

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – May 31, 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

Conservation Chair Wally Smith, Resident Gus Lerandeanu, Director of Public Works Lee Dunham, Airport Director Jack Wozmak

CITIZEN CONCERNS

There were none

MINUTES

- The regular meeting Minutes of May 24, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of May 24, 2016. The motion was seconded by Karasinski with no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1 and #2 of May 24, 2016 were considered. There was a **motion** by Colby to approve the non-public meeting Minutes #1 and #2 of May 24, 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
- Event Permit #2016-14 – Bands at the Bowl Summer Concerts
- Event Permit #2016-15 – The Old Homestead
- Intent-to-cut Operation 16-441-14 – Map 14 Lot 01
- Committee/Commission appointment forms
- Personnel Action Reports

NOMINATIONS

Revenue Development District Committee 3 year term – Gary Davis

Motion was made by Karasinski to appoint Gary Davis as a member of the Revenue Development District Committee for 3 year term expiring after the 2019 Town Meeting. There was a second to the motion by Colby and no further discussion. All were in favor. ***Motion passed.***

Recreation Committee 3 year term – Polly Seymour

There was a discussion about the new Recreation Director getting together with Committee members. Colby suggested tabling the appointment until the new Director comes on board to discuss future direction. The Board agreed.

Capital Improvement Program Committee 3 year term – Deborah Davis

Motion was made by Colby to appoint Deborah Davis as a member of the Capital Improvement Program Committee for a 3 year term expiring after the 2019 Town Meeting. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

APPOINTMENTS

Airport Director Jack Wozmak – Potential Relocation of Route 32

Wozmak met with the Board to begin discussion regarding the possible relocation of State Route 32. He suggested it would be appropriate to re-designate Lake Street as State Route 32. The relocation would have State Route 32 joining State Route 12 at Lake Street instead of Old Homestead Highway. He said it would eliminate the bottleneck on Old Homestead Highway and from a safety point of view it made sense to direct traffic towards the new roundabout. Wozmak said he spoke to the New Hampshire Department of Transportation (NH DOT) about the possibility and they said they would be open to the idea and believed they already have the appropriate easements. Discussion was held about right turns by vehicles out of the airport. He noted it is a decision that the Board would need to make.

Discussion was held about maintenance of the roads under consideration. Dunham said maintenance of Lake Street is split with the State. The State does maintenance except for winter maintenance which would be picked up by the State if the change were to be made. Wozmak noted NH DOT suggested something might need to be done with the intersection to accommodate the change. Discussion included portion of Old Homestead Highway maintained by the City of Keene.

Hutwelker asked if there are drawbacks to this idea. Wozmak said it depends on what NH DOT would want to do with the intersection, but he didn't see any other downside. There was also mention of an accident study about the existing intersection between State Route 32 and State Route 12. Lerandeau acknowledged that there has been some interest in pursuing an alternative to the current intersection. There was discussion about impact on other roads in the area and how important signage is. Wozmak asked the Board to respond to his idea within a reasonable amount of time. Colby spoke about making a short distance of Old Homestead Highway into a one way street. Hutwelker said that the Board is supportive of the effort of Wozmak with the idea that he will come back to the Board with more details.

Carpenter Home Analysis

There was a discussion with Wozmak with regard to Wozmak contracting with the Town to do an analysis of the Carpenter Home and provide some options to the Board. The proposed contract was discussed. Hutwelker asked when he could start and Wozmak said that he could begin any time, starting with reviewing some pertinent documents.

Motion was made by Karasinski to approve the expenditure of up to \$2,500 from the Lucy Carpenter Trust Fund for a contract with Wozmak for an analysis of the Carpenter Home and to authorize the Town Administrator to finalize and sign the contract, second by Colby, and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

Review of Property & Liability Insurance Proposals

Branley noted the Town received letters declining to bid from Davis & Towle and Kapiloff. He said changing to Primex from PLT will save the Town about \$35,000 with the multi-program discount. Branley said he has had experience with Primex in the past and he expects good service from them. Colby asked and Branley confirmed that Primex is aware of the dams in Swanzey and the Carpenter Home.

Colby **moved** to engage Primex for property liability and workers' compensation insurance effective July 1 and authorize the Town Administrator to sign relevant documents. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Review of Wage & Classification Study Proposals

A discussion was held regarding the proposals of Springsted Incorporated, Paypoint HR, LLC, and D.I. Jacobs Consulting Company for a wage and classification study of Swanzey's staffing. Colby noted that there two out of the three proposed analysts were not New England based. Colby noted the cost stated in the proposals was anywhere from \$7,500 to \$19,900. Colby said he is not in favor of doing the study with non-New England analysts. Karasinski said you can go on line and see what the City of Keene pays for their staffing to use as a comparison. He suggested that the Board investigate salary levels, do the due diligence. Branley asked what the Board's cost expectations had been. Colby said he knows that City of Keene pays some staff much more than Swanzey can afford to pay. Colby said that he apologized for not taking a negative stance from the beginning in regard to issuing an Request for Proposal (RFP).

