

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – July 13, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The special 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**

Pete Johnson, Mike Gomarlo, Director of Public Works (DPW) Lee Dunham and several other members of the Whitcomb Hall Committee, Conservation Commission Chair Wally Smith, Rick Robideau from Cheshire Builders, Gus Lerandeau, Ellen Avery, Jack Calhoun, Residents Lena Whipple and Nancy Bishop, Jennifer Matthews, and Human Services and Resources Coordinator Edna Coates.

**MINUTES**

- The regular meeting Minutes of July 6 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of July 6, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1 and #2 of July 6, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1 and #2 of July 6, 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 and no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Deed conveying Town-owned property at 12 North Pine Street (Map 18, Lot 234) to Derrike D. Schmitt
- Deed conveying Town-owned property at 556 Swanzey Lake Road (Map 61, Lot 2-11) to Fred E. Wetherby, Sr. and Jacqueline R. Wetherby
- Event Permit #2016-17 – Fast Friends Grey Hound Adoption Center Blessing of the Hounds
- Event Permit #2016-18 – East Swanzey Fire and Rescue Mud Bog Boogie
- Board of Selectmen’s Rules of Procedure as Approved July 6, 2016
- Certification of 2016 Town Election Results
- Personnel Action Reports

**PUBLIC INPUT**

The Board acknowledged receiving a letter from Carol Faulkner, Secretary, Swanzey Old Home Day Committee, thanking them for financial assistance in replacing the American flags displayed along State Route 32 through Swanzey Center.

**APPOINTMENTS**

**DPW Director Dunham - Whitcomb Hall Committee Request for Additional Funds**

Dunham and Johnson and Rick Robideau from Cheshire Builders were present to discuss further needs for Whitcomb Hall. Dunham spoke about boarding off the stage staircase to keep visitors from going to the upper floor. He said this work cost more money than had been anticipated. He also noted the cost associated with installing a new stove. He said \$10,500 additional funds would be needed, including hood work. He spoke briefly about the folks who have donated items and labor to renovate Whitcomb Hall. He said the hood was required to comply with code. Dunham said they need up to \$11,000 for completing the work. He said the funds would come from the Whitcomb Hall Non-Restricted fund which would essentially exhaust the fund. Colby expressed concern for having a contingency fund available for unexpected expenses. Dunham noted there is about \$8,000 in two additional accounts. Dunham also said there are budget line items for maintaining Whitcomb Hall.

Gomarlo spoke about the 100<sup>th</sup> year anniversary of Whitcomb Hall and the fact that the outside still needs to be painted, which will cost \$25,500. He asked for part of the funds to be provided by the Board out of the general fund. Colby pointed out that donations were expected to cover that expense. Gomarlo said that some things won't be finished on the first floor of Whitcomb Hall. There is no money for painting of the two front rooms and the floors in those rooms. Hutwelker asked if these items can wait for next budget period and Johnson and Gomarlo agreed.

Colby **moved** to authorize the expenditure of up to \$11,000 for Whitcomb Hall interior improvements from the Whitcomb Hall Non-Restricted Trust account. There was a second to the motion by Karasinski. All were in favor. **Motion passed.**

Johnson spoke additionally about donations by a number of individuals and businesses: Cheshire Builders donated two handicapped mirrors for the bathrooms, donation of lanterns, donations of interior lights, S&S painting and decorating, Sherwin Williams donated paint for the inside. The total in donations is more than \$30,000 from individuals and businesses.

Johnson spoke about allowing folks to look at the upper room during the summer fund-raising Barbecue. He noted that he is researching fire suppression for the entire building and will be approaching someone to donate the funds for that project. The Board thanked the Committee for the work that has been done. Johnson urged the Board to visit the building to see the work that has been completed.

#### **Recreation Director Ian Fraunfelder –**

- **Request to Use Richardson Park from Monadnock Family Services (MFS)**

Fraunfelder said that MFS has been sending groups to Richardson Park, which includes kids from other communities. Some of the counselors and children are from Swanzey but not all. Branley noted the potential for opening the door to other groups. Branley said that the terms of the gift of Richardson Park are that the park is for the residents so there was some question about non-residents using the park. Fraunfelder said he asked MFS not to use the park if they arrived and found that the park was already filled with residents, and MFS agreed. Branley noted that MFS is an organization that the Town financially supports. The Board agreed they would take these requests on a case by case basis.

**Motion** was made by Colby to approve use of the Richardson Park by the Monadnock Family Services for summer of 2016, second by Karasinski. There was no further discussion and all were in favor. **Motion passed.**

- **Brown Field Backstop**

Lena Whipple and Nancy Bishop met with the Board about Brown Field use. Whipple complained about softballs landing on her property and said that the field is supposed to be a soccer field and asked that the

backstop be removed. Fraunfelder said that he liked to see the backstop remain because he thought some kids will keep using it whether the backstop is there or not. He suggested putting up netting. There was a discussion about non-enforcement for use as a soccer field. Hutwelker suggested a site visit to get a better feel for the situation. There was mention of swings in the area. The Board agreed to meet at the backstop on July 22, 2016 at 6 p.m. and from there will go to the Main Street information meeting at the West Swanzey Fire Station.

Nancy Bishop asked about stump removal at the Brown Field. Branley said that the Town will be renting equipment to remove the stumps. Whipple said that the taxpayer shouldn't have to pay for this work. Bishop pointed out that someone made money on the removal of the trees and that person should be paying for removal of the stumps.

