

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – June 21, 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 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.

**OTHERS PRESENT**

Conservation Chair Wally Smith, Police Chief Tom De Angelis, Fire Chief Norm Skantze, Recreation Director Ian Fraunfelder, Emergency Management Director Bruce Bohannon, Cutler School Principal Audrey Salzmann, and Gus Lerandeanu.

**MINUTES**

- The regular meeting Minutes of June 14, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of June 14, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1 and #2 of June 7, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1 and #2 of June 7, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2, #3 and #4 of June 14, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1, #2, #3 and #4 of June 14, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***

**CONSENT AGENDA**

**Motion** was made by Colby to approve the Consent Agenda. There was a second by Karasinski. Colby asked that a letter be sent to American Cancer Society to remind them that event permit applications need to be in 30 days before the event, in the event theirs was not in on time. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Primex Membership Agreement and Resolution for Workers' Compensation, Unemployment Compensation, and Property & Liability Insurances
- Abatement 2016-02 Map 14 Lot 4-29
- Supplemental Tax Warrant 2016-01A
- Event Permit #2016-16 – American Cancer Society of Greeter Keene Relay for Life
- Intent-to-cut Operation 16-441-12 – Map 70 Lot 35
- Personnel Action Reports

**APPOINTMENTS**

**Police Chief Tom De Angelis**

**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 6:05 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Police Chief Tom De Angelis.

**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 6:08 p.m.

**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.***

## **NOMINATIONS**

### **Conservation Commission 3 year term – Michael Morrison.**

**Motion** was made by Colby to appoint Michael Morrison as a member of the Conservation Commission for a three year term ending at Town Meeting 2019. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

## **NEW BUSINESS**

### **Resignation of David Osgood – Capital Improvements Program Committee**

Colby **moved** to accept the resignation of David Osgood from the Capital Improvements Program Committee and to thank him for his service. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

### **Resignation of Warren Loock – Deputy Tax Collector**

Branley stated no action was needed as the deputy serves at the pleasure of the tax collector.

### **2016 Pumpkin Festival – Decision Regarding Need for Public Hearing**

Branley stated according to the special events policy events with a projected attendance over 3,000 people are required to have a public hearing. There was a discussion about the merits to having a public hearing. The Board agreed to require a public hearing.

### **Review of Job Description – Carpenter Home Activity Coordinator**

Colby **moved** to approve the Carpenter Home Activity Coordinator job description as proposed. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

### **Citizens' Concerns**

Gus Lerandeau asked about the results of the bid for the reconstruction of Main Street. Branley stated the contract was awarded to Pat Rawson Construction.

EMD Bohannon stated the new repeater is up and running on Mt. Caesar as of Friday. Colby asked and Bohannon confirmed that the repeater does not apply to fire department dispatching. Bohannon stated he could speak to South West Mutual Aid. Karasinski asked about the portable repeater base stations and De Angelis stated they are working on exploring other options since they were unsuccessful.

### **Fire Chief Norm Skantze – Department Update**

Skantze presented the Board with call statistics by category since the beginning of 2016. The Board reviewed and discussed the statistics. Skantze stated he was at a meeting in Concord when the fire happened at the home on South Road and that the department and officers handled it well. The Board asked if a comparison could be done year to date compared to last year and Skantze said he would look into it.

Hutwelker asked Skantze how he is doing with his goals year to date. Skantze stated he would like to assess the employee physical exam schedule. Currently mostly new employees are examined depending on funding. NFPA has examination standards and it is up to the Town to decide whether they would like to adopt them. He would like to review all of the department's general orders and policies. Many of the current policies have been adopted as issues arose however they are necessarily one cohesive set up policies. Another goal is to support the Selectmen and other committees as needed regarding new facilities or maintaining existing facilities. Skantze stated he will need to work on putting together specs for the replacement of Engine 3. The specs need to be done this year to purchase the truck in the next year or two. Hutwelker asked that Skantze put together a timeframe for each of the goals and report back.

Karasinski asked about the number of calls on the top of the call report and Skantze stated he did not know what it related to and he would check. Skantze stated that the ladder truck is in service and training has been conducted.

