

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 23, 2016
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, Kenneth P. Colby, Jr., and W. William Hutwelker III. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Finance Office Assistant Jason Taylor, Public Works Director Lee Dunham, members of the Whitcomb Hall Committee including Pete Johnson, Mike Gomarlo and Sharon Greatbatch. Conservation Commission Chair Wally Smith was also present.

MINUTES

- The regular meeting Minutes of February 8, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of February 8, 2016. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2, and #3 of February 8, 2016 were considered. There was a **motion** by Colby to approve the non-public meeting Minutes #1 of February 8, 2016. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***
- The regular meeting Minutes of February 9, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of February 9, 2016. The motion was seconded by Davis with no further discussion. All were in favor. ***Motion passed.***

CONSENT AGENDA

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

- Payroll Manifest
- Payables Manifest
- MS 535 – Financial Report of the Town
- Christian Hill Bridge Advisory Committee Charge
- Raffle Permit #2016-03 – Fast Friends Greyhound Adoption Center
- Raffle Permit #2016-04 – Northern Lights Parent Association
- Raffle Permit #2016-05 – Pilgrim Pines Conference Center
- Personnel Action Report(s)

APPOINTMENTS

6:05 - Finance Office Assistant Jason Taylor – Proposed Revision of Use of Town-owned Vehicles Policy

The Board discussed with Taylor the continued high fuel prices at the NHDOT fuel station and much lower prices at the pumps at private retail stations such that they considered that Town vehicles be fueled at retail fueling stations. The Board also discussed directing the Town Administrator to enroll in the WEX program for use at retail stations which allows tracking of information such as fuel used by vehicles, etc. Taylor suggested that this change will save over \$2,000 per month based on current fuel prices and also will provide greater convenience and efficiency by allowing fueling at a variety of sites around town. The state price is \$2.76 per gallon as compared to

about \$1.69 at a commercial gas station locally, plus the refund of State and Federal fuel taxes. There was a discussion about how the state price might be lower down the road should the retail gas prices go up.

Colby **moved** to direct the Town Administrator to enroll in the WEX Government Fleet Card Program and to amend The Use of Town-owned Vehicles Policy as proposed. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

6:15 – Pete Johnson & Lee Dunham – Review of Whitcomb Hall Heating System Proposals

The Town received two proposals, both of which are from firms who attended the mandatory site walk and appear to comply with the specs in the RFP:

- Pinney Plumbing & Heating – \$30,000 – includes piping to the second floor & chimney lining
- Pinnacle Rock Mechanical Services – \$48,649

Hutwelker confirmed that both vendors bid on the same specifications. Dunham said there were five companies present for the site walk. Dunham spoke about baseboard options. There was a discussion about whether or not air conditioning was included. Dunham said that this bid does not include air conditioning. The discussion continued about adding air conditioning for the second floor at a later date at an additional cost which would go out to bid at a later date. Colby spoke about the idea of including new windows for the basement and related masonry work. Dunham explained that he focused on the heating system designed for the entire building which includes pipes up to the second floor, but not heating the second floor just yet. Colby asked about heating the kitchen, the bathrooms and replacing windows. Greatbatch said that Cheshire Builders has pricing for the rest of the work. There was discussion about what was included in the total cost of renovating the building and not just for heating the first floor. Dunham spoke about DPW doing some of the work like removing the old furnace and possibly installing new windows. Hutwelker asked about residential versus commercial baseboard differences. Dunham said the radiation is the same, but housing is different.

Colby **moved** to authorize the Town Administrator to enter into a contract with Pinney Plumbing & Heating for the Whitcomb Hall Heating services replacement and authorize an expenditure of not-to-exceed \$35,000 from the Whitcomb Hall Expendable Trust Fund for this contract and associated work on Whitcomb Hall. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Discussion continued after the motion passed. Johnson noted that for the kitchen, the range and hood are being donated. Johnson said he thought there might be an issue regarding fire suppression for the donated hood and another hood would be appropriate however he received an estimate that was less than he expected. There was discussion about putting in the appropriate unit at a cost of \$2,000, which Johnson said the Fire Chief has approved.

Dunham spoke about needing someone to do design and the rest of the work in on the first floor and he said he wants to figure out a way to negotiate a contract with Cheshire Builders to perform that work. He asked about whether it was necessary to use the RFP process again. He said that right now Cheshire Builders is available for projects and he would like to take advantage of that since that could easily change quickly. Greatbatch said Cheshire Builders was the only bidder for the first RFP, which came in at about \$189,000 for the entire project including the entryway, electrical, and bathrooms. Colby said the goal for now is to have the first floor up and running. Branley clarified that the Committee would like to hire Cheshire Builders to be project managers to get the rest of the first floor up and running.

