

Town of Swanzezy, New Hampshire
Board of Selectmen
Meeting – March 1, 2016
Swanzezy Town Hall, 620 Old Homestead Highway, Swanzezy, NH

CALL TO ORDER

The meeting was called to order by Chair Deborah J. Davis at 6:00 p.m. at the Swanzezy Town Hall. Present were Deborah J. Davis, Kenneth P. Colby, Jr., and W. William Hutwelker III. Also present was Town Administrator Michael Branley and Assessing Coordinator Coleen Birmingham.

OTHERS PRESENT

Fire Chief Norm Skantze, Conservation Commission Chair Wally Smith, Code Enforcement Officer Mike Jasmin, Firefighter Kevin Bell, Firefighter Chelsea Bell, Firefighter Sylvester Karasinski, Whitcomb Hall Committee Chair Pete Johnson, Public Works Director Lee Dunham, Rick Robidoux from Cheshire Builders, Plant Operator Scott Self, Whitcomb Hall Committee member Sharon Greatbatch, Interim Carpenter Home Administrator Judy Bohannon, Emergency Management Director Bruce Bohannon, Tax Collector Lori Belletete.

MINUTES

- The regular meeting Minutes of February 23, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of February 23, 2016. The motion was seconded by Hutwelker 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 Hutwelker. There was no further discussion. All were in favor. **Motion passed.**

- Payroll Manifest
- Payables Manifest
- Raffle Permit #2016-06 – Northern Lights Parent Association
- Raffle Permit #2016-07 – New England Diamond Devils Softball Association
- Event Permit #2016-04 – Home Builders & Remodelers Association
- Personnel Action Report(s)

APPOINTMENTS

2015 Annual Town Report

Chair Davis read the dedication to Gerald A. “Gerry” Bell from the 2015 Annual Report. Gerry’s son Kevin and granddaughter Chelsea were in attendance. Colby spoke of Gerry’s pride in the Fire Department, the fire apparatus and the men who worked with him. Davis spoke of Gerry’s encouragement of the young people who were interested in joining the fire department.

Colby spoke of the outstanding volunteers mentioned in the Annual Report – the Swanzezy Firefighters Association who organized the very first “A Very Swanzezy Christmas”, and Deborah Davis for her 12 years of service as a member of the Board of Selectmen.

Ambulance Contract

Chief Skantze stated he received an email from Rob DiLuzio regarding the Town’s ambulance contract which will expire in July. He asked how the board would like to proceed with renewing the contract. Colby questioned how the town can expect good reliable service if the provider isn’t local. He also questioned how this fits in with the Town’s purchasing policy. Hutwelker encouraged adding to the requested contract services with DiLuzio and to

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meet with them to begin discussions. Davis mentioned that things have changed since the last contract was signed and that DiLuzio has taken on other towns, some of them large. Davis suggested that the Town add more detail to the contract and to ask for what is needed. The Board requested to meet with Chief Skantze again on March 22nd, then meet with DiLuzio on March 29th.

Whitcomb Hall Project Management

Pete Johnson presented a report that the Committee worked on. The scope of work for Phase I included plumbing, electrical, and design layout. Most of the work will be done in the kitchen and bathroom areas and on the front porch. Downstairs electrical and fire protection will be updated for a cost to complete of \$89,986.00. Rick Robidoux stated he tried to keep the floor plans simple, but that more could be added if wanted. Hutwelker asked what the occupancy loads are. Robidoux has done the calculation but did not have his notes with him. He stated he can forward it to the Board. Robidoux explained that the rear stairwell will be partitioned off and access to the 2nd floor in the front will be blocked. Hutwelker asked if the Fire Department had reviewed the plans. Robidoux said he would be getting the plans to the Fire Chief now that the final tweaks have been completed. Davis asked if there is money already in the various funds or would it have to wait until the vote on March 8th. Dunham explained that there is \$107,000 less the \$35,000 appropriated for the furnace. The Committee will continue to fund raise. Once the first floor is open, that will generate income as well. Johnson explained the Committee will ask vendors for donations or discounts on material to see if they will be willing to help. Colby asked if Phase I will get the first floor up and running. Robidoux explained that the life safety issues will be complete, but there will still be cosmetics to finish which can be completed by volunteers. Hutwelker asked about the time frame. Robidoux explained that the bulk should be done in the next few weeks; preferably within the next six (6) weeks. Scott Self suggested approving three quarters of the cost so the Committee can get started before the Town vote. Robidoux stated the electrical could be pushed back a couple of weeks because that work cannot happen until the demolition piece is completed.

Motion by Colby to approve Phase I, as outlined, to exclude demolition and interior painting for now, for up to \$56,302, with \$50,000 coming out of the Whitcomb Hall Expendable Trust Fund and the remaining balance of \$6,302 from the Whitcomb Hall non-restricted account. There was a second to the motion by Hutwelker and no further discussion. All in favor. **Motion passed.**

Dunham will be the contact person with Michael Branley as a backup. The Board agreed to waive disposal fees at the recycling center for items related to the work at Whitcomb Hall. Johnson asked about putting a sign out front of Whitcomb Hall describing what is happening and the Board agreed. Scott Self said that the Town is exempt from the sign permit process. Dunham mentioned plans to contact the *Keene Sentinel* for promotion.

