

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 24, 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 6:01 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

Interim Solid Waste Manager Josh Whipple, Emergency Management Director Bruce Bohannon, Andrew Madison from Granite State Rural Water Association, Department of Public Works Director Lee Dunham, State Representative Jim McConnell, Conservation Chair Wally Smith, and resident Jane Johnson

MINUTES

- The regular meeting Minutes of May 17, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of May 17, 2016 as amended. The motion was seconded by Karasinski with no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2, #3, and #4 of May 17, 2016 were considered. There was a **motion** by Colby to approve the non-public meeting Minutes #1, #2, #3 and #4 of May 17, 2016. The motion was seconded by Karasinski with no further discussion. All were in favor. ***Motion passed.***
- The special meeting Minutes of May 7, 2016 were considered. There was a **motion** by Colby to approve the special meeting Minutes of May 7, 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
- Letter to NH Bureau of Trails re 2017 RTP Grant Application
- Personnel Action Reports

CITIZEN CONCERNS

None

APPOINTMENTS

Interim Solid Waste Manager Josh Whipple – Department Update

Josh Whipple was present to update the Board on activities at the Recycling Center. He spoke about a conference he went to sponsored by the Northeast Resource Recovery Association Recycling Program (NRRRA). He passed out a handout covering some of the materials discussed at the conference. He spoke about the possibility of school programs for recycling.

Whipple spoke about the need for staff and some ideas for how to find help. He said he ordered a new sign at the facility which will be paid for by a grant. He spoke about a Road Scholar program for up to 200 hours of training for such things as backhoe operator safety. He said he would research more about the program and get back to

the Board. Branley supported the idea. He mentioned the availability of inventory through the NRRRA. He noted that newsprint is worth a lot more than mixed paper. He mentioned that separation of materials can get higher prices for certain items, but can be labor intensive so the benefit has to be worth the cost. Hutwelker said that Whipple can work out the details with Branley for the possibility of a school program and attending the Road Scholar program. Whipple also invited the Board to meet at the Recycling Center sometime in the future, potentially for “coffee and conversation.” The Board thanked Whipple for his update. Whipple said he is happy to respond to questions by email.

Emergency Management Director Bruce Bohannon – E-911 Update

Discussion was held with Bohannon regarding E-911 situation whereby street names are duplicated or too similar such that emergency responders cannot find an address easily. Hutwelker asked Bohannon for suggestions on managing the frustration of citizens whose addresses might need to change. Bohannon recommended a public meeting with 911 folks present to speak to safety issues when duplicate town road names are involved. He said Sue Merritt from the State would be happy to work with the Town. Karasinski noted the same zip code and same street names that need to be addressed. Discussion was had regarding trying to get rid of the separate zip code in North Swanzey. Contacting federal officials was discussed. Grove Street and Pine Street were some of the street names mentioned and Bohannon said there is a long list of street names to be changed. Hutwelker asked about timeframe for establishing a committee and Bohannon said it should be initiated right away. The committee proposed would consist of Fire Chief, Police Chief, DPW Director, Assessing Coordinator, the Town Administrator and Emergency Management. There was a discussion about adding someone from the public from one of the streets with duplicate names.

Branley said that the public will be upset at the idea of changing their street name and the Board needs to be committed to going through with the changes otherwise it is not worth upsetting people. Hutwelker suggested that one of the Board members will join the group. Dunham added there is a priority for some of the changes to be made. Johnson said she would contact U.S. Senator Kelly Ayotte to get support with the postal service regarding changes needed to be made. Branley agreed to work on it and the charge for forming the committee would be initiated next week.

