

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – June 14, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, 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 Swanzey Town Hall at 620 Old Homestead Highway. 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**

CIPC Member Deb Davis, Conservation Chair Wally Smith, Director of Planning and Community Development Sara Carbonneau, Director of Public Works Lee Dunham, SVE Associates Engineer Rob Hitchcock, Code Enforcement Officer Mike Jasmin, and Don Jacobs from D I Jacobs Consulting Company

**MINUTES**

- The regular meeting Minutes of June 7, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of July 7, 2016. The motion was seconded by Karasinski, as amended in the section on Wage Study that Maryland should be added in the statement by Colby regarding vendors. All were in favor. **Motion passed.**

**CONSENT AGENDA**

**Motion** was made by Colby to approve the Consent Agenda except for the item of Committee/Commission appointment forms which he said he wanted to discuss later in the meeting. There was a second by Karasinski. There was no further discussion. All were in favor. **Motion passed.**

- Payroll Manifest
- Payables Manifest
- Event Permit #2016-13 – Jesus is Lord Tour Concert
- Raffle Permit #2016-17 – Connecticut River Sportsmen’s Club
- Committee/Commission appointment forms
- Personnel Action Reports

**CITIZEN CONCERNS**

Smith requested a moment of silence for the loss of 49 people in Orlando to a gunman.

**APPOINTMENTS**

**Rob Hitchcock – Main Street Project Update**

Hitchcock was present to update the Board on the project and discuss the result of the bids. Branley noted the archaeological report was received last week and it showed no issues that should slow down the timetable for the project. He also noted the easements have been finalized, and he has begun making contact with the landowners. It was noted the Town Roads Rehabilitation and Reconstruction Expendable Trust Fund has an estimated balance of \$752,415.70.

Hitchcock spoke about the bids: the bid by Pat Rawson Construction was \$713,466 with streetlights and \$713,970 from Park Construction also with streetlights. He said the numbers are higher than the SVE Associates estimates

by about \$50,000. Hutwelker asked if the numbers were worth moving forward with and Hitchcock said the bidders are good, they do great work, and he would go for it. The only potential holdup is the easement from Swanzey Township Housing. Hitchcock said that the work of Pat Rawson has been excellent even though they are a smaller company than Park Construction. Hitchcock said Rawson has the bonding capacity. Dunham noted work done well by Rawson in the past; he said they did the rail trail. Davis asked if the wall in front of Whitcomb Hall was included in the bid, and Hitchcock said that it is. Hitchcock noted that the wall is a wild card since there isn't much history of walls being built. Branley said that if the bidders are both qualified, and can produce a bond, he felt the Town has to go with the lowest bidder. Hitchcock confirmed that a provision to that effect was in the bid documents.

There was a discussion about the lights, which number twelve at this time. Carbonneau said the Main Street Study Committee felt lighting was important to the project. She also said Rawson has been very good to work with. Even though they are small, she said there would be no qualms going with them. Hitchcock said that he had never seen a municipality not award to the lowest bidder unless there are very good reasons to not do so. Hitchcock said Rawson has never let him down.

The bid includes everything except the owner's contingency which might be approximately 10% for the Director of Public Works to approve minor additional items, if needed. Start date is projected as August 1, 2016 with the idea of being done with paving by the middle of October. Hitchcock said the wetland permit should be done in a few weeks and the shoreline permit has already been obtained. The Board agreed to include a \$20,000 to cover contingencies and change orders.

Colby **moved** to award the contract for the reconstruction of Main Street to Pat Rawson Construction as outlined in the Town's Invitation to Bid and their bid for the amount of \$713,466.00 to authorize the Town Administrator/DPW Director to execute all relevant contract documents, and further to authorize the expenditure of up to \$733,466.00 from the Town Roads Rehabilitation and Reconstruction Expendable Trust Fund. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

#### **Director of Planning & Community Development - Badges and Banners**

Director of Planning & Community Development Sara Carbonneau was present to discuss ideas to try to involve more people in Town government. She suggested a Town government booth at Old Home Day. Plastic fire hats, plastic badges might be handed out to children and brochures about the Town and various departments to adults at Old Home Day on July 16, 2016. She asked for suggestions for the booth. She noted the lack of a banner or other identification for the tent and suggested a couple of banners and she said she has money in her budget.

Signage for Board of Selectmen Coffee and Conversation was suggested by Carbonneau.

The subject of badges was raised for Town Hall. She said there is no identification for staff in Town Hall. She said for \$6.75 each, name badges could be obtained. She noted that the Carpenter Home staff could also use them and that she has spoken to Carpenter Home Administrator Judy Bohannon about it and Bohannon is okay with the idea. She mentioned that Code Enforcement Officer Mike Jasmin suggested a photo and a bio as a way to introduce citizens to staff. Branley said that he would like to think about it and see if other towns use badges, before making a decision for all staff to use them. Branley will get back to the Board regarding an opinion on the badges.