Carpenter Home Camera System Upgrades

Bohannon stated she wants to know if the Board is interested in upgrading the camera system at the Carpenter Home. The current system has blind spots and is only able to store 14 days of history. Primary blind spots are outside with only one camera that looks down the cemetery road but only to the crest of the hill. Bill Abbott has proposed an enhancement to the current system. The enhancement would include a two (2) terabyte recorder and would store approximately two (2) months video. Hutwelker asked if this plan would take care of the blind spot issues. Judy explained that the plan includes three (3) outside cameras for a total of \$875 and 4 more cameras inside for a cost of \$1290. Scott Record could run cable to accommodate the new cameras. The plan is to start small and add to it over time, if needed. Bohannon also has another quote from a New Ipswich company as recommended by MRSD IT person Neil Richardson. The money would need to come from one of the trusts. Both Hutwelker and Colby are interested in pursuing an update, but feel the Town should hold off until after voting day. The Board agreed Bohannon could continue pursuing quotes.

Town Clerk resignation

Tax Collector Lori Belletete was present to help answer some of the Board's questions about how to best handle the upcoming vacancies in the Town Clerk's office. The Board asked if Belletete was still certified as a Town Clerk. The answer was no. She would need to take a two (2) day refresher class. The Board asked for confirmation and Belletete stated that she was told that the earliest available refresher course is not scheduled until mid April. Davis asked if Belletete would be interested in covering the Town Clerk office for a couple of months as Motor Vehicle, Vital Records, and Town Clerk training would be needed before a new hire could work the office on their own. Discussion ensued about hiring a temp (1 year), having them trained, etc. Hutwelker asked Branley and Belletete to work on getting Belletete into a refresher training course for March, if at all possible, and the Board agreed. Branley stated he had prepared a posting for the Town Clerk position. Hutwelker suggested posting both the Town Clerk and the Deputy Town Clerk positions immediately. The Board agreed.

NEW BUSINESS

Proposed Use of Surplus Vehicle

Town Administrator Branley informed the Board that he had contacted other towns that use surplus vehicles as shared "pool" cars. The consensus was that having a pool car is advantageous and saves the town money in mileage costs. The use of a former detective vehicle as a Town Hall pool car was agreed to by the Board. Colby asked for quarterly expense reports.

Assessing Services RFP

Town Administrator Branley explained to the Board that a Request for Proposals (RFP) has been drafted and he would like to send it out for general assessing from 2016 to 2019 and the 2019 revaluation year. Work would commence in 2016 and finish in 2019 with the final revaluation values. The Board agreed that the Town should move forward with sending out the RFP.

January Expenditure Report – Branley asked the Board if they wanted to discuss the expense report previously distributed and they did not.

Discussion Regarding Tax Exempt Properties

Town Administrator Branley presented the Board with a draft letter that will be sent out to all the property owners who currently are tax exempt, informing them that it is required to file State of New Hampshire A-9 and A-12 forms each year and that the Board needs to review applications annually. The letter will also include the A-9 and A-12 forms. This process will be completed each year. The Board agreed that Branley and Assessing Coordinator Birmingham should move forward with this.

OLD BUSINESS

Potential Tax Deeded Property Update

Town Administrator Branley informed the Board that the Morse family from 49 South Road brought in the signed payment agreement along with a certificate of insurance as per the Board's request of February 23, 2016.

Disposition of Tax Deeded Property – 68 Diana Drive

Town Administrator Branley informed the Board that he plans to hold a sealed bid process in a second attempt to dispose of this property. The Board agreed.

2016 Town Meeting Preparation

Town Election Coverage – Davis 1st shift, Colby 2nd shift, Hutwelker 3rd shift.

Administrative Update

Town Administrator Branley informed the Board that Solid Waste Manager Bob Osterhout has submitted his 2 week notice that he is resigning his position effective March 15.

Motion was made by Colby to accept the resignation with deep regret. There was a second to the motion by Hutwelker. All were in favor. **Motion passed.**

Colby commented on what a good job Osterhout has done since he has been with the Town. The Board agreed to set up a meeting with Osterhout later in the week to discuss the transition.

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (b), seconded by Hutwelker. All in favor by Roll Call and the **motion passed.** The Board entered nonpublic session at 7:40 p.m.

The Board returned to public session at 7:45 p.m.

Motion was made by Colby to seal the minutes of the non-public session because it was determined that the minutes might adversely affect the reputation of a person other than the Board. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

Motion was made by Colby to enter Non-public session pursuant to RSA 91-A:3II(a) Compensation of a Public Employee. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into non-public session at 7:45 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., Deborah J. Davis, W. William Hutwelker, III, Town Administrator Michael Branley, Assessing Coordinator Coleen Birmingham.

The Board of Selectmen reviewed the Personnel Action Report for Pamela Fortner, Town Health Officer. Planning and Community Development Director Sara Carbonneau had performed Fortner's 6 month review and recommends Fortner come off probationary status and receive a 2% pay increase effective April 3, 2016.

Motion by Colby to remove probationary status from Fortner and grant a 2% pay increase effective April 3, 2016 with a second by Hutwelker. All were in favor. **Motion passed.**

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 7:51 p.m.

The Board agreed to not seal the minutes.

ADJOURNMENT

Motion to adjourn was made by Hutwelker, second by Colby. No further discussion. All were in favor. **Motion passed.** Adjournment occurred at 7:52 p.m.

Respectfully Submitted,
Coleen Birmingham, Assessing Coordinator