

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 24, 2015
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

Present were Selectmen W. William Hutwelker III, Deborah 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 were Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Human Services and Resources Coordinator Edna Coates, Code Enforcement Officer Mike Jasmin, Assessing Coordinator Coleen Birmingham (6:37 p.m.), Emergency Management Director Bruce Bohannon (7:05 p.m.), Recreation Board member Judy Bohannon (7:24 p.m.), and Jon Hoden of the Cal Ripken Jr. League (7:20 p.m.). Also present were residents Dan Coffman (7:30 p.m.), Wally Smith, Janice Sevene and Michael Goldschmidt.

MINUTES

- The regular meeting Minutes of February 17, 2015 were considered. There was a **motion** by Hutwelker to accept the regular meeting minutes of February 17, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1 of February 17, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #1 of February 17, 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 17, 2015 were considered. There was a **motion** by Hutwelker to accept the Non-Public meeting Minutes #2 of February 17, 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

Janice Sevene was present to present a citizen petition asking the Board to approve a hand count of votes for Article 7 that will be voted on March 10, 2015 by the voters of the Town. She said there is a conflict of interest since the machine would be counting the votes. Colby informed Sevene that the decision on how to count the votes belongs to Moderator Bruce Tatro. O’Keefe will send the petition to Tatro. The Town Clerk will verify the signatures on the petition.

Goldschmidt, Sevene and Smith left the meeting at 6:14 p.m.

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:15 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, Human Services and Resources Coordinator Edna Coates, Code Enforcement Officer Mike Jasmin 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.**

Jasmin and Coates left the meeting at 6:37 p.m.
Coleen Birmingham joined the meeting at 6:37 p.m.

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

Motion by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation. The motion was seconded by Davis. The Selectmen voted unanimously by roll call to go into non-public session at 6:37 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, Assessing Coordinator Coleen Birmingham 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 6:53 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.**

Coleen Birmingham left the meeting at 6:53 p.m.

NEW BUSINESS

Economic Development Advisory Committee (EDAC) – marketing consultant contract

O'Keefe informed the Board that the EDAC would like to hire Arnett Development Group LLC as consultants once again to assist with marketing and other planning and development services for the Town. He noted that funding for the contractor still must be agreed upon between the Economic Development Advisory Committee and the Revenue Development District Advisory Board.

Hutwelker **moved** 1) to waive the solicitation requirements of the Purchasing Policy and allow sole source selection of Arnett Development Group, LLC for marketing, planning and development services for Economic Development Advisory Committee; 2) to accept the services proposal and agreement from the firm, dated January 28, 2015; 3) to authorize the Selectboard Chair to execute the services agreement with this firm on behalf of the Board; and, 4) to authorize expenditure of up to \$5,000 at this time for these services, the source of which will be determined after consultation with the Economic Development Advisory Committee and the Revenue Development District Advisory Board. There was a second to the motion by Davis and no further discussion. All were in favor and the **motion passed.**

Colby executed the agreement.

Airport Master Plan Update Project Advisory Committee

O'Keefe informed the Board that the City of Keene is in the process of updating the Dillant-Hopkins Airport Master Plan and is assembling a project advisory committee. He noted that Mayor Kendall Lane has invited the Selectboard to appoint two individuals to represent the Town of Swanzey on this Committee. According to O'Keefe, the Plan is proposed to serve as "a road map for efficiently meeting aviation demand through the foreseeable future while preserving the flexibility necessary to respond to changing industry conditions" and to also look at economic development opportunities and build on the relationship between the two communities.

Hutwelker said he would like to be part of this Committee and Colby also expressed interest. The Board tabled the discussion until next week until it could be researched as to the precedent for having two Board of Selectmen members on a Committee together.

Bruce Bohannon joined the meeting at 7:05 p.m.

2015 Town Meeting Voter Guide

The Board was asked to review and approve text for the voters' guide for the upcoming Town Meeting. The Board decided that they needed some time to read the guide before approving the text. O'Keefe suggested that the Board get back to O'Keefe the following day with their suggested changes to incorporate into the document.

Installation of generator equipment on Mount Caesar property for Police Department communications improvement project

As part of the ongoing project to improve Police Department communications capabilities, Emergency Management Director Bruce Bohannon met with the Board to seek approval for Cheshire County to install a 5 kW generator and associated propane tank on the Mount Caesar property just inside the gate behind the Carpenter Home. He said there would be no cost to the Town and the work will be completed by May 1, 2015. Funding is coming from Vermont Yankee. When the project is finished, there will be two antennae one of which will be designated for the Swanzey Police Department. O'Keefe said that he thought there should be a lease or license agreement regarding placing the generator on Town property, to protect the Town. Colby said that he agreed and also Bohannon agreed. Colby stressed that the agreement should be simple. The desire is to have the agreement as soon as possible.

Health Officer Update

Bohannon briefly described his current work as Health Officer.