Karasinski spoke about the Hospital badges and the fact that they don't like last names being used because of safety issues. Carbonneau said she would be writing up a schedule for coverage of the booth at Old Home Day. She said she would like to have staff available to attend the booth.

**Director of Planning & Community Development – State of New Hampshire Department of Transportation (DOT) Grant**

Carbonneau noted that the State of NH through the DOT announced transportation alternatives grant round for 2016 – 2017 for a variety of projects. She suggested a joint project with the City of Keene. She mentioned the possibility of the grant being used for repairs to the Cheshire Rail Trail including a parking area. She noted that the bridge over Swanzey Factory Road would be the City of Keene portion. Swanzey portion would be about \$300,000. At this point only a letter of intent is required, and a map, and willingness to go to a training with the State. She asked the Board for permission to scope out the opportunity. Joint applications score high, abandoned rail trails score high. She noted the Conservation Commission and Open Space Committee have donated towards these types of projects in the past. Karasinski said he liked the idea. Colby said he would like to see the Cheshire link added. The Board agreed for Carbonneau to move ahead.

The Board also agreed for Carbonneau to acquire the banners. Discussion was held about scheduling July 9 for a Coffee and Conversation as lead in to another meeting. The Board agreed to move coffee and conversation to 7/9 at 9 a.m. and the facility brainstorming meeting to 10 a.m.. Colby said the idea of a banner was a great idea.

**Don Jacobs from D I Jacobs Consulting Company – Wage & Classification Study**

Jacobs was present to discuss with the Board the idea of a Wage & Classification Study. He spoke about his handout for a market equity study to meet three objectives, which include accurate job descriptions, classification plans (internal equity), and compensation plan (external equity). He spoke about using market data to inform the Town about hiring and retaining employees. He said the last step is how to pay employees, which would be costs to the Town. He said he is already working on such a project with Cheshire County. He said he would provide Administrative Policies to allow the results of the study to continue to be used going forward. He said he did a study for Claremont, NH and has done one for Rindge, NH. He also said he has done this work also in other areas of the United States.

Branley asked why the Town should hire Jacobs instead of doing something similar on their own. He said he has 16 years of experience doing this type of work. He said that he can be objective to develop a process so that people will believe that they will be treated fairly. And he said the Town might get comfortable using market data through this process.

Karasinski asked how non-financial intangibles are added to the assessment and whether it is factored in monetarily. He noted that people like to work in local government not because of salary but because of benefits. Jacobs said market data isn't always reliable, but he would guide the town in developing ranges of compensation. He said that at the end, decisions will be able to be made with respect to the budget. Dealing with benefit part of compensation is something Claremont wanted to do. He spoke to driving compensation in dollars and cents not as a percentage when considering raises. He noted that timeframe for these objectives takes about two months. He said internal equity is critically important to employees. He also said he understood the financial constraints of local government. The issue is how to spend the money the Town has most efficiently.

Hutwelker asked when his start date would be should the Town agree to move forward. And Jacobs said the first week of July.

**Code Enforcement Officer Mike Jasmin – Recycling Center Electrical Repairs:**

Jasmin stated that after the first phase of the electrical work at the Recycling Center was completed, the following items that need to be addressed have been identified:

- Repair broken conduit – quote of \$1,281.00
- Add new industrial 8 feet LED and code compliant wiring over the existing work bench – quote of \$667.00
- Add new 5 feet of wire-mold plug strip to the existing work bench area – quote is \$320.00
- Remove existing extension cord feed to the existing paddle fan and replace with code compliant wiring method and single pole switch – quote is \$240.00

Jasmin noted that Interim Recycling Center Manager, Josh Whipple, doesn't ever say negative things and he is an "extraordinary young man".

**Motion** was made by Colby to expend up to \$3,108.00 for asphalt and electrical work by Hamblet, Inc. at Recycling Center from the Recycling Center Improvement capital Reserve Fund and there was a second from Karasinski. All were in favor. **Motion passed.**

### **Code Enforcement Officer Mike Jasmin – Grace Ford Property**

Jasmin spoke about the Grace Ford property and demolition and removal offsite of all debris from damaged structures. There was a discussion about the status of the property which has fire damage debris, trash, and rats. Jasmin said that he thought it would be acceptable to the owner to clean-up the property if they allow the Quonset hut to remain. Jasmin said that New Hampshire Legal Aid is backing up Jasmin. The question is whether the Town has the legal authority to destroy the property of Ford within the Quonset hut without Ford's permission. Jasmin spoke about the bids submitted: Mike Faulkner with Northeast Soils and Sitework bid was \$3,500.00 for labor plus charges for the tonnage and Mike Pappas with Pappas Contracting responded with bid of \$8,500.00 for both labor and tonnage. The services include labor to demolish the mobile home and outbuildings and haul debris to City of Keene Recycling Center.

