

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – April 26, 2016
West Swanzey Fire Station, 34 Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

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

OTHERS PRESENT

Bookkeeper Theresa Louder, Director of Planning and Community Development Sara Carbonneau, Director of Public Works (DPW) Lee Dunham, Rob Hitchcock from SVE Associates, State Representative Ben Tilton, Conservation Commission Chair Wally Smith, Fire Chief Norm Skantze, Fire Inspector Eric Matson, and Residents Gus Lerandeau, Barbara Skuly, Bruce Bohannon, and Steve Stepenuck and his wife.

CITIZEN CONCERNS

Barbara Skuly asked for a status report on the Main Street Reconstruction project and was told by the Chair that a review of the project was scheduled for 7:00 p.m.

Representative Tilton provided the Selectmen with a copy of the House Record for the 2016 Session, asking that the record be available for review by the public at the Town Hall.

MINUTES

- The regular meeting Minutes of April 19, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of April 19, 2016. The motion was seconded by Karasinski 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 Karasinski. There was no further discussion. All were in favor. **Motion passed.**

- Payroll Manifest
- Payables Manifest
- Personnel Action Reports

APPOINTMENTS

6:05 Bookkeeper Theresa Louder – Proposed Police and Fire Detail Rates

Louder met with the Board to discuss a number of options for flat rates for fire and police details. Louder first addressed the Fire Special Detail Rates and when asked for her recommendation, she indicated Option 7 from the proposed comparisons she had presented to the Board. She said that Option 7 addresses increased NHRS rates, does not exclude full-time personnel, and the pay rate remains the same. Some discussion followed about Option 10, which excluded full-time personnel and after consideration Option 7 was agreed upon.

Colby **moved** to approve the Fire Department detail rates proposed as Option 7 (Fire Chief rate \$46.00, Deputy Chief rate \$38.00, Fire Inspector rate \$37.00, EMS Coordinator rate \$31.00, Fire Officer rate

\$29.00, and Firefighter or EMT rate \$28.00) effective May 1, 2016. There was a second to the motion by Karasinski and no discussion. All were in favor. **Motion passed.** After the motion passed, Hutwelker suggested revisiting the selection at the beginning of next year.

Next Louder addressed the Police Special Detail Rates and reviewed with the Board a number of options for their consideration. Louder noted that Police Chief Tom De Angelis preferred Option 4, which provides a rate below what the State police would charge, and which makes the Swanzey service more marketable. Louder discussed the details of Option 1 and Option 1A, Option 4 and Option 4A. The difference between Option 4 and Option 4A was an added \$0.50 to the Administrative Rate in Option 4. Branley said Option 4A would be equal to the State rate but put the Town in a better position to cover administrative costs. There was also a discussion about a compromise between Option 4 and Option 4A leading to a billing rate with cruiser of \$69.75.

Colby **moved** to approve the Police Department detail rate of \$69.75 for officer with cruiser effective May 1, 2016. There was a second to the motion by Karasinski and no discussion. All were in favor. **Motion passed.**

OLD BUSINESS

Town Clerk Assistance and Training by MRI Consulting Firm

Branley informed the Board that Diane Demers from MRI recommends waiting a few months before transitioning to “one check” so the Town Clerk is a little more comfortable with the job. Both Demers and Fontaine do not think Demers needs to be there on a weekly basis. Town Clerk Fontaine would like to have the ability to use Demers to assist on a Friday around the end of May but does not feel she needs to be here routinely every Friday anymore. Branley said that MRI reported sufficient progress by Town Clerk Fontaine such that MRI presence is not required any longer except on as-needed basis. The Board agreed by consensus to keep the contract in effect so Demers can be used infrequently as needed.

Skuly asked for an update on the changes with the Town Clerk’s office and Hutwelker explained some of the history involved. He added that the voters will decide in 2017 to fill in the former Town Clerk’s position until 2018, and then at that time a Town Clerk election will be held for a term of three years.

6:30 Public Hearing – Hazard Mitigation Plan Update 2016

Public Hearing opened at 6:30 p.m.

Bohannon explained input for the plan came from a variety of staff and that the State of New Hampshire has accepted the plan. He noted that the Federal Emergency Management Agency (FEMA) has also accepted the plan. He asked the Board to accept the plan as submitted, which will be good for five years. There was no comment from the public.

Colby **moved** to close the public hearing. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Public Hearing closed at 6:36 p.m.

Colby **moved** to accept the Hazard Mitigation Plan Update 2016 as submitted. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

March and 1st Quarter Expenditure Report

Branley explained a few items in the report. It was noted that there have been some savings in vehicle fuels due to the change in the source of fuel. Board members stated Louder's memo was helpful and well done.

Carpenter Home Expenditure

Carpenter Home Administrator Bohannon requested an authorization for up to \$600.00 to paint a bedroom. Branley said the J. Edgar Bouvier Common Trust Income Fund has an estimated balance of \$1,498.46.

Colby **moved** to authorize the expenditure of \$600.00 from the J. Edgar Bouvier Common Trust Income Fund for painting expenses at the Carpenter Home. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Planning Department Update

Carbonneau spoke about a variety of projects she is working on.