Andrew Madison from Granite State Rural Water Association

Jane Johnson introduced Madison to the Board. She asked the Board to approve the establishment by the Conservation Commission of a sub-committee to work to protect drinking water resources. Madison said that his study would generate recommendations for preventing contamination of water resources – could be an Aquifer Protection Ordinance or just a plan for protection. Madison passed out a statement of the benefit to the community and what the source protection plan consists of that would be covered by his work. There would be no cost to the Town for Madison’s work. Hutwelker said it affects the ZBA when the aquifer might be impacted by an application so he is in favor of moving forward so the regulations are clear. Hutwelker asked about a date for Madison’s scope of work; Madison said it has to be completed by March 31, 2017. Madison said he would send a PDF format file of the report he did for Walpole to Branley. McConnell said forming a committee to study water resource protection is a good idea. Smith noted that once the aquifer is impacted, it cannot be fixed. Hutwelker said that the ZBA couldn’t be part of a committee so as to be impartial when making decisions. Madison asked for the Board’s approval, and asked for a representative from the Board. Branley said the Conservation Commission can form the sub-committee on their own with approval from the Board, which the Board did approve.

Lee Dunham on behalf of Whitcomb Hall Committee

Dunham spoke about applying for a grant of \$10,000 from E & WG Foundation for further renovations to Whitcomb Hall. It would fund refinishing all the floors on the first floor (\$5818.00) and the bathroom partitions

(\$4220.00). The grant application is due June 1, 2016. Dunham said the need is for the Board's authorization to proceed to apply for the grant and to sign a project support letter.

Motion was made by Colby to approve Whitcomb Hall Committee to proceed with application for a grant from E & WG Foundation for \$10,000 and to authorize the Town Administrator to sign the project support letter. There was a second by Karasinski. Discussion followed about the work being done by Cheshire Builders for bathroom partitions having been included in the plan for renovations. Dunham said that if the grant money is used for bathroom partitions, then the funding already approved can be used elsewhere. All were in favor. **Motion passed.**

Oliver Hill Road Improvements

Dunham said that Green Crow Corporation wants to do some upgrades on a class six portion of Oliver Hill Road. They want to do improvements at their expense. Dunham asked if the Board would delegate Dunham to oversee the work done by Green Crow and the Board agreed.

Motion was made by Colby for Dunham to manage improvements to Class Six portion of Oliver Hill Road by Green Pro. There was a second by Karasinski and there was no further discussion. All were in favor. **Motion passed.**

NOMINATIONS

Conservation Commission 3 year term – Wallace Smith (reappointment)

Karasinski **moved** to appoint Wallace Smith as a member of the Conservation Commission for a three year term expiring after the 2019 Town Meeting. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Open Space Committee 2 OR 3 year term – Theresa DiLuzio - the two year term is vacant, the three year term is the expiring term of Sharon Greatbatch who has not yet expressed an interest to continue serving on the committee.

Karasinski **moved** to appoint Theresa DiLuzio as a regular member of the Open Space Committee for a three year term expiring after the 2019 Town Meeting. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Economic Development Advisory Committee 3 year term – H. Gregory Johnson (reappointment)

Karasinski **moved** to appoint H. Gregory Johnson as a member of the Economic Development Advisory Committee for a three year term expiring after the 2019 Town Meeting. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

Capital Improvement Program Committee 3 year term – Steven Bittel (reappointment)

Karasinski **moved** to appoint Steven Bittel as a member of the Capital Improvement Program Committee for a three year term expiring after the 2019 Town Meeting. There was a second to the motion by Hutwelker and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

April Expenditure Review

The Board considered the report and didn't have any further input.

Engagement of Lynn Rust, CPA for Trustees of Trust Funds Bookkeeping

The Board considered the proposed engagement of CPA Lynn Rust to help the Trustees of Trust funds with bookkeeping tasks.

