

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – November 30, 2016
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, NH

CALL TO ORDER

The meeting was called or order by Chair William Hutwelker III at 6:00 p.m. at Town Hall, 620 Old Homestead Highway, Swanzev, NH. Present were Selectmen William Hutwelker III, Kenneth P. Colby, Jr. and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Stacy Gambrel and Ann McBride from Monadnock Conservancy, Emergency Management Director Bruce Bohannon, Recreation Director Ian Fraunfelder, Director of Public Works Lee Dunham, Open Space Committee members Sharon Greatbatch, Theresa DiLuzio, and Jeanne Thieme, Conservation Commission Chair Wally Smith, and residents Gus Lerandeau and Richard Scaramelli.

MINUTES

- The regular meeting Minutes of November 16, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of November 16, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The Non-Public meeting Minutes #1, #2, #3, #4 and #5 of November 16, 2016 were considered. There was a **motion** by Colby to approve the Non-Public meeting Minutes #1, #2, #3, #4 and #5 of November 16, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Colby to approve the Consent Agenda. There was a second by Karasinski. There was no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Intent-to-cut Operation 16-441-20 – Map 69 Lot 2-1 & 2-2
- Personnel Action Reports

APPOINTMENTS

Stacy Gambrel from Monadnock Conservancy – Ballou Easement Execution

Stacy Gambrel and Ann McBride were present to request signatures of Selectmen for the final version of the Ballou Easement. The Board signed the document. Bohannon had a comment. He said that the conservation signs should not be on the neighboring Rail Trail property because it is misleading to the public. Gambrel said she would look into where the signs have been placed.

Emergency Management Director Bruce Bohannon

- **E911 Update-** Bohannon provided a list of the streets as renamed. Changes to be made as of January 5, 2017. He encouraged a letter to be mailed out to residents in December confirming new addresses and the effective date. Bohannon said that Keene, NH Postmaster Jay Pompei said there is no timeframe for consideration of the change in the zip code for north Swanzev as has been requested. Colby suggested contacting State Representatives to get action on a decision. The Selectmen agreed to move forward with the street name changes and not to wait until the north Swanzev zip code is changed. Bohannon said he

also met with the owner of Edgewood Apartments and the owner is happy with the name changes. The Selectmen agreed to sign the letters to residents.

- **Rail Trail Expenditure** - Bohannon said the Rail Trail has been brush hogged down to the Swanzey/Winchester town line, and they did up to Sawyer's Crossing Road so now the trail in Swanzey has been cleared from Keene, NH to Winchester, NH. Bohannon also provided feedback on work by county workers who cleared visibility on intersections of the Rail Trail with Mathews Road. Next task is replacement of two culverts on either side of the Brown Farm. Work is also needed for a wet spot using fabric and crushed gravel. For these fixes for the Rail Trail Bohannon said that \$5,500.00 would be needed. He also noted that ditching work at \$2,000.00 for 1,000 linear feet per day would cost about \$6,000.00. He said the total amount would be \$11,500.00 for all the work to be completed and that there is about \$17,500.00 dedicated to the Rail Trail between the non-restricted account and the East Hill Grant received. Bohannon then asked the Board to authorize the expenditures.

Motion was made by Colby to expend up to \$11,500.00 for Rail Trail reconstruction as proposed by Bohannon with the majority of funds coming from the Easthill Grant. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

There was a discussion about doing more to provide for safe crossing of Matthews Road including possible signs and striping that might be considered. Bohannon said he would get some estimates for signs and striping for consideration by the Board.

