

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 6, 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 and Recording Secretary Beverly Bernard.

OTHERS PRESENT

Residents Gus Lerandeau and Pat Bauries, Conservation Commission Chair Wally Smith, Police Chief Tom De Angelis and State Representative Ben Tilton.

MINUTES

- The regular meeting Minutes of June 28, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of June 28, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2 and #3 of June 28, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1, #2 and #3 of June 28, 2016. The motion was seconded by Karasinski. Discussion: Hutwelker said he wanted clarify language in #2. New language: the Board needs to be notified if Michael is going to be out of the office or sick. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Colby to approve the Consent Agenda. There was a second by Karasinski. All were in favor.

Motion passed.

- Payroll Manifest
- Payables Manifest
- Raffle Permit #2016-18 – Monadnock Project Graduation
- Committee Appointment Forms
- Personnel Action Reports

CITIZEN CONCERNS

Lerandeau asked about what was expected for the person requested by the Board to attend the NHMA Legislative Policy Process session. The Board replied that the intention was for attendance for a couple of days representing the Town and nothing further. Lerandeau agreed to attend the sessions.

APPOINTMENTS

Police Chief Tom De Angelis

- **Request to Purchase Police Cruiser**
Police Chief De Angelis met with the Board regarding purchasing a new cruiser, trading in Cruiser #2 (109,000 miles), and transitioning Cruiser #1 (85,000 miles) to back-up / detail duty. He said his goal is to not need to lease three cruisers next year when the current three-year leases expire. The Police Cruisers Capital Reserve Fund has an estimated balance of roughly \$49,000 and the Police Special Details Revolving Fund has an estimated balance of roughly \$22,000. He said that 100,000 miles on a cruiser is equivalent to 300,000 miles on a family car. He said that it would be better for the Town to purchase a cruiser every other year. He noted that the average is 30,000 miles per year for a patrol car. He also noted that he may

come back to the Board with a request for a second cruiser in the fall of this year. He said he probably won't need a car in 2017. There was discussion about which is more efficient use of dollars, buying or leasing. There was a discussion about battery packs for the cars. There was a brief discussion about light bars for the cruisers. There was a discussion about using the Detail Fund for expenses to repair the detail cruiser..

Colby **moved** to authorize the police chief to purchase a police cruiser, trade in Cruiser #2 (2011 Crown Victoria), and further to authorize the expenditure of up to \$29,000 for purchase of a cruiser from the Police Cruisers Capital Reserve fund and up to \$8,800 for equipment and installation from the Police Special Details Revolving Fund. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

- **Salary Survey**

De Angelis spoke about needing a salary assessment for his staff. He said it is important to keep our police officers for as long as possible since training them costs the Town a lot of money. He said his staff is being approached by other police forces with offers substantially higher than what they are getting paid by the Town of Swanzey. He spoke about the possibility that the police force would consider joining a union and the impact that might have on the Town. He said it is important to keep employees by paying them competitively. De Angelis noted getting the Department Heads together is important to discuss wages.

Karasinski said he is not in favor of an outside agency doing a survey and would rather see the Department Heads provide a proposal for wage increases. Karasinski suggested that De Angelis come up with a proposed wage increase to present to the Board for consideration. There was a discussion about a police survey that was done in the past. Karasinski says the Board needs to know what like towns are paying police, but also what Keene is paying. Colby said he would like to see the police survey once again – have it re-sent to the Board to discuss further later in the month of July. De Angelis and Branley agreed. Colby also noted that the Fire Department spread pay raises over a three-year period.

NOMINATIONS

Sharon Greatbatch – Open Space Committee (OSC) – There was a discussion about whether or not there was a vacancy for Greatbatch to fill. Bernard noted that Karen Sielke had resigned from the OSC back in April or May. Therefore there would appear to be a spot to fill.

Colby made a **motion** to re-appoint Sharon Greatbatch to the Open Space Committee for a term ending with Town Meeting 2017 and Karasinski seconded it. All were in favor. **Motion passed.**

OLD BUSINESS

Potential Tax Deeded Property Update – 715 Old Homestead Highway

The letters to Carl Bell and Patricia Bell were sent a month ago and they were given a deadline of July 5 to produce a power of attorney for Tim to deal on their behalf or for them to reach out to us to discuss their circumstances. Tim has indicated that a deed was recorded transferring the property from his parents to him. If that comes through at the Registry by Wednesday, he is still requesting the \$500 per month payment plan previously discussed and would be able to sign the agreement. There was a discussion about progress being made against money owed.

Colby **moved** to authorize the Town Administrator to enter into a tax payment arrangement with the property owner(s) of 715 Old Homestead Highway requiring no less than \$500 per month be paid to the

Town on the 1st of the month and further that upon default of this agreement the Board shall accept ownership of the property through tax deed. There was a second by Karasinski. Branley asked whether the Board wanted to require evidence of insurance on the property. Colby said to waive the requirement and the Board agreed. All were in favor. **Motion passed.**

Viewpoint Potential CDBG Grant Update

The Board acknowledged receiving an update from Rebeckah Bullock regarding Viewpoint request for CDBG funding. She said that Viewpoint has decided to apply for an updated feasibility study in October 2016, with implementation by July 2017 of \$12,000.

