

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 11, 2015  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Chair Deborah J. Davis at 6:00 p.m. at the Swanzey Town Hall. Present were Deborah J. Davis and Kenneth P. Colby, Jr. and W. William Hutwelker III. Also present were Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Code Enforcement Officer Mike Jasmin, Resident Wally Smith, Resident Michael Goldschmidt.

**MINUTES**

- The regular meeting Minutes of August 4, 2015 were considered. There was a **motion** by Colby to accept the regular meeting Minutes of August 4, 2015. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***

**CONSENT AGENDA**

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

- Payroll Manifest
- Payables Manifest
- Response Letter to Becky Hayes
- Accept & Approve 2015-2016 Current Use Assessment Rates as set by NHDRA
- Event Permit #2015-25 – Cheshire Fairgrounds Motor Cycle Swap Meet

**OLD BUSINESS**

**Whitcomb Hall Bids Update**

Code Enforcement Officer Mike Jasmin met with the Board to discuss a revised scope of work cost estimates for renovations for Whitcomb Hall, previously discussed on July 28, 2015. He provided a proposed cost for the scope of work from Cheshire Builders, Inc. which amounted to \$97,715. He referred to front entry work and the grant of \$10,000 from East Hill Foundation to cover some, if not all, of the work. Jasmin stressed that he consulted with Swanzey companies to develop the projected costs for the project. He explained some of the details of the work needed to be done. Jasmin said that he understood that the plan is for the office on the left of entry to be used eventually for the Recreation Department. The room on the right is currently used for storage of documents, and for weights for the clock. He spoke about the idea of adding electricity and light sconces on the four posts in the hall to provide lighting, which would eliminate using the lights in the tin ceiling. Theoretically, the hall could be used for private parties as long as they stay under 50 persons, according to Jasmin.

Hutwelker asked about sprinklers and an elevator and Jasmin said they are not needed at this time. He said that is second floor work. Discussion was held regarding architectural drawings for a tower elevator to match the clock tower. Jasmin said that there hasn't been a lot of time focused on the second floor yet. Discussion occurred regarding the bathrooms at Whitcomb Hall. Item #3 (Heating and Plumbing) is estimated to cost about \$55,000. Davis asked about air conditioning. Jasmin said no air conditioning is planned, but heat during the summer doesn't seem to be much of a problem in the building.

Discussion occurred about current plan for a wood pellet furnace for the building. Jasmin stated this was included assuming a grant of roughly \$13,000 from the Public Utilities Commission, which is now in some doubt due to the failure of the State to pass a budget. Branley stated that for Frankestown's Town Hall project they considered a pellet system, however since the building would be sitting dormant for long periods of time between uses a forced hot air system was planned on. He indicated another heating system may be worth considering if the PUC grant does not materialize. Jasmin said that the time to get the heat up is important.

Hutwelker asked about the one bidder. Jasmin said only two general contractors responded. Jasmin said that the contractors are bare bones due to the recession. Municipal work is going out on a limb for some contractors.

Resident Michael Goldschmidt asked about time for estimated payback to offset the costs. Goldschmidt pointed to his interest in revenue generated to break even with outlays. Jasmin said that the goal is to make the building useable, but no one has estimated revenue from it. Discussion ensued about charging for parties. Jasmin said it probably would not pay for itself. Davis noted that Whitcomb Hall could be used temporarily for staff at Town Hall should renovations at the current Town Hall require moving them. Hutwelker noted there is very little parking at Whitcomb Hall, perhaps not more than 15 spaces. Jasmin said the Town is paying to maintain the building, while having no use of it currently, without doing the renovations. He also referred to the Whitcomb Hall barbecue that is coming up later in August.

Jasmin said he is asking for \$97,715. Funds are coming from Whitcomb Hall Capital Reserve account. Hutwelker asked Jasmin if there could be better pricing. Jasmin said he felt confident that Cheshire was aggressive with their numbers.

Hutwelker **moved** to approve an expenditure of \$97,715 for renovations to Whitcomb Hall, funds to come from the Whitcomb Hall Rehabilitation Expendable Trust, the Whitcomb Hall Non-Restricted Fund Trust, the Edna C. Whitcomb Trust and the George Whitcomb, Jr. Trust. There was a second by Colby, and all were in favor. **Motion passed.**

Hutwelker said he agreed with Goldschmidt and the Committee should prepare a plan to generate revenues. Jasmin made a note to work on a fee schedule and rules of use for Whitcomb Hall.