### **Jack Calhoun & Ellen Avery- Community Volunteer Transportation Company (CVTC)**

Avery was present to speak to the Board about recruiting volunteers to drive Swanzey folks who need rides. She said that Swanzey was served in the past by the Red Cross and their volunteer drivers but CVTC has taken over that activity. She showed a brochure that gives rides to elderly and disabled adults, but that the goal is to give rides to anyone who needs one. There is no fee for the rides; NH Department of Transportation provides funds. \$0.41 per mile is reimbursement to volunteers who use their own cars. She said there is a need for volunteer drivers. She said that they have been outreaching through churches and other civic organizations. She asked the Board if there is a group in Swanzey that would be civic-minded that she could approach. Goal is to have 120 drivers. They have 78 drivers and would like to have 60 or so drivers in this area. She noted that the number of folks being served in Swanzey from last July to this July was 40 individuals for about 120 rides. She said that Swanzey is #2 in requests after the City of Keene. She had posters that could be made up for libraries and bulletin boards. She said about 450 people will be served for the region annually.

Coates mentioned that there are three churches in town which might have folks willing to volunteer as drivers. Calhoun said that they have already communicated with local churches. He noted that if people are retired and have some time for meaningful use of their time, this would be a good way to help others. Calhoun said that the heavy users seem to come from west Swanzey and north Swanzey. Hutwelker asked Avery to coordinate with Coates.

Karasinski suggested that Avery provide information to the public at Old Home Day and assist staffing the Town booth and Avery accepted.

### **Event Coordinator Edna Coates -Proposed Changes to Special Events Policy**

Coates reviewed the proposed changes to the Special Events Policy with the Board. She referred to a check-off list of activities and items that might be included in an event to be included in the application. There was a question about events at the Cheshire Fair grounds other than the Fair itself. Coates said the Board had previously decided that permits are not required for agricultural events like horse shows. Coates said that a permit is needed for commercial events that are making money. However, Coates said an application would be good for agricultural types of activities since the Fire Chief and the Police Chief need to be aware if crowds are going to be present. Colby suggested that perhaps a permit-by-notification should be required if attendance is going to exceed some set number. Coates agreed. She said she would type up a letter initiating communication with the Cheshire Fair Association. The Board approved the changes to the policy and application form as proposed by consensus.

Hutwelker said that the Fairgrounds is unique and need to be addressed individually.

### **PUBLIC HEARING**

**Event Permit #2016-15 - Monadnock Pumpkin Festival at the Cheshire Fair  
Public Hearing opened at 7:03 pm**

Hutwelker asked for public comment. Matthews spoke about the event being planned as similar to what was held last year. Coates said that she spoke to the permit committee and the department heads and everyone was happy with last year's event and had no issues with the event being held once again. There was a discussion about counting of the people when they enter the fairgrounds. Matthews said the original plan was based on having 8,000 participants, but they did not get that number last year. There was a discussion about the maximum number of people allowed.

**Motion** was made by Colby to close the Public Hearing, and there was a second by Karasinski and no further discussion. All were in favor. ***Motion passed.***

**Public Hearing closed at 7:08 p.m.**

Colby **moved** to approve Event Permit #2016-15. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

**NEW BUSINESS**

**Review of Audit Request for Proposals (RFP)**

The Board reviewed the audit RFP. Hutwelker determined that the selection would be based on overall value not the lowest bid. By consensus, the Board agreed to move ahead with submission of the RFP.

**Petition to Quiet Title - Portion of Richardson Park Property**

Branley said the purpose of the petition is to clarify the deed to the property.

Colby **moved** to execute and move forward with the petition to Quiet Title as proposed. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

**Refund for Summer Camp**

Branley informed the Board that a resident is asking for a refund of payment for summer camp since a medical situation has arisen with her family and she needs the money. The Board agreed to authorize Branley to refund the money.

**Janitorial Service for Town Hall**

Branley spoke about CHESCO and the need for janitorial service at Town Hall. He said the staff felt that they would like to have someone come in for janitorial services at off-hours since cleaning during Town Hall open hours is disruptive. He said that someone from CHESCO could be used at the Recycling Center or another facility in some capacity other than janitorial services at Town Hall, but that the staff would prefer to have someone completing janitorial services during off hours. Branley agreed to look into the options and the Board agreed.

**Brown Field Stumps**

There was a brief discussion about the arborvitae and stumps at Brown Field. Branley agreed to follow up with the logger and Chuck Beauregard who is with the Brown Field committee to see what can be done.

**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 7:26 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 7:27 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***.

#### **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 7:27 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 7:31 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***.

#### **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 7:31 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 7:41 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***.

#### **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 7:42 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 7:44 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***.

#### **Update on Facilities Considerations**

Branley informed the Board that he spoke to the architect regarding DPW, Recycling Center and the Police Station and the Board agreed that was the correct focus. There was a discussion about researching alternative sites for Town Hall, including talking to the school district. Hutwelker stated he had emailed the superintendent about setting up a meeting.

#### **Pine Street Property**

There was a brief discussion about the Pine Street property taken through tax deeding.

#### **Funds for Whitcomb Hall Renovations**

There was a discussion about the Town contributing funds toward painting Whitcomb Hall. Karasinski said that would be a good fund-raising opportunity. Branley pointed out that the Whitcomb Hall Committee had stated that they wanted the painting estimate to create a goal for fund-raising for painting the building. Colby noted that the Town Hall needs to be painted also. Hutwelker suggested the possibility of providing \$5,000 toward painting and the rest needing to be raised by fund-raising but he also said he didn't see the need to paint the building this year. No decision was made.

#### **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 8:05 pm.

Respectfully Submitted,



Beverly Bernard

Approved on July 20, 2016

Unsealed on