Recreation Director Ian Fraunfelder

- **Cheshire Coalition for Tobacco-Free Communities** – “No Smoking” signs were discussed for recreational facilities. Fraunfelder said that there are grants that could pay for the signs. The discussion included reference to assigning smoking areas at Brown Field. It was noted that Richardson Park already has “No Smoking” signs. The Town’s policy for smoking was discussed. Smoking is not allowed in buildings and vehicles. A sign stating “No Smoking, Vaping and Tobacco Products Allowed” was discussed. Hutwelker asked Fraunfelder for research into different types of signs, whether facility campuses should be included in the ban on smoking, and whether a public hearing should be held. The Selectmen would like to see sample signs. Fraunfelder said he would follow up and get back to the Board.
- **Brown & Lane Field Use Licenses**- A proposed Field License Agreement was discussed for Brown Field use. The proposed agreement was the Lane Fields Complex agreement modified to suit Brown Field. Fraunfelder went through the changes with the Selectmen, most of which came from the Town’s Attorney and insurance carrier. There was a discussion about lights being used and Colby suggested keeping the timing for the lights as it currently is being used since there have been no complaints from neighbors. Fraunfelder will check on the timing. The Selectmen talked about a set of keys to be held by the Town and the Recreation Director for all buildings on the properties. The Selectmen agreed that Fraunfelder can move forward with the agreement with changes as indicated.
- **Basketball & Softball Recreational Activity**- Fraunfelder said he was trying to get a basketball season going, which would be cheaper for local youngsters than going to Keene to play basketball. There was a brief discussion about removing the backstop at Brown Field. Fraunfelder said that he has spoken to the Cal Ripken Association folks about using Lane Field for softball. There was an update on getting volunteers to serve on the Recreation Advisory Committee.

Director of Public Works Lee Dunham

- **Update on Swanzey Lake Dam** - Dunham said contractors WBC Construction and Pat Rawson Construction have been contacted regarding the work needed. Branley noted that two proposals came in today. There was a discussion about construction timeline. A Dubois and King engineer reviewed the proposals and provided his review and recommendation to the Town; they had estimated a cost of about \$50,000.00. Dunham said there is enough money in the Town Dam Capital Reserve account to pay for the work. Dunham spoke about soil compaction and compaction tests and concrete tests, which still need to be estimated. \$4,000.00 or \$5,000.00 range was discussed for those extras. There was a discussion about the timeline. Dunham said he contacted New Hampshire Fish and Game to discuss the timing since they had some concerns and they recommended doing the work now rather than holding off and lowering the water again next year. Lerandeau asked about a section in the contract to cover any liquidated damages and was told there was no such section added to the contract.

Motion was made by Colby to proceed with WBC Construction for repairs to the Swanzey Lake Dam and authorize the expenditure of not to exceed \$45,000.00 all inclusive, including soil compacting and cement testing from the Town owned Dams Capital Reserve Fund. Karasinski seconded the motion and all were in favor, ***motion passed.***

- **Brown Field Backstop** - Dunham spoke about removing the backstop which is expected to be completed before the end of the year.
- **Whitcomb Hall** - Dunham said there was some action needed by the Board. Dunham said the heating system has \$750.00 left over from the authorized amount to be used for the heating system and was not needed. The Board needs to rescind that authorization so the funds can be appropriated again. There was a discussion about \$359.60 to be spent from Non-Restricted Fund for two items.

Motion was made by Colby to rescind \$750.00 previously authorized for the heating system for Whitcomb Hall and reduce the original amount authorized to \$34,250.00 with the balance to be returned to Whitcomb Hall Expendable Trust. There was a second by Karasinski and no further discussion. All were in favor. ***Motion passed.***

Colby **moved** to take \$238.00 from the Non-Restricted Whitcomb Hall fund to pay the \$238.00 overage on a prior invoice. There was a second by Karasinski and no further discussion. ***Motion passed.***

Motion was made by Colby authorizing the expenditure of \$121.60 from the operating budget for miscellaneous electrical work at Whitcomb Hall. There was a second by Karasinski. All were in favor. ***Motion passed.***

NEW BUSINESS

Honey Hill Access to trails

Smith spoke about the danger for families accessing the Honey Hill trails due to the current parking situation. Currently they have to park on the east side of State Route 32 and walk about 100 yards south along the highway to where they can cross the highway to the west where the trail begins. Dunham spoke about the 100 foot right-of-way owned by the Town which could provide safer access to the trails by families. Dunham said access could accommodate both cars and people. Dunham said he and Bernard did a site walk and he noted that the NH Department of Transportation (NH DOT) would approve a curb cut. Dunham noted small trees would be removed and one large tree that limits the visibility to a nearby private driveway. Dunham said that a culvert is not needed. He recommended paving the entrance and laying gravel for a small parking lot. Bohannon suggested talking to

Asplundh about the large tree removal since they are already taking down some trees on State Route 32. Ultimately the entrance would be used to access the land given to the Town to be used as a cemetery at some future date. Smith noted that the right-of-way was surveyed again last year and Colby suggested that the neighbors be advised of the intent to create the access and small parking area. Smith stated at this time they are still in the planning phase however wanted to update the Board.