Jasmin recommended engaging Northeast Soils and Sitework and only paying for what we use and try to take the Quonset and if the property owner resists, leave the Quonset hut intact. He asked for up to \$6,500.00. Hutwelker asked and Branley responded it would be paid for out of tax deed property expense line item in the budget because ultimately this is a tax deeded property.. Karasinski asked about the stipulations that will be provided to Ford. There was a discussion about what Ford's situation would be if she were not able to stay on the property.

**Motion** was made by Colby to expend up to \$6,500.00 from the budget to remove debris from the Ford property because of the threat to health and safety by the status of the property, second by Karasinski. Colby suggested that Legal Aid witness any signature from Ford on the Order For Removal, which states that the remains of the mobile home, two outbuildings and small unoccupied R.V. located on Map 73, Lot 6, at 3 Fords Road and owned by Grace Ford constitutes a threat to the public health, safety and welfare and hazardous within the meaning set forth in RSA 155-B because of inordinate amount of household trash, most of which has been there for several months and 3 structures that have suffered significant structural damage largely due to fire and/or water damage. All were in favor. **Motion passed.**

There was a general discussion about the merits of a Wage and Compensation Study as provided by Jacobs earlier in the meeting.

### **NEW BUSINESS**

#### **Proposed Changes to the Board of Selectmen's Rules of Procedure**

The Board reviewed the Board's Rules of Procedure which was precipitated by the proposed change in meeting date. The Board also reviewed general comments provided by Town Counsel. Hutwelker asked that Friday at 5:00

p.m. be the deadline for submission for the agenda and the Board agreed to that. The goal in the normal week would be for the Board's packets to be distributed by close of business on Friday and Branley stated with Jenna now in the flow he thought that was reasonable. The Board agreed to change Citizen Concerns to Public Comment. The Board agreed to add provisions that the rules could be waived by the Board at their discretion and that the Board had the authority to take up any item, whether it was on the agenda or not. The Board agreed to remove the reference to Roberts' Rules of Order. The Board agreed to clarify the role of the Board member that serves as Secretary.

There was a discussion about the amount of time the public has to speak during public input. The Board agreed to a limit of 3 minutes, which may be extended by the consensus of the Board.

**Motion** was made by Colby to approve the Rules of Procedure as amended, second by Karasinski, and all were in favor. **Motion passed.**

### **Carpenter Home Expenditure – Room 7**

The Board reviewed estimates for materials and labor estimate from Code Enforcement Officer Mike Jasmin and Carpenter Home Administrator Judith Bohannon for improvements to Room 7. The materials are estimated at roughly \$955.00 with an add-alternative of \$280.00. Bohannon estimated labor at not to exceed \$1,800. It was noted that the Lucy Carpenter Common Income Trust Fund has an estimated balance of \$162,804.75. Karasinski said he would like to see the estimate for the labor involved to come from Jasmin and the Board decided by consensus to see a revised estimate for all expenses, including labor, from the Code Enforcement Officer.

### **OLD BUSINESS**

#### **Municipal Bond Survey**

Hutwelker said he would like to see the survey analysis published but not to include personal comments about individuals. Karasinski stated he thought an outside person was used so the report would not be biased by the Town. Branley suggested and the Board agreed to leave the general references to employees but to remove the specific comments cited.

#### **Workshop with the Facilities Committee group**

Branley suggested the idea of obtaining someone to facilitate the meeting on July 9<sup>th</sup> with the BOS, CIPC, and MFRC. Branley suggested someone from Primex and Hutwelker asked Branley to inquire as to the availability of a suitable individual. Branley will research and report back

#### **Correspondence**

Branley spoke about email received from resident Katherine Snow regarding a proposal to consider changing State Route 32 from Old Homestead Highway to Lake Street. It was noted that the proposal is just that and there would be a public hearing about it giving the public a chance to speak on the idea. Colby stressed that it was very preliminary. The Board agreed to have Branley respond to her.

#### **Charitable organizations pursuant to New Hampshire RSA 7:24 and 7:25**

Branley passed out a document from Fire Chief Norm Skantze regarding charitable organizations and Firefighter Associations as further regulated under RSA 154.1-b. Branley stated this was for the Board's information and he did not think any action was needed by the Board.

### **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 8:41 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 8:43 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***.

#### **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 8:44 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 8:46 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***.

#### **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 8:46 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 8:51 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 8:51 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 8:57 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 8:58 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on June 21, 2016