

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 3, 2016
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III at 6:00 p.m. at the Swanzey Town Hall. 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

Jon Hoden, Chad Branon, Director of Department of Public Works Lee Dunham, Sharon Greatbatch, Peter Johnson, Code Enforcement Officer Mike Jasmin, Bruce Bohannon, Gus Lerandeanu, Rob Hitchcock, Lena Whipple & Nancy Bishop, Chair of the Monadnock Regional School District School Board Michael Blair

MINUTES

- The regular meeting Minutes of April 26, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of April 26, 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
- Police Special Detail Rates
- Resolution Adopting the 2016 Swanzey Hazard Mitigation Plan Update
- Raffle Permit #2016-16 – MRHS Destination Imagination
- Event Permit #2016-09 – Circus Smirkus
- Personnel Action Reports

CITIZEN CONCERNS

Septic Redesign for Swanzey South Road Ballfield Complex

Jon Hoden and Chad Branon, P.E. from Fieldstone Land Consultants, PLLC, were present to speak to the Board about the State requirements for a new septic system design, although the old system is still functioning properly. They need to submit a plan to New Hampshire Department of Environmental Services (NH DES) but are not being required to install a new system at this time, allowing use of the old system until there is an issue with it. Branon said a new septic tank will need to be 1250 gallons when it needs to be put in. To secure permits, the plan will be submitted to NH DES for approval. He said they also need approval for food service as well. Tonight they asked for authorization of the Selectmen as the property owner to permit the filing with NH DES. Hutwelker asked about a ballpark cost to install a new system. Branon said that the design is with pipe and stone, and the cost would be about \$10,000 to \$12,000. One section of fence would need to come down. Branon said that the flow will be small since most of the time there isn't anyone on site. Dunham noted the septic tank is pumped every couple of years. Hoden said they add 4 – 6 porta-potties during baseball season. Branon said the soil is sandy and as long as the tank is maintained, the septic field should last a long time.

Motion was made by Colby to authorize the Town Administrator to sign an approval for the new septic design from Fieldstone Land Consultants, PLLC for Swanzey South Road Ballfields. Second to the motion was made by Karasinski and there was no further discussion. All were in favor. **Motion passed.**

NON-PUBLIC SESSIONS

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 6:13 p.m. Present were Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Code Enforcement Officer Mike Jasmin 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 6:24 pm.

Motion was made by Karasinski 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 Colby. All were in favor and the **motion passed.**

APPOINTMENTS

Code Enforcement Officer Mike Jasmin – Town Hall Electrical Engineering Follow-up.

Jasmin spoke about the electrical bids for the Town Hall electrical work needed to be done. He reviewed the bids with the Board. WV Engineering proposal was for \$3,600.00. Vic Reno’s bid was \$4,200.00. Russell Downing also gave an estimate of \$4,750. Jasmin noted that WV work can be done in three weeks.

Colby **moved** to authorize the expenditure of \$3,600.00 from the Town Hall Repairs Maintenance and Improvements Expendable Trust Fund for an Electrical Engineering plan at Town Hall from WV Engineering Associates, PA. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Whitcomb Hall Committee Chairman Pete Johnson – Electrical / Lighting for Whitcomb Hall

Johnson spoke about Elm City Electric’s suggestion which was provided as a drawing. He also showed new fixtures with three bulbs to replace existing lighting on the ceiling, which are now one-bulb fixtures. Greatbatch said that a box would be installed to accommodate track lighting which could be placed along the border of the ceiling to highlight art/crafts on the walls in the future. Johnson also spoke about data lines and outlets - cost figure for big room with eighteen outlets would be \$5,900. Lighting fixtures are being donated. Electrical work for the two front rooms, including ridding them of old wiring, would be \$4,300. Johnson spoke about wired fire alarms and some emergency lighting. Johnson spoke about getting the large room done and hoping to finance two front rooms with agreement from the Board. Greatbatch said that Elm City Electric has the best price – she said she didn’t think any other vendor would provide a better price.

Jasmin spoke briefly about records that need to be kept secured and which need to be placed in the basements of either the Grange or Whitcomb Hall. He noted the budget will have to include the cost of storage.

Johnson said he is looking for direction from the Board. Greatbatch mentioned wiring the front room in order to get permits for occupancy. Colby said it makes more sense to do the front rooms now rather than later. More

wiring needs to be completed before more plumbing can be installed. Colby determined that this is the final need for electrical and the Committee would not be coming back for more money for electrical work.

Dunham said the Whitcomb Hall Expendable Trust and Non-restricted Account have between \$20,000 and \$22,000 combined according to the bookkeeper. Greatbatch noted the Committee would be coming back to the Board for funding for exterior planting. Colby stated he understood that would be covered by donations and Johnson said that they plan to continue fund raising. Johnson said that once the building is open to the public the Committee would like to invite caterers to see the building so that they might consider it for event planning. Hutwelker asked Jasmin to research options for secure records storage.