Donation of Flags

Colby informed the Board that Joan Hagar has given the Town a 4' X 6' State of New Hampshire flag and Tina Messer has donated a United States of America flag to the Town. O'Keefe will send out a thank you card to each individual.

Recreational use of Lane Fields

Cal Ripken League representative Jonathan Hoden joined the meeting at 7:20 p.m. and Recreation Board member Judy Bohannon joined the meeting at 7:24 p.m. They met with the Board to discuss conflicts regarding the proposed use of the Lane Fields for next summer. Bohannon stated that she wants to

accommodate girls' softball at the facility, while the Cal Ripken League proposes to use the entirety of the facility for its baseball program.

Bohannon spoke about the desire to take over one of the fields (West Field) and have it returned to the state it was in prior to Cal Ripken League taking it over. She said she would like to be able to use the field for softball for seven days out of the week. She said she expects to have four teams, and Allyson Barden Youth Softball League is willing to bring in teams to play against the Swanzey teams. Hutwelker asked why softball has not been viable in the recent past. Bohannon said that they didn't have enough kids who wanted to play. Now Bohannon says there is more interest. Bohannon said she had 40 parents interested in softball when she surveyed interest last autumn.

Hoden said that they service about 200 four to ten year olds, and he isn't happy about having softball there. Hoden said the fields were abandoned twelve years ago and the League has spent more than \$100,000 on fixing up the fields. Hoden spoke about the costs to run a program, and said that the costs run to about \$90 per kid. Hoden said that it is unsettling to have the field taken away from him.

Dan Coffman also spoke in favor of maintaining the Cal Ripken League program and use of the fields. Coffman said that he is on the Cal Ripken League Board and while everyone wants to increase youth athletics in the Town there is a structure required to manage such a program. He spoke about the hours spend by Board members working in the Ripken League: they coach, officiate, fund-raise, and this structure has been in place for a decade. Coffman said that a new program would be a good idea but not at the expense of the Cal Ripken League. He said that he supports young girls playing softball, but he would like to see a structure in place to support Bohannon with her work so that the program can continue into the future.

Hoden then proposed to convert Whitcomb Field into a softball field at Cal Ripken League's expense. Bohannon said it was her understanding that the League would not pay for the modifications needed. Colby asked Bohannon if Whitcomb Field would work and Bohannon said it would but she would prefer one of the back fields. Hutwelker said that there should be a way to work out something to accommodate both perspectives. Hoden pointed out that West Field can be used more hours than the Whitcomb Field. Hoden said that he has to accommodate rescheduling (with loss of Whitcomb Field) and the West Field can accommodate more age groups. Hoden mentioned that Public Works Director Lee Dunham has helped as much as possible in maintaining the fields.

Coffman spoke about the storage sheds and the fact that they are inadequate to the needs of the Ripken program. Bohannon stressed that she believes that Whitcomb Field is too small. Bruce Bohannon said that expansion into other towns is what maintains involvement in the Ripken League.

Colby said he would like to see the two groups to work out some compromise/solution because a softball field is a good idea. Bohannon said she is agreeable to accepting Whitcomb Field at Cal Ripken League's expense to turn it into a softball field. Hoden agreed to do so. There was a discussion about the contract and working out the details, including Dunham reviewing it.

There was a brief discussion about accountability regarding changes at Lane Fields and whether or not the Board was consulted about those changes.

Smith, Coffman, Bruce Bohannon and Hoden left the meeting at 8:18 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 8:20 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 8:30 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

Interim Carpenter Home Administrator Bohannon informed the Board that staff from New Hampshire Fire did an inspection and provided additional information about maintenance of life safety equipment at the Home.

Bohannon also suggested that she might consider adding a day care service at the Home for up to two clients, and noted they have to be the same individuals each day and not several pairs of visitors. She said this could generate extra income for the Home.

There was a discussion about the level of care necessary for residents with Alzheimer’s disease and at what point they need more care than an Assisted Living Facility can provide.

Lake Street Roundabout Update

O’Keefe informed the Board that the State construction of the NH Route 12/Lake Street roundabout has gone out to bid.

Seminar – Litigation Prevention by Municipal Leaders

O’Keefe informed the Board that this seminar would be taking place at Swanzey Town Hall in the near future.

OTHER BUSINESS

Annual Adoption of Investment Policy per RSA 41:9,VII

O’Keefe reminded the Board of the pertinent statute as follows: “The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies”.

Davis **moved** to approve and execute the Town Investment Policy pursuant to RSA 41:9,VII. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

CONSENT AGENDA

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

- 2014 MS-535 Form compiled by Town Auditor
- Personnel Action Forms

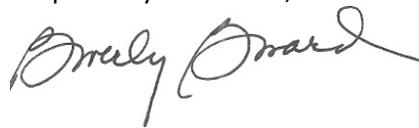
In addition to items discussed as part of the agenda, the Board received the following documents:

- NHMA Town Meeting & School Meeting Handbook 2014-2015 edition

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Davis. No further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 8:48 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on March 3, 2015.