Motion was made by Karasinski to engage Lynn Rust for services to enter monthly and quarterly account activity for the Vanguard account, maintain and reconcile monthly and quarterly activity posted to Excel worksheet to the Vanguard statements, and preparation of the Annual Form MS-9 for the State of New Hampshire at a rate of \$75.00 for approximately 50 hours a year, at fee of \$3,750, with a maximum fee cap of \$4,000. There was a second by Colby, and all were in favor. **Motion passed.**

Softball Program

Branley said some parents were upset with the way the program was going year. The parents of smaller children were not happy that there were not enough teams to play any games. Older kids were playing kids significantly younger and being told to go easy on them. Judy Bohannon agreed to refund the fee for one parent who complained and he didn't like the idea of only refunding people who complained. Branley suggested to the Board that \$1,100 in recreational fees for softball be rebated to all of the families. Hutwelker said that he was disappointed that the field was not utilized as expected. The Board agreed to refund \$1,100 to the softball families and to have Branley manage the process.

Potential Plaque on Rt. 12 Rotary

Discussion was held about the request of friends of a deceased individual to have a plaque placed in his memory at the Highway Rotary at Lake Street and State Route 12. The Board decided to deny the request based on the fact that the gentleman to be honored doesn't have a tie to the Town of Swanzey and that at the present time it is premature to dedicate the rotary to an individual. Branley will respond to the request.

June Meeting Schedule

A brief discussion was held about the following meeting schedule.

- June 2 6:00 – meeting for nonpublic session only
- June 4– plan to do Coffee and Conversation at the Recycling Center at 10 a.m.
- June 7 – East Swanzey Fire House
- June 14 – normal meeting
- June 21 – normal meeting
- June 28 – normal meeting
- Revaluation Assessing Contract –

Southwest Region Planning Commission

Annual Meeting planned for June 14, 2016 was discussed.

Revaluation Assessing Contract

It was briefly discussed as to when the contract would be ready for signing. Branley stated it is currently being reviewed by the Department of Revenue Administration.

Memorial Day Parade and Flag Raising

There was a brief discussion about the raising of the flag at the West Swanzey Park as part of the Memorial Day commemoration.

OLD BUSINESS

Potential Change of Board of Selectmen Meeting Night

The Board discussed the idea of changing the meeting night to Wednesday and it was agreed to change the meeting night to Wednesday with meeting time remaining at 6:00 p.m. Branley will begin the process to make the change beginning in July, including updating the Board's policies and procedures.

Homes taken by Tax Deed

There was a brief discussion about homeless folks in Town and there being limited low-income housing available. Discussion included the need to remove a tenant whose home has been taken by tax deed by the Town for non-payment of taxes. Branley recommended using St. Jean Auctioneers for 12 North Pine Street and 556 Swanzey Lake Road to be sold subject to \$30,000 published minimum bids. The proposed auction date is June 25, 2016.

Motion was made by Colby to authorize the Town Administrator to engage with the St. Jean Auctioneers to sell 12 North Pine Street and 556 Swanzey Lake Road, taken by the Town under tax deed, with a minimum bid of \$30,000 for each. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

Consulting Services for the Carpenter Home

Branley passed out a proposal for Consulting Services by John G. Wozmak for a Carpenter Home analysis. Wozmak will be present next week and the Board can discuss it with him then.

Summary of April Cleanup Sponsored by the Conservation Commission

Smith informed the Board that 147 bags were used to pick up trash on 39 miles of road during the cleanup. The Board asked Branley to work on a press release.

NON-PUBLIC SESSIONS

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 7:33 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 7:38 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 Karasinski. All in favor by Roll Call and the **motion passed.** The Board entered nonpublic session at 7:39 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 7:43 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***.

Behavior of Swanze Uniformed Personnel

Discussion was held regarding the process for bringing to the attention of Department Heads inappropriate behavior of uniformed personnel. Hutwelker said the Board only gets involved in such matters if the Department Head does not follow up on the matter that is reported.

Fireman's Flags

Colby asked Branley about locating more flags from the Fire Chief for the cemeteries.

Removal of Trees at Brown Field

There was a brief discussion about the removal of trees at Brown Field and who was responsible. The contract for use of the field would be handled by the new Recreation Director.

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 7:57 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary
Approved on May 31, 2016