#### **Non-public session(s) per RSA 91-A3II(e), Legal Matter(s)**

**Motion** by Colby to enter Non-public session pursuant to RSA 91-A:3II(e), Legal Matter(s). The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 6:36 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, and Town Administrator Michael Branley, 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 Colby, with all in favor. **Motion passed.** Non-public session ended at 6:48 p.m.

**Motion** was made by Hutwelker to seal the minutes of the non-public session because disclosure of the content would render a proposed action ineffective. The motion was seconded by Colby. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Jasmin left the meeting at 6:48 p.m.

### Carpenter Home Staffing and Possible Hiring of a Consultant

Branley spoke about the following proposal for staffing the Carpenter Home:

- Continue Interim Carpenter Home Administrator Judy Bohannon in her position on the same terms
- Continue Donna Allen in her role as a full-time staff member
- Increase Nellyn Packard to full-time status with benefits
- Hire a new full-time LPN with benefits
- Increase a care-giver position to 36 hours per week
- Increase a care-diver position to 32 hours per week
- Hire a new part-time LPN at 32 hours per week
- Maintain the remaining four positions under 30 hours per week

Branley said the changes would be financially neutral. He noted that the Affordable Care Act penalties have already been triggered for 2015, so that was ignored. Assumptions were based on family health insurance plans which from a cost perspective are the worst case scenario. Branley said that this proposal was agreed upon by all concerned, to eliminate the high overtime situation and put the Carpenter Home staff on a more sustainable level. Branley said there will be no reduction in current staff.

Hutwelker noted that hiring might be easier with benefits and full-time being offered. The Board understood that this proposal is recommended just for the rest of this year and will need to be reconsidered before 2016.

Colby **moved** to approve a temporary plan for Carpenter Home staffing as recommended by the Town Administrator and stated above. There was a second by Hutwelker. All were in favor. **Motion passed.**

### Tax Deed Properties

FORMER/CURRENT OWNER	LOCATION	MAP/LOT	BOS Decision	Deed Date	Book/Page
Landry & Berthiaume	12 North Pine ST	18/234	5/5/2015	6/19/2015	2908/0593

The first property discussed was the Landry property. Hutwelker noted that the Board was waiting for Loretta Wright to revisit the Board with a firm proposal for helping Landry. The Board asked Branley to contact Wright to update the situation for the Board as to whether the individual who had expressed interest in helping Landry continue to live in the property still is willing to do so. The Town will proceed with an eviction notice and notice of impending sale for the Landry property if no action is forthcoming by August 18<sup>th</sup>, 2015.

The property owned by Jacob and Kyle Curtis at 25 Anthony Circle has been discussed during at least one prior meeting (May 19, 2015), however it does not appear the Board has voted on whether to accept the deed or not. This property is at Pine Grove Mobile Home Park. Hutwelker asked Branley to speak to the Board of Directors at Pine Grove Mobile Home Park to see if there is any possibility to work with them about the property.

Additionally, Branley noted he has been informed by the Tax Collector that there are two property owners with tax payment agreements who are behind in their payments:

- The Livengoods missed their payment on August 5, 2015 as outlined in their tax payment agreement with the Town. When the Board last met with them they were asked to attend the Board meeting on August 18, 2015 to discuss their ongoing situation.
- The Lefebvres missed their payments on July 5<sup>th</sup>, and August 5<sup>th</sup> as outlined in their taxpayer agreement with the Town.

OWNER	LOCATION	MAP/LOT	DEEDING BALANCE	TOTAL BALANCE
Curtis, Jacob R. & Kyle L.	25 Anthony CIR	87/2-5025	\$618.36	\$2,679.96
Livengood Jr., Neil & Cindy	84 Joslin RD	18-001	\$2,074.67	\$6,454.05
Lefebvre, Gary & Vincenza	52 Mountainview RD	73-22-0576	\$1,860.15	\$6,368.79

Hutwelker said the Board prefers that the owners keep their properties and he noted that Livengood is scheduled to meet with the Board next week. Hutwelker suggested asking Lefebvre to also meet with the Board. Branley was asked by the Board to work with the Viewpoint Cooperative and Pine Grove Mobile Home Park to help resolve the situation with the owners at their respective properties. Branley stated he felt an enormous amount of staff time was being spent keeping track and following up on taxpayer agreements and tax deeded properties and the Board agreed they are open to considering different ways of handling them going forward.

**NEW BUSINESS**

**Cheshire Fairgrounds Association Events**

Branley asked the Board for clarification regarding the Board’s decision made on March 3, 2015 regarding permitting for the Cheshire Fair property. The language from the minutes stating the decision is:

“...Hutwelker and Davis said that they were amenable to Johnson’s requests for authorization of agricultural events as this is what they generally do.

