

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – May 12, 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 Selectman W. William Hutwelker III at 6:01 p.m. at the Swanzey Town Hall. Also present was Town Administrator Shane O’Keefe and Recording Secretary Beverly Bernard. Debra J. Davis joined the meeting at 6:05 p.m. O’Keefe left the meeting at 6:30 p.m.

**OTHERS PRESENT**

Director of Planning and Community Development Sara Carbonneau, Human Services and Resources Coordinator Edna Coates, Fire Chief Norm Skantze, Code Enforcement Officer Mike Jasmin, State Representative Ben Tilton, Resident Gary Lefebvre, Whitcomb Hall Committee member Nancy Carlson and Stephen Pelkey of Atlas PyroVision Entertainment Group, Inc.

**CITIZEN CONCERNS**

There was none.

**MINUTES**

- The regular meeting Minutes of May 5, 2015 were considered. There was a **motion** by Colby to accept the regular meeting Minutes of May 5, 2015. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1 of May 5, 2015 were considered. There was a **motion** by Colby to accept the Non-Public meeting Minutes #1 of May 5, 2015. The motion was seconded by Hutwelker with no further discussion. All were in favor. ***Motion passed.***
- The meeting Minutes of May 11, 2015 were considered. There was a **motion** by Colby to accept the meeting Minutes of May 11, 2015. The motion was seconded by Davis and there was no further discussion. Colby and Davis were in favor. Hutwelker abstained. ***Motion passed.***

**FINANCIAL MATTERS**

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

**STATE LEGISLATIVE ISSUES**

State Representative Ben Tilton left a copy of 2015 House Bills with the Selectmen. There was a brief discussion about the negative consequences of the State’s reduction of Medicaid reimbursements to the towns in the State.

**OTHER MATTERS**

Colby spoke briefly about roundabout construction on NH Route 12 which will be occurring during the August Cheshire County Fair.

There was also a brief discussion about the accuracy of Keene Sentinel reporting on the matter of the Town looking at alternatives for a polling place.

## **PUBLIC HEARINGS**

**6:30 PM** Event Permit # 2015-14, Atlas PyroVision & the Cheshire Fair Association. Festival of Fireworks at the Cheshire Fairgrounds on August 15, 2015

The Town's Special Events Policy (last amended on November 25, 2014) requires a hearing for events with 3,000 or more estimated participants. The proposed Festival of Fireworks event, scheduled for August 15, 2015 at the Cheshire Fairgrounds, is proposed to have 10,000 +/- spectators.

### **The Chair opened the hearing at 6:30 p.m.**

Davis read the notice of the public hearing. There were no members of the public present to pose questions. The public hearing remained open while the Selectmen considered other business.

## **NEW BUSINESS**

### **Whitcomb Hall Improvements**

Director of Planning and Community Development Sara Carbonneau, Whitcomb Hall Committee Member Nancy Carlson and Code Enforcement Officer Mike Jasmin met with the Board to review proposed improvements, and a related Request for Proposals, for Whitcomb Hall. Carbonneau said the capital reserve account has about \$105,000 in funds for renovation work at Whitcomb Hall. She noted that the work that needs to be done requires a Request for Proposal (RFP) per the Purchasing Policy. She said that the Committee seeks approval from the Board to move ahead with the RFP.

Jasmin discussed the list of improvements he has suggested for the building. He spoke about heating the building and the costs associated with the various types of heating. He spoke about the possibility of a wood pellet furnace. He provided paperwork regarding the possibility of obtaining a grant for up to \$50,000 to help defray the cost of improvements. Jasmin spoke about renovating bathrooms and making them accessible to disabled citizens. He also spoke about lighting for the building. Jasmin noted propane, pellets, and electricity would be utilized, but not oil. He spoke about using renewable energy. Baseboard heat is in the plan. No cooling planned except for windows and screens and possibly fans.