Hutwelker said he feels that putting the smaller scale project out to bid is preferable, especially given that the windows already replaced did not go out to bid and the Committee had raised that as an issue. Davis said that it will take longer to go out to bid and the Town might lose the window of opportunity with Cheshire Builders, however it is the Town's policy. Colby said he was leaning toward going with the Committee's recommendation and go with Cheshire Builders. Gomarlo said that more detail on the project should be forthcoming next week. He said that he felt that Cheshire Builders, given they were the only bidders the first time around, should proceed with the project. The Board agreed Pete could receive a proposal with the scope of work and cost estimate from Cheshire Builders and present it to the Board next week.

Dunham did some rough numbers for calculating funds available for the project. He noted that the Committee is committed to pursuing more donations. Johnson said the Committee will return with more precise numbers next week. The Board thanked the Committee members and they left the meeting at 7:06 pm.

Safford Drive Speed Limit

There was a discussion about the State of New Hampshire laws for speed limits which specifies a speed limit of 35 MPH unless the Town had a traffic or engineering study conducted that recommended a lower speed limit. Branley said there was a study done by SWRPC but they did not recommend a speed limit for Safford Drive. Branley also noted that the State does not require paid consultants to determine the recommended speed limit, and an authorized Town official may recommend a prima facia speed limit to the Board. Dunham stated he would review the SWRPC traffic study and consider making a recommendation for a lower speed limit for next week's meeting. Dunham left the meeting at 7:16 p.m.

NEW BUSINESS

Review of Legal Services RFP

The Board agreed to move forward with the RFP.

March Meeting Schedule

Upcoming / March Meeting Schedule

- 2/29 – Board Meeting at 9 a.m. to continue annual department head evaluations
- 3/1 – Normal Meeting
- 3/8 – Town election; brief meeting at Christian Life Fellowship for election duties
- 3/15 – Organization Meeting for new Board; possibly schedule the first of the 41-14a hearings for the Ballou Conservation Easement that night
- 3/22 – Normal Meeting
- 3/29 – Normal Meeting; if we have the first Ballou hearing on 3/15 we would have the second public hearing this night

OLD BUSINESS

Request for Additional Funding for Design Work

The Board considered the overage for the initial authorizations for the Fire Station site design, mainly because the site had to be redesigned and estimated again to try to save money on the total cost estimate.

Hutwelker **moved** to authorize the withdrawal of \$ 513.80 for site design and site estimating expenses related to the Fire Station from the Future Fire Station Capital Reserve Fund. There was a second to the motion by Davis and no further discussion. Davis and Hutwelker were in favor. Colby was not present for the vote. **Motion passed.**

Potential Tax Deeded Property Update

- Joslyn property – Swanzey Lake Road
On 2/10 Branley said he attended the court hearing in the eviction proceedings for Joslyn. He said the Town was able to come to a settlement that the Court will issue the writ of possession to the Town on March 31. Based on this timeframe, the Town could plan on auctioning this property and potentially the former Landry property in mid-April. There was a brief discussion about a method for transfer of title to the deed.
- 49 South Road (Morse Property)
Branley noted that although the agreement was sent to the Morse family two weeks ago, they have not signed nor returned the agreement. However, Branley notes that they have continued to make payments along the schedule as proposed. He asked the Board about enforcing the need for an agreement and insurance naming the Town as an additional insured and they agreed those are requirements. The Board also noted that there were clear to the Morses that they needed to communicate with the Town and they have not done so. There was a review by the Board of a proposed letter to be sent from the Board to the Morse family setting a deadline of March 1st to enter into the agreement and provide a certificate of insurance. The Board approved the letter as drafted.

2016 Town Meeting Preparation

Discussion was held about follow-up to the Town Meeting vote such as changing the staff hours, should the budget be passed.

Pine Street Property Repurchase

Branley passed out a letter from an attorney representing James A. Beach in regard to the possible repurchase of property he lost to the Town by tax deed due to unpaid taxes. The Board agreed use of this property is not involved in the bond vote at Town Meeting

Letter of Resignation by Deputy Town Clerk

Branley passed out a letter of resignation to the Board from Deputy Town Clerk Karen Elliott. Elliott stated in the letter that she will be resigning as of March 31, 2016. Hutwelker suggested a conversation with Elliott since the Town will need to continue services to the community by a Town Clerk. Davis said the requirement is for a certified person and there are folks who have been certified in the position who are now retired who might be able to help out. Branley said he has not had a chance to review the options to the Town for filling in the position after a resignation when both Clerk and the Deputy are resigning, but he said he would do so.

ADJOURNMENT

Motion to adjourn was made by Colby. The motion was seconded by Hutwelker without further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:00 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary
Approved on