Motion by Davis that the following agricultural events, listed below, do not require events permits or licenses at this time, second by Hutwelker. No further discussion. All were in favor. Motion passed.

- |  |                                 |
|--|---------------------------------|
| 4H Beef Field Day                      | 4H Sheep Field Day              |
| Hunter Jumper Horse Show               | CFA Horse Show Series           |
| NH Equestrians High School Horse Shows | Karen Brooks Benefit Horse Show |
| Quarter Horse Show                     | 4H Horse Field Days             |
| Draft Horse Round Up                   | New England Paint Horse Show”   |

Branley said Coates has stated that she has received multiple inquiries from the Cheshire Fair regarding whether or not certain animal related events not included in the list above require permits. As such, she is seeking clarification on whether the Board’s intention was that only the specific items listed above were exempt from permitting or whether all similar events of an agricultural nature are exempt.

Hutwelker said the list was presented to the Board at that time as recurring events. Other events need to apply for an event permit. Colby suggested keeping the ten events as listed. Colby also said that if that causes a problem, then the Board will go back to requiring permits for every event without exception. Davis pointed out that the event permitting folks should be handling most events, not the Board.

**Accept unanticipated funds per RSA 31:95-b**

The Board considered the following donations totaling \$275.00 as contributions to the Town for the Carpenter Home in memory of Marguerite Ayers:

- \$25.00 from Janet C. Parsons
- \$150.00 from Audrey T. & Russell O. Starkey
- \$100.00 from Marguerite R. Lafrenier

Colby **moved** to accept the funds as listed and to remit them to the custody of the Treasurer to be held in the Carpenter Home Special Revenue Fund per RSA 31:95-b. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

The Board considered accepting unanticipated funds totaling \$1,010.00 as a donation to Whitcomb Hall:

- \$10.00 from Russ Austin
- \$1,000.00 from Frazier & Son Furniture

Colby **moved** to accept the funds as listed per RSA 31:95-b and to remit them to the custody of the Trustees of Trust Funds to be held in the Whitcomb Hall Non-Restricted Fund trust account established on March 19, 2013. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

The Board was asked to accept a check in the amount of \$999.99 from NH Department of Resources & Economic Development to the General Fund.

**Colby moved** to accept the funds as listed per RSA 31:95-b and to remit them to the custody of the Treasurer to be held in the General Fund. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

#### **Administrative Update**

Branley provided the Board with a written Weekly Report reflecting his actions and accomplishments during the week. Branley stated Jim McConnell sent him proposed letters in reference to the discussion last week. He and Bookkeeper Louder reviewed the letters and sent McConnell a few suggestions.

#### **Donation in Memory of Gerry Bell**

Davis mentioned that the Board was going to make a donation to the Fire Department in the name of Gerry Bell but it hasn't been done. Colby asked Branley to determine the funds in the Board of Selectmen's miscellaneous fund so that they can make a decision as to how much to donate in Bell's memory.

#### **Up in Smoke Event Safety Coverage**

There was a brief discussion about an email from Fire Chief Norm Skantze that came in Tuesday afternoon, having to do with the Up in Smoke event and the safety coverage of that event. The Board agreed based on when the email came in they would discuss it at their next meeting.

#### **Motorcycle Swap Meet Permit**

Hutwelker asked about the upcoming Motorcycle Swap Meet event and asked if the producers of the Meet had made their payment on an outstanding balance. He noted that Board had agreed to not authorize the next permit until the balance owed was paid up. Davis said that the Board needs to check with Human Services and Resources Coordinator Edna Coates as to the status of the balance from the previous year. Branley said he would hold the permit to be sure they have paid the outstanding balance.

#### **CITIZEN CONCERNS**

##### **Anti-Dumping Ordinance**

Resident Wally Smith noted that email sent to two individuals who were opposed to the wording of the ordinance as proposed in 2014 has not been responded to. The hope was that the individuals would be willing to help craft a version that would be acceptable to them.

**Hazardous Condition of Tracks at the Muster Property**

Smith also noted that there are hazardous conditions at the dirt road down to the Muster property. Smith asked for approval from the Board to send a request to Public Works Director Lee Dunham to take a look at the tracks to see what might be done to correct the situation.

**OTHER BUSINESS**

**West Swanzey Park Update**

Colby gave a brief update on the slow progress pouring sidewalks. There was also a brief reference to a well that was associated with the store that was once on the site.

**Homestead Woolen Mill Sale Update**

It was noted there is no fresh news. There was some discussion regarding various deeds. Hutwelker said the owners of the Mill are moving forward with the sale.

**ADJOURNMENT**

**Motion** to adjourn was made by Hutwelker, second by Colby. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 7:22 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on August 18, 2015