

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – August 3, 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 6:01 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 Assessing Coordinator Coleen Birmingham.

OTHERS PRESENT

Fire Chief Norm Skantze, Police Chief Thomas De Angelis, Conservation Commission Chair Wally Smith, Code Enforcement Officer Mike Jasmin, Bookkeeper Theresa Lounder, Human Service & Resources Coordinator Edna Coates, Director of Planning & Community Development Sara Carbonneau, Interim Solid Waste Manager Josh Whipple, Librarian Carol Haley, Library Trustee Marion Bedard, Resident Gail Burgess, DPW Director Lee Dunham, Emergency Management Director Bruce Bohannon, NH E911 Field Representative Susan Merritt, NH E911 Field Representative Supervisor Mike Kelleher, Cheshire County Conservation District member Amanda Littleton, Resident Scott Ellsworth

MINUTES

- The regular meeting Minutes of July 20, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of July 20, 2016. The motion was seconded by Hutwelker with no further discussion. All were in favor. **Motion passed.**
- The special meeting minutes #1 of July 21, 2016 were considered. There was a **motion** by Colby to approve the special minutes #1 of July 21, 2016. The motion was seconded by Karasinski with no further discussion. All were in favor. **Motion passed.**
- The special meeting minutes #2 of July 21, 2016 were considered. There was a **motion** by Colby to approve the special minutes #2 of July 21, 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
- Raffle Permit #2016-19 – DAV Chapter 21
- License to Sell Pistols and Revolvers #2016-01 – Sam’s Army & Navy Department Store
- Intent to Cut Operation 16-441-14 – Map 85 Lot 11

PUBLIC INPUT

Scott Ellsworth, a resident of CL Lane, stated that people in trucks and 4 wheelers are cutting over Mrs. Lane’s property to get down to the river and “churn” around in it. It is happening at all times of the day and night. He feels it is a travesty and an environmental problem. Smith asked if there was any trash being left out there. Ellsworth said that he has seen a few things down by the river. De Angelis encouraged him to call the police when he hears people out there so that an officer can respond.

APPOINTMENTS

6:05 - Gary Thornton of Thornton Associates – Wage and Classification Study

Hutwelker introduced himself to Gary Thornton. Thornton stated that he had a handout which would give credit to his proposal. He explained the process used is transparent and non-biased, which is the benefit of using a third party vendor such as himself. Hutwelker asked him what skill set he can bring to the process. Thornton explained that he has experience with doing these studies and working with assisted living facilities. He will explain the different types of pay systems that the town can consider and potentially implement. The study would be good for a period of time so it would not need to be redone on an annual basis. His company is northeast based. They conduct an external labor market survey, benefits survey, etc. His experience includes at least 10 surveys in the past year. He would look at all the markets that are competing for the same skill sets. He would look at positions that are specific to public government and those positions that could be cross referenced to private sector jobs (i.e. finance positions). He would focus, to start, on those employees that are most “at risk”. Branley explained to him that we have no formal pay system currently. By engaging Thornton’s company, it will give the Town the ability to rely upon a subject expert.

Coates questioned how he would handle a job title that includes other duties that may not be specific to the title. He explained it is part science and part judgement and that he would look at each job description. It is a series of surveys within each survey.

Colby reiterated he wants to be sure that Thornton will be comparing apples to apples. He also asked that Thornton be realistic in his presentation/recommendation to them as a significant increase in compensation at once would not be a realistic expectation. Thornton explained that he would suggest different scenarios to implement any needed increases. Colby asked if there was anything Thornton could do about lowering the \$5900 cost proposal or things that Town staff could do to help his people and therefore reduce the cost. Thornton said that some of the research could be conducted by town employees. Lounder stated that previously the board had discussed having Town perform the study, the combined hourly rate of the staff that the board had identified was well over \$150.00 per hour and would add more burden on top of their already very full workloads.

Hutwelker asked Thornton to speak to the criteria he would look at in choosing which towns he would use to compare jobs and look at the individual requirements for the position and Thornton discussed some of the factors. Karasinski stated that Swanzey is a unique town with five distinct villages within the town. Hutwelker asked about the timeframe and Thornton stated that he can commit to eight weeks to get the data together. Hutwelker asked him what he would need from employees for information. Does he send out questionnaires or something else? Thornton explained that nothing is boilerplate in his business; he will review job descriptions and then speak with employees as needed.

MOTION: There was a **motion** by Colby to engage the services of Thornton Associates for the purposes of a wage salary survey and authorize the Town Administrator to sign contract documents. There was a second by Karasinski. All were in favor. ***The motion passed.***

6:30 – E911 Committee – Susan Merritt and Mike Kelleher from NH 911

Bohannon explained that the Town recreated the 911 Committee to address long existing addressing issues. The State 911 authority provided a list of streets that need attention several years ago. The Committee has reviewed the list and assigned a priority of a 1, 2, or 3. The Committee has also drafted an Addressing Policy for the town to prevent new issues from being created. Colby explained that the policy was developed in coordination with the State.