Motion was made by Colby to authorize expenditure of \$10,200 from Whitcomb Hall Expendable Trust for electrical work to be done by Elm City Electric, second by Karasinski, and no further discussion. All were in favor. **Motion passed.**

Lena Whipple & Nancy Bishop – Brown Field Tree Removal

Whipple and Bishop were present to ask about the trees that were cut down at Brown Field. Hutwelker said the Board agreed to have some trees removed in order to improve the quality of the field. Whipple said that it ruined the field's looks, now it's bare. Dunham said that more trees than he had authorized were taken down. Bishop said that now she can see State Route 10. She said trees provide character to the area and they block sound and wind. She said the noise level has gone up. She asked if the Town could create some kind of barrier, like a high growing bush, that could be planted. She asked what changed that warranted taking the trees down. There was a discussion about which trees were left up. It was noted that thirty trees were taken down. Dunham said that number was more trees than he had discussed being removed. Dunham said stumps will be taken care of and grass will be placed there. Whipple said it is a shame and Bishop said it was disappointing to see the trees gone. The lights are really bright at Bishop's home without the trees. Hutwelker asked Dunham to investigate why more trees were removed than were expected to be taken down and what plantings could compensate for the loss of the trees. Colby said that his understanding was that eleven trees would be coming down along the third base line and several others, but not nineteen additional trees. Bishop asked for arborvitae, which she thought might be helpful.

Whipple asked about the backstop at the soccer field. She said she would like to see it removed so that baseball players won't be using the soccer field. She noted in the past damage has been done to her home and cars by hard ball playing. Dunham will consider the backstop as well and Branley will follow up with Whipple and Bishop.

DPW Director Lee Dunham & Engineer Rob Hitchcock – Main Street Project

Board met with Dunham and Hitchcock as follow up to a previous meeting. Hitchcock asked whether or not the plan should include lighting or beautification and that he thought it would not, but from the public informational session he realized the public had different expectations. Branley said that the Town Road Reconstruction fund has \$752,000. There was discussion about the empty pipes planned for the project under the street which would be available should the West Swanzey Water Company wish to extend service. Hitchcock said the Brown family doesn't want to be involved in expanding the lines. Hutwelker said it is hard to justify an empty water system. Colby said that he would like to provide a dollar figure first for Hitchcock to work with and then determine what we could get for that figure, getting the best bang for the buck. Branley said that funding for lighting might not be able to be paid from the road reconstruction fund. Dunham pointed out that the Town does not pay per kilowatt hour for lighting street lights, which would be the case with more decorative lighting. Hitchcock suggested a working session to discuss in some detail. Karasinski pointed out the need for easements and the need to get moving on those.

It was agreed that the Board meet with Dunham and Hitchcock on Saturday, May 7, 2016 at 10:00 a.m. for a work session. Branley will send the Board the Main Street Advisory Committee report and Hitchcock will send in his estimate.

Christian Hill Bridge Committee Chairman Lee Dunham for Update

Branley said the consensus of the committee at its last meeting was that to meet the timeline outlined in their charge they should explore engaging an engineer sooner rather than later. Dunham said he now agrees that the road needs to be restored. He spoke about options for a bridge to restore the road and the possibility of not having a bridge at all. State of New Hampshire Department of Transportation (NH DOT) owns the rail trail. He spoke about the idea of building up the trail so as not to need a bridge and with that in mind certain guidelines need to be followed. Dunham spoke about obtaining an estimate from an engineering firm. Branley said that it is possible to produce a Request for Qualifications (RFQ) so as to have an idea of the costs involved. There was discussion about a one-lane versus a two-lane road. Colby asked Dunham whether the Committee has ruled out State funds. Discussion continued regarding length of time it would take if getting funding from the State.

Motion was made by Colby to authorize the Christian Hill Bridge Committee to move forward with an RFQ for engineering services. There was a second by Karasinski, and no further discussion. All were in favor.

Motion passed.

Stonefield Lane

Dunham discussed with the Board whether a problem tree on Stonefield Lane is Town property or not. Phil's Tree Service gave Dunham an estimate of \$600.00 to remove the tree and Dunham reported that the tree is down.

Ruth Adams was 109 years old died (Swanzey's oldest citizen)

Colby reported the death of Ruth Adams, Swanzey's oldest citizen, and suggested another oldest citizen should be found to honor.

Michael Blair – View Point Cooperative Potential Community Development Block Grant (CDBG) Application

Blair said he is President of View Point Cooperative. He spoke about the possibility of applying for a CDBG grant. He spoke about a Feasibility Study that was done in the past for infrastructure, water, drainage, and sewer. Blair said that the system is aging and constantly in need of repairs. He said that there are drainage issues on the property. He also said there are road systems crumbling, primarily because of the drainage issues. They would like to move the Feasibility Study recommendations forward. He said that they are looking for the Board to endorse the View Point application for the CDBG grant. Branley said that it would impact the \$500,000 that could be granted to the Town this year. Blair said they estimate a request for \$250,000. Blair said that amount would help significantly. They do have capital improvement funds to help finance the work. He said he would be hesitant to return to the Town asking for more money. Branley stated the reason the Board deferred Keene Housing's request for a CDBG was due to the possibility of View Point's application and the possibility of a grant related to the West Swanzey Water Company. Branley said he didn't see any other project coming to the Town this year and that he supported View Point's application.