### **Cutler Elementary School Principal Audrey Salzmänn – Town-owned Playground Adjacent to Cutler School**

Salzmänn introduced herself and stated the School District had an inspection performed of the playground adjacent to Cutler School and a number of items needed improvements. Salzmänn stated based on the repair costs the District thinks replacement is more cost effective. Since the current playground is on Town land she is requesting the Town's permission to remove the current structure and construct a new one on Town land. Colby asked and Salzmänn confirmed that demolition and disposal costs would be covered by the District. Branley stated a few months ago when Salzmänn thought they had more time with the current playground the District was looking at a larger structure in a few years with financial assistance from the Town. Salzmänn stated currently the new structure will be funded by the School District through box top money and additional pieces may be added in the future. If the Town were to contribute that would be appreciated.

Colby **moved** to authorize the School District to remove and dispose of the current playground structure and to construct a new playground structure on Town property. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

### **Recreation Director Ian Fraunfelder – Introduction and Department Update**

Fraunfelder stated initially he is trying to learn what is going on in the department and find ways to get people active. Hutwelker asked about adding internet at Richardson Park. Fraunfelder stated a few options were proposed that were higher costs than seemed justified. A hot spot for his use was discussed as a possible low cost option. Fraunfelder stated Judy Bohannon has been very helpful during the transition.

### **OLD BUSINESS**

#### **Board of Selectmen's Rules of Procedure**

The Board reviewed the proposed revision to the public input section allowing Swanzey citizens or taxpayers to speak, with others allowed to speak with the consensus of the Board.

Colby **moved** to move forward with the changes as proposed for the Board of Selectmen's Rules of Procedure to public hearing. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

The Board agreed to hold the public hearing on the proposed changes on Wednesday July 6<sup>th</sup>.

### **Wage & Classification Study**

Karasinski stated he liked what Mr. Jacobs said, however the cost was too high for him to justify. Colby stated he agreed the cost was too high at this time.

Colby **moved** to table the wage and classification study. There was a second to the motion by Karasinski and no further discussion. Colby and Karasinski were in favor, Hutwelker opposed. **Motion passed.**

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

Branley stated the Board requested last week that Code Enforcement Officer Jasmin put together a labor estimate for the proposed work. Jasmin estimates the work will take approximately 80 hours. Hutwelker questioned how to reconcile that with Carpenter Home Administrator Bohannon's labor expense estimate of \$1,800. The process for handling these projects was discussed. Branley stated he believed Bohannon was handling this project similarly to the slider removal project a month or so ago, which was a similar cost.

Colby **moved** to authorize the expenditure of up to \$3,035.00 from the Lucy Carpenter Income Common Trust Fund to make improvements to room 7. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

### **Town Hall ID Badges**

Branley stated this is a follow-up to the discussion last week regarding ID badges in addition to the current ones and whether or not they would be required to be worn by Town Hall staff.

The Board agreed to order name tags with name, position, and Town seal. The Board agreed that wearing the ID badges in Town Hall will be mandatory and directed Branley to draft a policy.

Hutwelker asked about the status ViewPoint Coop CDBG Grant Application. Branley stated he had not heard from Michael Blair and will follow up with him.

Colby asked about the Falls Brook project. Branley stated he had not heard and will follow up with DPW Director Dunham.

EMD Bohannon stated Sue Merritt from E911 will be at the E911 Committee Meeting tomorrow.

Branley stated a memo went out today regarding getting Swanzezy Uncovered put together and sent out prior to Old Home Day.

### **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 7:20 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley.

**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 7:25 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 7:25 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley.

**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 7:30 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***.

Karasinski asked about what would need to be provided for the right-to-know request from Shelly Geppert. Branley stated due to the broad nature of the request electronic records will be provided; however Ms. Geppert will be invited to inspect individual property files and other Town files at her convenience.

#### **ADJOURNMENT**

**Motion** to adjourn was made by Karasinski. The motion was seconded by Colby without further discussion. All were in favor. ***Motion passed***. Adjournment occurred at 7:35 p.m.

Respectfully Submitted,

Michael Branley, Town Administrator  
Approved on July 28, 2016