Hutwelker asked how the Town would gather data and Colby suggested the Police Chief could do some research on his own. Karasinski asked if the Department Heads have done similar work when asking for raises for their staff. Hutwelker spoke about the expense of training police and losing staff. Hutwelker suggested resurrecting previous data provided by the Police Chief and revisit it. Colby pointed out that the Fire Chief came up with a recommendation for salary increases for his staff, which were enacted over a three year period of time. It was noted that the Fire Chief came up with the numbers on his own and Colby said he would like to see the Police Chief do the same. Branley stated he was frustrated by the Board's position because he felt the Board had made a commitment to hire an outside firm to do the study and he had told that to a number of employees. Chief De Angelis had tried to do his own analysis last year in December and it was dismissed with little consideration. The Board asked Branley to get the previous numbers from the Police Chief. Karasinski said the RFP responses came in too high.

Revaluation Assessing Contract

Branley passed out a copy of the contract for years 2016-2019. He noted that the Department of Revenue Administration (DRA) recommends a performance bond for all revaluations. Branley and Town Counsel feel the Town is better off reserving the right to require a bond in the final year in the event we feel it is necessary. Branley noted the bond is a cost that is just passed on to the Town.

Motion was made by Colby to approve the Cyclical Revaluation Assessing Contract from 2016 to 2019 with M&N Assessing and appropriate the first year \$29,000 from the Revaluations and Updates Expendable Trust Fund. There was a second by Karasinski, and the Board signed two copies of the contract. All were in favor. **Motion passed.**

E911 Committee Charge

Branley stated he, Bruce Bohannon, and Mike Jasmin suggested not including a member of the public since most of the work has already been done in prior years and they thought it might slow down the process. Hutwelker said that the committee would have more credibility for public hearings if a member of the public was involved.

Motion was made Colby to approve the E911 Committee Charge, second by Karasinski. Discussion: Colby said he has mixed emotions about having a member of the public on the committee. He said that there will be uproar about changing addresses no matter what the Board does, but possibly having a member of the public would be a good idea when it comes to a public hearing. Karasinski suggested a postal worker or someone similar be included in the committee since they know the issues involved. Karasinski said he would be willing to try to recruit someone from the public for the committee. The Board agreed to attempt to add a member of the community for the committee but not let it slow things down if one could not be found quickly. All were in favor. **Motion passed.**

Board of Selectmen Representative on Capital Improvements Committee

Discussion was held. Branley said he thought it makes sense for the Selectmen to be represented since on the warrant ultimately they are the ones that put the plan into action. Karasinski volunteered to serve on the committee.

Board of Selectmen Representative on E911 Committee

Colby volunteered to serve on this committee.

Board of Selectmen Representative on Water Protection Committee

Karasinski volunteered to serve on this committee.

Review of Job Description – Carpenter Home Cook

The Board reviewed the job description for the Carpenter Home Cook. The Board agreed to approve the description.

OLD BUSINESS

Potential Tax Deeded Properties

- **715 Old Homestead Highway**

Discussion was held about the property at 715 Old Homestead Highway. Branley said an assessor was sent out to examine the property. About \$12,000 is owed in taxes on the property. Branley stated Tim Bell, the owners' son, who has been the point of contact with the Town indicated to the Board that he had power of attorney however afterwards admitted that he did not. Branley asked for general direction from the Board and asked if a Selectman would meet with an individual in the family who does not have legal standing in the matter. Branley said the Town is trying to avoid taking the home and evicting the occupants. Branley noted that all the appropriate notices and letters have been sent to the owners without any response from them directly. Hutwelker said the only person who is willing to talk to the Town is not an owner of the property. Branley said that he spoke to Town Counsel and felt that a final letter should be sent to the owners pointing out the criteria needed to resolve the issue and if there is no response then the Town will proceed with taking the property by tax deed. The Board agreed.

- **27 North Winchester Street**

Branley said the individual living there is not officially the owner of the property, as it is still listed as being owned by the late owner who died several years. The home has not been probated. Branley spoke to Town Counsel suggested meeting with the family and documenting with a letter a deadline for making progress with ownership of the property through probate court. Branley stated the Board should not enter into another tax payment agreement with someone who is not the legal owner. The Board agreed.

ADMINISTRATIVE UPDATE

Cresson Bridge Parking Lot

Branley spoke about the Cresson Bridge and the concern about erosion there. He said the NH DOT is asking for permission to use the parking lot for a temporary staging area during the Cresson Bridge Scour Protection Project and when finished would leave it in same or better condition. He and Lee Dunham met with Steve Stepenuck (Conservation Commission) and Barbara Skuly (Ashuelot River Local Advisory Committee) a few weeks ago and identified some positive improvements that can be made as part of the project.

Motion was made by Colby to grant permission to the NH DOT for temporary use of the parking lot at Cresson Bridge as staging area for work to be done at the site, and when finished with the project to leave the parking lot in same or better condition and authorized the Town Administrator to sign relevant documents. Second by Karasinski, and all were in favor. **Motion passed.**

Brown Field

Discussion was held about Brown Field stump removal. Branley stated he and Dunham had meet with Lena Whipple and Nancy Bishop last week.

Viewpoint Coop Grant Application

The CDBG grant application for Viewpoint Cooperative was discussed. Branley said he needs updates from Viewpoint by the beginning of July for the Town to comfortably have enough to notice and hold the required hearings.

Quorum Question

Smith asked a question about whether a quorum is based on authorized membership or actual membership.

NON-PUBLIC SESSIONS

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 7:46 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 7:55 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 7:56 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 8:16 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 8:19 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on 6/7/2016