Carbonneau spoke about walking through the building to assess the needs with a group of people including the Fire Department. Carbonneau said that small meetings (limited to 50 people) could begin soon. Carlson noted that a group recently wanted to use Whitcomb Hall for a retreat but the building is not yet ready. She also noted that the plan is to defer renovation of the kitchen, but to keep wiring and plumbing for the kitchen in mind as repairs are made. She said there is no intention for second floor renovations at this point in time. The goal is to have the first floor open by Columbus Day 2015. Colby asked about maintenance for a pellet furnace. Jasmin said it would need once a year cleaning. Carbonneau mentioned that the Peterborough Town House has a pellet furnace that is working well. Carlson spoke about the possibility of having a commercial kitchen someday. Colby noted that once a kitchen is available, it will generate income for Whitcomb Hall. Hutwelker asked about having a generator on site. Jasmin said that a generator is not in the plan but he would look into it further.

There was a **motion** by Colby to approve publishing a Request for Proposal (RFP) to renovate Whitcomb Hall as outlined by the Code Enforcement Officer. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. ***Motion passed.***

Carlson left the meeting at 6:31 p.m. Jasmin left the meeting at 6:33 p.m.

### **“Rack it Up” program agreement**

Director of Planning and Community Development Sara Carbonneau met with the Board to review the Monadnock Region Transportation Management Association program offering free or subsidized bike racks to businesses and others in Keene and Swanzey through the “Rack it Up!” program. The Board was asked for its concurrence for the installation of bike racks at various locations through execution of a Memorandum of Understanding (MOU). She proposed 4 racks at Richardson Park, 3 racks for the new park in West Swanzey, 2 near Town Hall and the Mt. Caesar Union Library and two more on Matthews Road and Sawyer’s Crossing Road at the park at the river. Carbonneau said the value of the donation is more than \$1,000. Carbonneau said the Town would be responsible for maintenance of the racks, which might include taking them indoors in the winter. Carbonneau said Public Works Director Lee Dunham has approved of obtaining the racks and is aware that he might have to pick them up every winter. She also noted that the racks may not need yearly painting.

Hutwelker **moved** to participate in the Monadnock Region Transportation Management Association’s “Rack it Up!” Program and furthermore to authorize the Chairperson to execute any necessary documentation on behalf of the Board related to this decision. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

### **Safford Drive ribbon-cutting**

Director of Planning and Community Development Sara Carbonneau updated the Board on the planned ribbon-cutting ceremony for the new Safford Drive extension, which includes a day-long series of related events, scheduled for Friday, May 29, 2015. Carbonneau asked if Davis would participate in the ribbon-cutting ceremony and say a few words and Davis agreed to do so. Carbonneau noted that the mayor of the City of Keene will be in attendance. Carbonneau also informed the Board that Economic Development Advisory Committee (EDAC) members voted to approve joining the Greater Keene Chamber of Commerce at a cost of \$100 for the year. She said that the idea is to get involved to try to expand the reach of the Chamber for development beyond the City of Keene to enhance business in Cheshire County. Carbonneau said EDAC has the funds for the membership but seeks the approval of the Board.

Colby **moved** to approve the Economic Development Advisory Committee to join the Greater Keene Chamber of Commerce and to fund membership from the committee budget. There was a second by Hutwelker and no further discussion. All were in favor. **Motion passed.**

### **Municipal Facilities Review Committee**

Carbonneau informed the Board that the Municipal Facilities Review Committee plans to meet on the second and fourth Mondays of the month at 4:00 p.m. Because Memorial Day falls on the fourth Monday of the month of May, the next meeting will be on June 8, 2015.

### **Keene State Geography Class**

Carbonneau informed the Board of research during the summer that will be done by a Keene State Geography Class to evaluate trails and sidewalks in the community and document bridges, the potash bowl and other tourist attractions.