Motion was made by Colby to endorse the View Point Cooperative application for a CDBG grant of \$250,000. There was a second by Karasinski, and no further discussion. All were in favor. ***Motion passed.***

School Board Chair Michael Blair and School Board Outreach

Blair addressed the concerns expressed in the letter from the Swanzey Board of Selectmen to the School Board and he said the School Board will be addressing the issues raised in the letter. Blair spoke about synergy between School Board and the Town. Blair is the Chair of the School Board. Blair noted multiple towns have Selectmen

meetings on Tuesdays and the School Board is considering changing their meeting nights to Wednesday so as to enhance communication between the Selectmen from each Monadnock Regional School District towns and the School Board.

Blair spoke about the investment in the building of the high school but that there is a need to address a declining population of students.

He spoke briefly about drug issues, and how to make Brown Field comfortable for families when inappropriate people are using the area and making the area unsafe for families.

Branley stated the School Resource Officer (SRO) was an area Swanzey hoped to work the School District, it passed the Town ballot but not the School. Branley asked in Blair's opinion the SRO was worth pursuing again and he said it was something he was interested in continued to explore.

Colby said the dialogue between the School Board and the Selectmen is important. The Board thanked Blair for his visit.

Taxes owed for Bergeron home

Todd Bergeron was present to speak to the Board. His mother and father lived at 1326 Old Homestead Highway and his mother had a number of elderly tax deferrals from the Town. Therefore, approximately \$26,000 is now owed to the Town since his mother has died. He asked the Board to consider deferring the interest. He said he is taking over the house and is planning to refinance the house. He said he didn't know about the tax situation with his parents. Hutwelker said the interest is not significant and recommended a payment plan for the principal. Bergeron said he could pay \$23,000 and asked if the Town would accept that as sufficient. Hutwelker said he found it hard to agree although he did sympathize with Bergeron's situation. The tax deferral allowed his mother to stay in her home and applied a much lower interest than normal unpaid taxes. Colby and Karasinski agreed that they could not grant the request in fairness to other tax payers. The Board thanked Bergeron for coming in and discussing his situation with them.

NEW BUSINESS

Potential Change of Meeting Night

The Board decided to postpone a decision on moving its meeting night to Wednesday.

OLD BUSINESS

Potential Tax Deeded Property

This is related to the Rumrill/Faulkner property at 27 North Winchester Street. Branley noted they have been delinquent on their payment agreement previously and just made the April payment a month late and are now behind on their \$400 per month payment for May due on the 1st of the month. Branley noted that they do not appear to be making progress on their tax liability and have accrued a sizeable balance (on 1/7/15 their total balance was just over \$11,000 and it is currently at nearly \$12,500). He recommended the Board send them a modified version of the letter sent out to this year's prospective tax deeded properties to have them meet with Human Services and Resources Coordinator Edna Coates to see if their financial circumstances qualify. Hutwelker said he would have a difficult time taking the property since they are making payments. Branley noted they are getting further behind on the taxes and are not making payments in a timely manner. The Board agreed to have Branley send the modified letter.

Treasurer Laptop

EMF has provided estimates for two options for the Treasurer's purposes. Branley recommended the Town purchase the HP Probook 450 G3 15 / 4GB Ram and outfit it with Microsoft Office for a total cost of \$896. The Town Hall Information Management System Expendable Trust Fund has an estimated balance of \$67,451.63

Karasinski **moved** to authorize the expenditure of \$900.00 from the Town Hall Information Management System Expendable Trust Fund for a laptop and software. There was a second to the motion by Colby and no further discussion. All were in favor. **Motion passed.**

Town Hall Lunch with the Selectmen on Thursday, May 12, 2016 at noon

The Board discussed the menu. Karasinski will bring a grill and charcoal.

Business Cards for Selectmen

Branley stated Karasinski asked about getting business cards for the Selectmen and asked if the other Selectmen are interested. Colby said it is a good idea to be able to hand out cards when you meet people. The Board discussed what information should be included on the card. The Board agreed the Town's current business cards did not present a good image and asked Branley to work up some new designs on Vistaprint.

NOMINATIONS

Trustees of Trust Funds Alternate – Beverly Bernard

Karasinski **moved** to appoint Beverly Bernard as an Alternate to the Trustees of Trust Funds for a one year term expiring after the 2017 Town Meeting. The motion was seconded by Colby. There was no further discussion and all were in favor. **Motion passed.**

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3 II (c) Reputation

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (c) Reputation, seconded by Karasinski. All in favor by Roll Call and the **motion passed.** The Board entered nonpublic session at 8:43 p.m. Present were 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 8:46 pm.

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.**

ADJOURNMENT

Motion to adjourn was made by Colby. The motion was seconded by Karasinski without further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:48 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 10, 2016