- Municipal Facilities & Bonding Survey
- Legislative Corner Column for Town Website
- Website Update
- Housing Standard Policy
- Airport TIF
- Economic Development
- Rail Trail Grants
- Keene State College Project
- General Activity – workshops and conferences

She spoke about the 161 responses to the Bonding Survey. She said her preference is to have someone from Keene State College or another organization outside of Town government to take a look at the numbers and do an analysis to prepare a report. She noted that she does have money in the budget for it. She made the point of analysis of the data by someone other than Town staff and elected officials so as to make it more objective.

Discussion was held about history of Town Meeting and the efficacy of Town Meeting versus SB2 governance. Discussion was held about Southwest Region Planning Commission (SWRPC) possibly doing the analysis. Smith spoke about a different problem that people are not motivated to get involved in Town business. Karasinski suggested the new Administrative Assistant do the analysis, but Hutwelker said that person might not have the expertise to do so and as long as the cost is only \$300 or \$400 to go with Keene State folks. Carbonneau noted that the town is an aging community and needs a way to connect with younger residents.

Motion was made by Karasinski to proceed with the Bond Survey results analysis by hiring Keene State College statisticians or someone similar at a cost not to exceed \$300.00. There was a second by Colby and all were in favor with no further discussion. **Motion passed.**

Public Informational Session – Main Street Reconstruction Project

Director of Public Works Lee Dunham and Rob Hitchcock from SVE Associates were present to lead a discussion with the public on the Main Street Reconstruction Project as recommended by the Main Street Advisory Committee in 2014.

Public informational session was opened at 7:03 p.m.

Rob Hitchcock and Lee Dunham did the presentation on the Main Street Reconstruction project. Hitchcock spoke about a drain swale to catch drain water before it enters the river. Curbs, grassy areas,

and sidewalks are planned. 14 parallel parking spaces are planned. \$770,000 is cost including 10% contingency. \$40,000 is budgeted for a wall in front of Whitcomb Hall but not for granite, which would cost nearly twice as much. Need approval from Swanze Township Housing (Southwestern Community Services) which owns the land for the drain swale. Suggested was a long term lease for a small amount of money but that wouldn't happen quickly. He said there is no money for replacing street lights. Three large trees would need to be removed from in front of Whitcomb Hall. Length of the road is 1200 feet. Best guess is construction would take three months. Hitchcock stated at this point we likely too late to get everything lined up this year.

Hutwelker said that the project should be constructed this year since it has already been delayed for a year and Colby pointed out construction prices are going up based on other projects they have observed.

Hydrants were discussed. Service connections will be provided up to the property line for water, costing about \$110,000. Residents will have the option to connect up should at some point in the future water is provided. Hitchcock noted this portion would be bid as an add-alternate. There was a discussion regarding putting in the water lines if they were not going to be used or if the Town did not own the water system. There was a discussion about beautifying the parking area near the Fire Department.

Next steps include obtaining permits and easements. The Selectmen acknowledged that construction would probably occur in 2017, not this year, given the need to acquire permits and easements. Hitchcock said that the Town needs to approach property owners for easements.

Public Meeting closed at 7:54 pm

OTHER BUSINESS

Proposed Town Website Newsletter

Carbonneau provided a sample of a legislative newsletter that is produced by State Representative Jim McConnell for the Town of Richmond and she suggested that Swanze citizens might find it useful on our website. Branley agreed it would be helpful but thought it important that the content be informational, not partisan. Carbonneau asked for approval from the Selectmen to post the newsletter on the Town's website. The Selectmen agreed by consensus for her to proceed.

Health Officer

A brief discussion was held regarding the Health Officer working out nicely collaborating well with other staff in conducting visits for housing inspections for life and safety and health issues.

Citizen Complaint about a Tree

Branley spoke about residents Doug and Linda Smith who have a complaint about a tree leaning over their property which they believe is owned by the Town. Dunham said he agreed that the tree should be removed but was unsure about whether or not the tree was on Town property. Hutwelker asked Dunham to determine if the tree is on land owned by the Town. The estimate for removing the tree provided by the Smiths was \$800.00 but Dunham felt it could be removed more cheaply. He agreed to look into it and report back next week.

Emergency Street Addressing

Bohannon asked the Board what priority they placed on 911 street addressing. The issue is street naming where there are multiple streets in different locations with similar names, which makes it difficult for 911 responders to arrive quickly at the scene. Bohannon suggested someone review the current status and determine what would be next step. Bohannon will follow up with Branley.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A3II (a) Personnel Matter(s)

Motion was made by Colby to enter Non-public session pursuant to RSA 91-A:3II(a) Personnel Matter(s). The motion was seconded by Karasinski. The Selectmen voted unanimously by roll call to go into non-public session at 8:11 p.m. **Motion passed.** Present were the Board members Kenneth P. Colby, Jr., W. William Hutwelker, III, and Sylvester Karasinski. Also present were Town Administrator Michael Branley 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 Karasinski, with all in favor. **Motion passed.** Non-public session ended at 8:33 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 Karasinski. The Selectmen voted unanimously by roll call to seal the minutes. **Motion passed.**

ADJOURNMENT

Motion to adjourn was made by Karasinski. The motion was seconded by Colby without further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:34 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary
Approved on May 3, 2016