### **Sign board for Town Hall**

Carbonneau informed the Board that the signboard for Town Hall has been completed. The signboard was the Senior Project of Ryan Spath, working with his advisor, Bill Parkman. The signboard will enable the posting of public notices outside the building for easier access for viewing. She said the plan is to install the sign on the right side of the building as you enter Town Hall. On May 21, 2015, senior projects will be presented at the high school so Carbonneau said she expected that the signboard would be installed soon after.

### **Revision to Special Events Policy**

The Board was asked to review and approve proposed changes to the Special Events Policy and the related application form. Human Services and Resources Coordinator Edna Coates met with the Board to discuss this matter. Coates was asked to explain the difference between “applicant” and “sponsor”. She responded that an applicant is an individual; sponsor an organization.

There was a brief discussion about crossed out verbiage. Hutwelker said that the Selectmen were not given enough time to read and absorb the information since the documents were provided just prior to tonight’s meeting. Davis tabled the subject until next week so that the Board can review the proposed changes.

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

**Motion** by Colby 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 6:56 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates 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 Colby, with all in favor. **Motion passed.** Non-public session ended at 7:01 p.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.**

### **Non-public session(s) per RSA 91-A:3II(a), Personnel Matter(s)**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matter(s). The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:01 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates and Recording Secretary Beverly Bernard.

**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 7:09 p.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(a), Personnel Matter(s)**

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matter(s). The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 7:10 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Human Services and Resources Coordinator Edna Coates 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 Colby, with all in favor. **Motion passed.** Non-public session ended at 7:15 p.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.**

**Event Permit # 2015-14, Atlas PyroVision/Cheshire Fair Association, Festival of Fireworks on August 15, 2015 at the Cheshire Fairgrounds**

Related to the public hearing the Board the Board was asked to consider the application for a permit for the specified event. It was noted that the event is scheduled to take place between 3:00 p.m. and 11:00 p.m. on August 15, 2015, and will include live music, food vendors, and a fireworks display at 9:00 p.m.

Stephen Pelkey of Atlas PyroVision Entertainment Group, Inc. was present to discuss the permit with the Board. Mr. Pelkey spoke about parking and holding the numbers to what is purchased online. He said only about 20 people and a handful of cars came to the event on the day of the event without online tickets. Pelkey noted they have a safety and security plan. He spoke about the traffic flow that is planned for. He said they are working with the Cheshire Fair security staff and with Chief Skantze. Skantze said that this is one of the best run events in Swanzey. The sponsor fulfills all the requirements for the safety of the event. Carbonneau spoke about people walking to the event during the night and without sidewalks, the highway can be dangerous to pedestrians. Pelkey said they are not encouraging walk-ins and are trying to control the numbers by having online ticketing. This is a non-alcoholic event. Pelkey said they have post-event meetings in order to make events better for all concerned.

**The Chair closed the public hearing at 7:36 p.m.**

Hutwelker **moved** to grant Event Permit #2015-14 to the Cheshire Fair Association and Atlas PyroVision Entertainment Group, Inc. with the following conditions: 1) that the event shall be conducted in accordance with the application material submitted and reviewed by the Town; 2) that the sponsors shall comply with all requirements of Town emergency response personnel; 3) that the event sponsor shall be responsible for all costs of emergency response personnel at special duty rates and equipment as determined by the Town, and shall furnish a bond in such amount and in a form acceptable to the Town no less than 15 days before the event; and 4) that the Town reserves the right to amend the estimated costs for emergency response personnel and equipment at any time prior to or during the event based on any changing circumstances of the event. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

Carbonneau left the meeting at 7:37 p.m. and Coates left at 7:40 p.m.

**Payment arrangement – Gary Lefebvre, 52 Mountainview Road (Map 73, Lot(s) 22-0576)**

Mr. Lefebvre was present to discuss with the Board a payment arrangement for unpaid taxes. Mr. Lefebvre is delinquent with his payment arrangement with the Town. Initial review of the account showed no payments received at all, but upon further review Tax Collector Lori Belletete determined that the Town has received a total of 3 payments of \$250 and one payment of \$1,000 since May 2012.

