

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 17, 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

Department of Public Works (DPW) Director Lee Dunham, North Swanzey Water and Fire Precinct Commissioners Gus Lerandeau, Bryan Rudgers, and Rob Herrick, and Chair of the Conservation Commission Wally Smith

MINUTES

- The regular meeting Minutes of May 10, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of May 10, 2016. The motion was seconded by Karasinski with no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2, #3, #4, and #5 of May 10, 2016 were considered. There was a **motion** by Colby to approve the non-public meeting Minutes #1, #2, #3, #4, and #5 of May 10, 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
- Property Tax Warrant
- Personnel Action Reports

CITIZEN CONCERNS

There were none.

APPOINTMENTS

North Swanzey Water and Fire Commissioners

Rob Herrick, Bryan Rudgers, and Gus Lerandeau were present to bring the Selectmen up to date on upcoming projects. Rudgers said the Commission wants to be in a good relationship with the Selectmen and keep the lines of communication open. Lerandeau said the Precinct is solvent now. Hutwelker asked about communication with the citizens of Swanzey informing them about the Precinct and how it is not part of the Town of Swanzey and instead is a separate entity. Rudgers said he drafted a letter to be sent to Precinct participants but it was never mailed. He said a citizen Consumer Confidence Report is being readied for mailing. It was suggested some sort of communication could be included in the Town Report or the Town newsletter. Lerandeau said they would discuss the ideas discussed tonight and come up with something to communicate to citizens. There was a brief discussion about the relationship of the Town to the West Swanzey Water Company and to the North Swanzey Water and Fire Precinct. Soon thereafter the Commissioners left the meeting.

OLD BUSINESS

Possible Change of Selectmen's Meeting Night

Consideration was given to moving the meeting to Wednesday evenings and the Board was in favor. Because of issues the Recording Secretary has with Wednesday night, the Board will reconsider a possible change next week after the Secretary has a chance to make other arrangements.

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

Rob Hitchcock was present to discuss lighting possibilities for the project. He produced a plan for 12 fixtures. He showed possible light fixture options. Dunham noted the Main Street Advisory Committee did get consulted and Hitchcock showed the Board the style of light that would be acceptable to the Committee. He said the lights would be LED lights. He estimated cost of about \$2,000 per light including pole and pole base. Dunham mentioned talking to Eversource about LED lights. He said the Town now pays a set price a month because Eversource owns the fixture. He said that next year funding will be available from Eversource as they will allow replacing the light and a rebate for replacing the fixture. He noted that LED lights are brighter and they last longer and have minimal maintenance cost. Dunham said there could be massive savings for maintenance, and less wattage per fixture makes it less expensive to run. It is an evolving technology. Dunham is going to do more research and get back to the Board.

Asbestos pipe removal and abatement was discussed in regard to Swanzey Township property.

Wetland within the project was discussed. Hitchcock said the short form permit needs Conservation Commission sign off and that will happen in June. Hitchcock spoke about parking lot work that will make the lots look better. Hitchcock said stairs will be concrete. He noted two sugar Maple trees being planted and they will need to be watered. Permit fees were discussed. He also noted a letter be directed to all the abutters when construction begins so local residents will know when the sidewalks and road are being worked on. Hitchcock said that the next step is the bidding process. Having another public meeting in West Swanzey was discussed. The Board thanked Hitchcock for his work and Hitchcock left the meeting.

DPW Director Lee Dunham and Brown Field Tree Removal

Branley said that he and Dunham visited Brown Field and looked at where the trees were removed and he couldn't tell why the neighbor was unhappy with the situation other than if they didn't generally like how the field now looked as it did not appear to be near the neighbor's property. He said he didn't know what could be planted to help the situation that was complained about. The backstop was also discussed. Branley said he is willing to walk the property with the neighbor to try to determine what could be done and the Board agreed.

Dunham said that some of the stumps will be ground down as opposed to removing them due to water lines being in the area. The rest will be able to be dug out. Dunham said the problem is where to bring the stumps once they are out of the ground.

Hutwelker said he was concerned more about the breakdown in communication. Dunham said flagging or painting the trees would have controlled which trees were removed. Branley noted that a Brown Field Committee managed the tree removal, which added another party and increased the possibility of miscommunication. Hutwelker asked if a new Recreation Director might be able to control and manage this field. There was some discussion about how a separate committee became involved in managing the field in the first place. Branley said it is a good opportunity to better understand how it is managed and looks for ways to improve things. Colby said his problem is with the numbers of trees that were agreed by the Board to take down and the eventual removal of nearly three times the number. Branley will speak to the neighbors who complained.

Hutwelker asked about when it would be appropriate to follow up on issues around ownership and usability of Brown Field. Branley said that it should be done sooner rather than later. Dunham said that someone pays for the use of the field and pays for the lights so that has to be considered as well. Reference was made to the contract in place for use of the South Road ballfields as an example of how Brown Field could be handled. It was agreed by the Board to use the South Road contract as a template for Brown Field and Branley will produce a copy for the Board's consideration.

NEW BUSINESS

Branley passed out an engagement letter for C.P.A. Lynn Rust that Steve Bittel, Chair of the Trustees of Trust Funds, provided to the Board for approval. The Board requested a contract and Branley will follow up with Bittel.

Memorial Plaque in Rotary

Branley referred to an email received from a family member of Luke Gibbons who wishes to provide a memorial plaque for Gibbons on the State Route 12/Lake Street Rotary. Gibbons had worked on constructing the rotary last year. It was noted that the obituary said the Luke Gibbons family lives in Northfield, Massachusetts. Branley will do some research and provide more input for the Board before a decision is made.

OLD BUSINESS

Business Cards/Phones

Colby said the Board should consider updating the phone system. For example, obtaining Caller ID would be important. Branley learned which phone numbers should appear on the business cards for each Selectman.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II (a) Personnel Matter(s)

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a) Personnel Matter(s) seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:07 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, DPW Director Lee Dunham 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 7:15 pm.

Non-public session(s) per RSA 91-A:3 II (a) Personnel Matter(s)

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a) Personnel Matter(s) seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:19 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 7:33 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***.

Non-public session(s) per RSA 91-A:3, II (b) Hiring of Public Employee(s)

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (b) Hiring of Public Employee(s) seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:34 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 7:37 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***.

Non-public session(s) per RSA 91-A:3, II (a) Personnel Matter(s)

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (a) Personnel Matter(s) seconded by Hutwelker. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:37 p.m. Present was 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 7:49 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 7:50 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on May 24, 2016