OLD BUSINESS

South Road Property Acquisition

Branley informed the Board that the Town has received a verbal estimate for negotiating purposes of \$15,000.00 to remove the main structure and shed on 280 South Road. As part of the investigation process, he also noted that the Town already owns an adjacent 1 acre lot (24-47), which is essentially inaccessible except from 280 South Road.

Richard Scaramelli was present to advocate for acquisition of the South Road Property. He provided a letter to the Board. He said it would be nice to have access to a river by folks in East Swanzey and there are historical sites in all parts of Swanzey that deserve attention – the rivers characterize Swanzey, and that is how Swanzey developed over time. The mill villages of Swanzey are important part of the 18th and 19th century history of the town. He said this site is the heart of the East Swanzey village. South Branch provided mill power for factories in the area. It also has archeological value according to Scaramelli. A plaque could be mounted to explain the site. There was a discussion about the possibility of parking area. Scaramelli said all the interesting structures are below road level so a small parking area would not be a hindrance. Scaramelli compared the draw of the history of the area to the interest by visitors in the covered bridges in Swanzey.

Hutwelker asked if the person who gave the demolition estimate is an approved vendor. Branley said the estimate was for negotiation purposes only and a Request for Proposal (RFP) would be issued for the demolition work should the Board decide to pursue the purchase. Branley explained the possible processes that could be considered by the Board should they want to move forward. Karasinski suggested Branley have a talk with the listing agent about the possibility of negotiating a price. Hutwelker asked for input from the Planning Board, Conservation Commission and the Open Space Committee before proceeding further. Sharon Greatbatch took a copy of Scaramelli's letter to share with others on the Open Space Committee. Smith noted that the Conservation Commission has already recommended purchase of the property.

NEW BUSINESS

Possible TIF District Expansion/Creation of new TIF District – The Town received a proposal from Airport Manager Jack Wozmak requesting expansion of the Town's current TIF (Tax Increment Financing) District or the creation of a new TIF District to encompass additional airport property. Branley said the Swanzey Revenue Development District Advisory Board (SRDD) reviewed the proposal did not recommend moving forward at this time. The Selectmen reviewed the draft minutes from their meeting, where a number of reasons were given to support the recommendation. The Board accepted the recommendation to not expand the TIF District or create a new TIF district at this time. Hutwelker suggested referring the concerns of the SRDD to the writer of the proposed expansion.

October Expenditure & Revenue Report

The Board reviewed the report.

OTHER MATTERS

Open Space Committee

It was noted that the Open Space Committee members have rescinded their resignations.

Carpenter Home Report

The Board received copies of The Carpenter Home Report from Jack Wozmak. The Board agreed as there had not been much time to review it this would be tabled for further discussion at the subsequent meeting.

PUBLIC INPUT

There was an additional discussion with Gus Lerandeau about liquidated damages regarding the Swanzey Lake Dam project and he stated if it was not stated in the additional proposal it should not be added down the road.

NON-PUBLIC SESSIONS

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

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a) Personnel Matter(s), seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:51 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

Motion was made by Colby to come out of non-public session, seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 7:53 p.m.

Motion was made by Colby to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this board, seconded by Karasinski. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3,II (e) Consideration or Negotiation of Pending Claims or Litigation

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (e) Consideration or Negotiation of Pending Claims or Litigation, seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:54 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

Motion was made by Colby to come out of non-public session, seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 8:00 p.m.

Motion was made by Colby to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this board, seconded by Karasinski. All were in favor and the ***motion passed***.

OTHER MATTERS

Open Position for Carpenter Home Administrator

Branley spoke about the potential Carpenter Home Administrator candidate and he asked if the Board was still open to meeting with the candidate. Branley suggested a late afternoon or early evening meeting with her and the Board. The Board agreed.

Main Street Ribbon-Cutting

Discussion was held about the ribbon-cutting for Main Street in West Swanzey on 12/3.

ADJOURNMENT

Motion to adjourn the meeting was made by Colby. The motion was seconded by Karasinski without further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:07 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on December 7, 2016