Mr. Lefebvre requested of the Board a payment plan of \$200 per month based on his income and the fact that he made payments until he lost his job. Lefebvre spoke about the cost of using electricity for his home. Colby

suggested the 5<sup>th</sup> of the month for payments. Lefebvre asked about veterans' exemptions and Davis referred him to the Tax Collector. He left the meeting at 7:50 p.m.

Hutwelker **moved** to authorize the Town Administrator to enter into a payment arrangement with the property owner of 52 Mountainview Road requiring no less than \$ 200.00 per month be paid to the Town beginning June 5, 2015, and continuing until such time as all taxes due are paid in full. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

#### **Hydrants at the River Park at West Swanzey**

Fire Chief Norm Skantze met with the Board to discuss a variety of issues. He noted that both hydrants are working properly now at the River Park at West Swanzey.

#### **Authorize Expenditure – Fire Department**

Fire Chief Norm Skantze met with the Board to discuss the purchase of 20 Motorola Minitor VI pagers (with battery & charger) at a cost of \$8,250 (\$412.50 each) from a sole source vendor, R & R Communications, Inc. of Swanzey. These would probably last for 5 to 10 years, according to Skantze. They have multiple channels, and multiple tones. He said the older ones are 8 to 10 years old.

The Chief proposed using the Emergency Communications Expendable Trust Fund for this purchase. This fund had \$55,238 on balance on December 31, 2014, and is scheduled to have an additional \$10,000 raised this year.

Colby **moved** to 1) waive the solicitation process requirement of the Town's purchasing policy for this purchase; 2) accept the proposal from R & R Communications, Inc. for 20 new pagers in the amount of \$8,250, to be paid from the Emergency Communications Expendable Trust Fund; and, authorize the Fire Chief to sign any documents necessary to obtain the approved product and services. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

#### **Authorize Expenditure – Fire Department**

Fire Chief Norm Skantze met with the Board to discuss the purchase of 6 new sets of Firefighter turnout gear for at a cost of \$12,873 from a sole source vendor, Bergeron Protective Clothing of Epsom, NH.

The Chief proposed using the dedicated Protective Clothing budget line (01-4220-2-615) which was approved at \$14,350 this year.

Hutwelker **moved** to 1) waive the solicitation process requirement of the Town's purchasing policy for this purchase; 2) accept the proposal from Bergeron Protective Clothing, LLC for 6 new sets of turnout gear and boots in the amount of \$12,534; to be paid from the Fire Department Protective Clothing budget line; and, 3) authorize the Fire Chief to sign any documents necessary to obtain the approved product and services. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

#### **Authorize Expenditure – Fire Department**

Fire Chief Norm Skantze met with the Board to discuss the purchase of a new rescue boat for the Department to replace the inflatable boat taken out of service last fall. Skantze spoke about the type of boat to be purchased, which is not inflatable, and the use of such boats. Bids were received as follows, though the formal solicitation process with advertising, as outlined in the Town's Purchasing Policy, did not take place:

MilPRO Marine, Grand Rapids, MI	
Rescue One 1673-X2 Deluxe Package Connector Boat	\$26,410
The Quattro Group, LLC, Edgewater, MD	
Rescue One 1673-X2 Deluxe Package Connector Boat	\$29,410
Defender Industries, Inc., Waterford, CT	
Zodiac BayRunner 550	\$28,733

The Chief proposed using the Fire Department Fire Apparatus Capital Improvement account, but the proper source for funding of an item such as this, according to Town Administrator O’Keefe, is the Fire/Rescue Tools and Equipment Expendable Trust, which has \$40,350 as of December 31, 014 and is scheduled to have an additional \$10,000 raised this year. Hutwelker suggested tabling the purchase for a week in order to determine which account is the appropriate account to fund the purchase. Discussion was held regarding contacting Department of Revenue Administration (DRA) as to the proper source of funding for the purchase. Skantze suggested approving the purchase and determine the appropriate fund by consulting the appropriate authority.