Falls Brook

There was a discussion about the progress of the Falls Brook project, which has experienced a number of delays. Branley updated the Board that the bidding process has been completed and the project is ready to move forward. He also noted that Pat Rawson Construction was the low bidder at \$196,000 (the other bids being \$226,000 and \$219,000). Branley stated he spoke to Rawson and they are confident they can do this project and Main Street along the timeframes for both projects.

Colby **moved** to award the Falls Brook culvert replacement project to Pat Rawson Construction and authorize the Town Administrator to sign the notice of award and other related contract documents. There was a second by Karasinski. All were in favor. **Motion passed.**

Branley also noted that the Town of Swanzeys share for the project remains the same.

Colby **moved** to clarify that on August 12, 2014 the Board authorized the expenditure of up to \$10,000 from the Municipal Transportation Capital Reserve Fund for the Falls Brook culvert replacement project. There was a second by Karasinski. All were in favor. **Motion passed.**

The Board briefly discussed the need to close Hale Hill Road during construction.

Colby **moved** to authorize the Department of Public Works (DPW) staff to close Hale Hill Road as needed for the purpose of replacing the culvert at Falls Brook from July 7 through August 15, 2016. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

Deed for Richardson Park on Swanzeys Lake

There was a brief discussion about communication from Bradley & Faulkner, PC (Town Counsel) regarding the deed for a portion of Richardson Park on Swanzeys Lake. The Board agreed for Town Counsel to proceed with a Petition to Quiet Title at this time.

Fuel Bids

The Board discussed fuel bids for 2016/2017. Discount Oil was the lowest bidder and had been the source of fuel oil during the past 2015/2016 year. Colby asked if there were any problems last year. Branley said Human Services and Resources Coordinator Edna Coates had no problems with the service and was happy to continue with Discount Oil.

Motion was made by Colby to contract with Discount Oil for fuel for the Town of Swanzeys during the 2016/2017 cold season and to authorize the Town Administrator to sign the contract and other relevant documents. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

Pat Bauries asked about leasing police cruisers. She said she was not aware that the Town was considering the idea of purchase of police cruisers. Branley explained that the Town has been leasing three police cruisers every three years, but the consideration is to move away from leasing since it is more expensive than purchasing. Branley said he believed a prior lease included 6% interest.

Public Hearing – Proposed Changes to the Board of Selectmen’s Rules of Procedure.

Public hearing opened at 6:48 p.m.

There was a discussion about the Rules of Procedure:

Pat Bauries asked about Article 1 – she wanted to know why the Board is changing the rules and Hutwelker explained the Board’s thinking is to authorize the guidelines when it is in the Town’s best interest. The reason for the change in 3.3 – the Secretary on the Board rarely takes minutes and this change addresses that. Bauries commended the Board for changing the meeting date to free up the Board members to meet with the School Board. Colby noted that in the past the Board has adjourned on a Tuesday to meet with the School Board when there was some issue of importance to be addressed.

Bauries asked about articles 5.5 and 5.7 and how 5.7 might apply to the Deliberative Session. Hutwelker said there are several versions of Robert’s Rules of Order no one is an expert with Robert’s Rules of Order . It is up to the Moderator to conduct the Deliberative Session. Branley noted that the rules are just about the Board’s meetings and not about other Town meetings.

Article 10.2 – Hutwelker explained that the packet of information for the Agenda will be able to go out on Monday, prior to the meeting. Article 10.7 Bauries asked for the Board’s thinking for the changes in 10.7. Bauries said her concern was with the 3-minute speaking limit. Karasinski said that other communities have had problems with open ended discussion. Bauries suggested that being friendly to the public would require more time to speak. Hutwelker noted the once-a-month informal discussion with the Board is the effort being made by the Board to further engage the public. Hutwelker also pointed out that the Board has the ability to waive the 3 minute rule. Bauries commended the Board on trying to engage the public. Colby said that there has to be a limit and it is important that folks know that. Hutwelker spoke about the needs of keeping to an agenda and if there was a topic that needed to be addressed further, it could be added to an additional agenda item for the future.

Smith noted that the public doesn’t show up to Board meetings and the challenge is getting the public to attend meetings in order to be better informed.

The public hearing was closed at 7:04 pm

Colby **moved** to adopt the Board of Selectmen’s Rules of Procedure as posted. There was a second by Karasinski and no further discussion. All were in favor. ***Motion passed.***

Facilities Meeting on Saturday

There was a brief discussion about the public meeting to be held on Saturday regarding facilities improvements. The Board reviewed possible questions to use at the meeting for discussion purposes. Bauries suggested posting the Board’s Agendas on a bulletin board for those who do not have web access. Bauries also suggested putting Agendas in the libraries.

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 7:10 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 7:20 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***.

NEW BUSINESS

Janitorial Service

Branley said that the Town Janitor, Josh Holcomb, has gotten a new job, and will no longer be working for the Town as of July 20, 2016. The CHESCO client works 8 hours a week at roughly \$8.00 an hour. Branley said there have been some logistical issues with the current situation, not related to the individual employee. Colby suggested working with the CHESCO supervisors to discuss monitoring the work of their clients. Hutwelker agreed with Colby about speaking to the CHESCO supervisors. Hutwelker said that there is a social responsibility involved in helping folks with limited abilities.

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 Personnel Matter(s), seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:29 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 7:30 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***.

ADJOURNMENT

Motion to adjourn was made by Colby. The motion was seconded by Karasinski. All were in favor. ***Motion passed***. Adjournment occurred at 7:36 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary
Approved on July 13, 2016