 2015 were considered. There was a **motion** by Davis to accept the regular meeting Minutes of February 10, 2015. The motion was seconded by Hutwelker and no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1 of February 10, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #1 of February 10, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #2 of February 10, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #2 of February 10, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #3 of February 10, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #3 of February 10, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #4 of February 10, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #4 of February 10, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***

**FINANCIAL MATTERS**

The Board of Selectmen reviewed and approved accounts payable and payroll manifests.

**OLD BUSINESS**

**Ash Hill Improvements**

Public Works Director Lee Dunham met with the Board to discuss a schedule for making improvements to the right-of-way for Ash Hill Road that consist of removal of some trees and possibly rock and ledge. RSA 674:21,V(j) requires that an exaction for the cost of off-site improvement (in this case made for Market Basket development) must be expended within 6 years of the date of collection, which would mean July 29, 2015. Dunham discussed notification of property owners along the road. He said they need to be notified and have 30 days to respond. He said there are about 41 trees to be removed. He also noted that landowners have the rights to portions of the trees taken down. An RFP is required for tree trimming. Goal is to do the work starting May 1, 2015 with completion by June. RFP will go out by April 1, 2015. Hutwelker asked whether the \$14,000 slotted for the work will be adequate and Dunham said he believed that it would be. Plan is to have RFP responses in by mid-April.

### **Falls Brook Project**

Dunham reminded the Board that this project has been approved. Dunham asked if the Town would front the money for the work and get reimbursed as the grant money comes in. Hutwelker asked about the timing for the project. Dunham responded that the work is scheduled for August/September 2015, and the whole job is costing approximately \$140,000. Colby asked Dunham to provide a total amount for the project and a timetable for grant reimbursement to the Town. Once that information is gathered, the Board will consider funding the project up front.

### **Eastfield Crossing Transformer**

Dunham mentioned that a transformer at Barden Circle and Bellview Drive at the Eastfield Crossing development has been damaged by a Town plow and Colby asked Dunham to contact the Town's insurance carrier about funding the repair work.

### **Salt Budget**

Dunham was asked about the level of salt usage during this winter. Dunham said he is able to get the salt as he needs it. The Board thanked Dunham and his department for doing a good job this winter keeping the roads open.

Dunham left the meeting at 6:19 p.m.

### **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 Public Employee(s). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 6:20 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, 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 6:37 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.**

### **OLD BUSINESS**

#### **Discuss Annual Performance Evaluations of Department Heads**

The Board received copies of Department Head evaluations from last year and blank evaluation forms for this year, and met in non-public session to further discuss evaluations.

### **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, and W. William Hutwelker, III.

**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 8:27 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.**

#### **CONSENT AGENDA**

**Motion** was made by Davis, second by Hutwelker, and there was no further discussion. All were in favor. **Motion passed.**

- Notice of Intent to Cut Wood or Timber. Windyhurst Farm Partnership, Map 72, Lot(s) 43
- Conditional offers of employment to Call Firefighters/EMTs
- Other documents as necessary

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

- NHDOT draft list of State and municipal "red list" bridges, dated January 30, 2015

#### **ADJOURNMENT**

**Motion** to adjourn the meeting was made by Davis, second by Hutwelker. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:30 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on February 24, 2015.

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Non-Public Meeting Minutes #2 – February 17, 2015

**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), seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into nonpublic session at 6:41 p.m.

**Motion passed.** Present were the Board members Kenneth P. Colby, Jr., W. William Hutwelker, III and Deborah J. Davis.

The Board conducted annual evaluations of Department Heads.

**Motion** was made by Hutwelker to seal the minutes of the non-public session seconded by Davis. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.** **Motion** was made by Hutwelker to leave non-public session and return to public session, second by Davis, with all in favor. **Motion passed.** Non-public session ended at 8:27 p.m.

Respectfully Submitted,

Deborah J. Davis, Selectman

Approved on February 24, 2015

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