Hutwelker **moved** to accept the proposal from MilPro Marine to purchase a Rescue One 1673-X2 Deluxe Package Connector Boat in the amount of \$26,410 and to determine the appropriate fund source by referring to the Department of Revenue Administration (DRA) and to authorize the Fire Chief to sign any documents necessary to obtain the approved product and services. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

**Cheshire Fairgrounds Communication**

There was a brief discussion regarding enhancing communication between the Fire Chief Skantze with the Fairgrounds organization.

There was also a discussion regarding the number of attendees at the recent motorcycle swap event. Skantze said there were some 8,000 attendees when only 3,500 attendees had been anticipated. Skantze said there were far more attendees than had been projected by the event sponsors and there were a number of issues with sanitary preparations. Skantze said that the Fire Department and the Police Department were somewhat overwhelmed. Colby noted that despite the size of the crowd, and the fact that more security folks might be needed, the organizers have run the event for many years without serious problems. Hutwelker asked Skantze for a synopsis of the May 2015 motorcycle event for future guidance.

Skantze left the meeting at 9:02 p.m.

**Non-public session(s) per RSA 91-A:3II(c), Reputation – Application(s) for Blind Exemption.** The Board was asked to consider in non-public session approval of requests for deferral for elderly tax exemption per RSA 72:37.

**Motion** by Hutwelker to enter Non-public session pursuant to RSA 91-A:3II(c) Reputation – Application(s) for Blind Exemption. The motion was seconded by Colby. The Selectmen voted unanimously by roll call to go into non-public session at 9:02 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, 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 Colby, with all in favor. **Motion passed.** Non-public session ended at 9:09 p.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.**

#### **Home Occupation – Samantha O’Neil, 21 Partridgeberry Lane (Map 41, Lot 53)**

An application for Home Occupancy was considered by the Board for the subject property to establish home office for business providing home care for the elderly with a maximum of three employees. At approximately 70 square feet of space, the total area of Home Occupancy is no greater than 300 square feet according to the application.

Colby **moved** to qualify as a Home Occupation the proposed use of a portion of an existing home at 21 Partridgeberry Lane (Map 41, Lot 53) as a home office, subject to Planning Board review, all limitations specified in the application, and continued compliance with all applicable provisions of the Town Zoning ordinance, and furthermore to authorize the Chairperson to execute any necessary documentation on behalf of the Board related to this decision. There was a second by Hutwelker and no further discussion. All were in favor. **Motion passed.**

#### **CONSENT AGENDA**

**Motion** was made by Colby to table the Consent Agenda consisting of Current Use applications. There was a second by Hutwelker, and no further discussion. All were in favor. **Motion passed.**

- Application for Current Use. CB98, LLC, Cobble Hill Road (Map 8, Lot(s) 8-0 & 8-2).
- Application for Current Use. Hans & Trina Koester, 645 Old Homestead Highway (Map 34, Lot(s) 17).
- Application for Current Use. Arthur & Ann Beckman and Kenneth & Elizabeth Engelman, Cobble Hill Road (Map 82, Lot(s) 7-1).
- Application for Current Use. Mike Johnson, 56 Cory Pond Road (Map 12, Lot(s) 5).
- Application for Current Use. Wayne & Diane Young, Swanzey Lake Road (Map 69, Lot(s) 2).
- Application for Current Use. Ronald & Donna Savard, Westport Road (Map 88, Lot(s) 10).

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

- Copy of Revised Carpenter Home Residency and Service Admission Agreement, dated April 27, 2015.

#### **ADJOURNMENT**

**Motion** to adjourn was made by Hutwelker, second by Colby. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 9:21 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 19, 2015