MOTION: There was a **motion** by Colby to adopt the addressing policy. There was a second by Karasinski. All were in favor. **Motion passed.**

Bohannon explained the initial list of street names the Committee has identified as a priority. The Committee wishes to have a public informational meeting on September 7, 2016, with a public hearing to make the formal decision on September 28, 2016. The idea is to involve the residents in the process of choosing their new street name. The residents must understand that this needs to and will happen but they have an opportunity to have their say on the new name. Bohannon said that by starting with a small number of streets it might be helpful and make it more palatable to the residents. The Committee will recommend specific names to the residents and ask them to choose from this list.

Public Hearings

7:00 p.m. – Public hearing pursuant to RSA 31:95-b regarding the acceptance and expenditure of up to \$208,340 from various sources for the purposes of replacing the Falls Brook culvert at Hale Hill Road, and associated stream restoration efforts.

Hutwelker opened the public hearing at 7:00 p.m. Amanda Littleton from the Cheshire County Conservation District was present and gave a brief description of the project. There were no comments from the public.

Hutwelker closed the public hearing at 7:09 p.m.

MOTION: Colby **moved** to accept and expend unanticipated funds pursuant to RSA 31:95-b in the amounts of \$7,000 from the NH Association of Conservation Districts and USDA Natural Resources Conservation Service, \$16,340 from the NH State Conservation Committee, \$20,000 from NH Fish and Game, and \$165,000 from the NH Department of Environmental Conservation Aquatic Resource Mitigation Program, for the purposes of replacing the Falls Brook culvert at Hale Hill Road, and associated stream restoration efforts and further to execute the contract between the Town of Swanzey and the Cheshire County Conservation District. There was a second by Karasinski. All were in favor. **Motion passed.**

7:10 p.m. – Public hearing pursuant to RSA 31:95-b regarding the acceptance and expenditure of unanticipated grant funds in the amount of \$10,000 from the East Hill Foundation for the Ashuelot Rail Trail Corridor Project – Phase V.

Hutwelker opened the public hearing at 7:10 p.m. Trail Administrator Bohannon was present stated that he is looking forward to getting started with this work. He discussed other current grant applications that are in progress. There were no comments from the public.

Hutwelker closed the public hearing at 7:19 p.m.

MOTION: Colby **moved** to accept and expend unanticipated funds pursuant to RSA 31:95-b in the amount of \$10,000 from the East Hill Foundation for the Ashuelot Rail Trail Corridor Project – Phase V and further to authorize the trails administrator Bruce Bohannon to sign relevant acceptance and contract documents. There was a second by Karasinski. All were in favor. **Motion passed.**

7:20 p.m. – Public hearing pursuant to RSA 31:95-b regarding the acceptance and expenditure of unanticipated grant funds in the amount of \$10,000 from the East Hill Foundation for the Whitcomb Hall First Floor project.

Hutwelker opened the public hearing at 7:20 p.m. There were no comments from the public.
Hutwelker closed the public hearing at 7:21 p.m.

MOTION: Colby **moved** to accept and expend unanticipated funds pursuant to RSA 31:95-b in the amount of \$10,000 from the East Hill Foundation for the Whitcomb Hall First Floor project and further to authorize the Whitcomb Hall Committee Chairman Peter Johnson and/or Whitcomb Hall Committee Treasurer Lee Dunham to sign relevant acceptance and contract documents. There was a second by Karasinski. All were in favor. **Motion passed.**

OLD BUSINESS

Town Hall Repairs

Jasmin was present and stated in the prior scope of work for electrical engineering of Town Hall the basement was not included. Since it is all one building, he thought it reasonable to get an estimate for that part of the building as well. To include that will cost \$500.00.

MOTION: There was a **motion** by Colby to approve the expenditure of \$500.00 from the Town Hall Repairs, Maintenance, and Improvements Capital Reserve Fund for further electrical engineering planning. There was a second by Karasinski. All were in favor. **Motion passed.**

NEW BUSINESS

Request for suspension of Whitcomb Hall clock chimes during Main Street project

The Board asked keeper of the clock Scott Self if it was possible to turn the chimes off, but keep the clock running. He said yes it was possible. Self added that there are neighbors who rely somewhat on the clock chimes to help them keep track of time. After a brief discussion amongst the Board members, they agreed by consensus to not turn the clock chimes off during construction.

Review of Job Descriptions: Recording Secretary, Janitor, Licensed Nursing Assistant, and Caregiver

MOTION: Colby **moved** to approve the following job descriptions as proposed: Recording Secretary, Janitor, Licensed Nursing Assistant, and Caregiver. There was a second by Karasinski. All were in favor. **Motion passed.**

August Meeting Schedule

8/10 – Normal Meeting
8/17 – Normal Meeting
8/24 – Normal Meeting
8/31 – Normal Meeting

Review of Expense and Revenue Report through June

Hutwelker commented on the nice job done by Louder on the reports. It was noted that the budget is trending favorably and the Town should be able to come in under budget.

Carpenter Home Emergency Expenditure

Early last week it was discovered that one of the septic tanks at the Carpenter was in need of replacement. Code Enforcement Officer Jasmin, DPW staff, and a number of others put in a lot of time to diagnose the issue and rectify it. Expenditures had to be made on an emergency basis. Branley stated that based on invoices received and an estimate or outstanding expenses \$2,000 is needed to cover what was spent.

MOTION: Colby **moved** to approve the expenditure of up to \$2,000 from the Lucy Carpenter Common Fund Income Fund for the replacement of a septic tank and related expenses. There was a second by Karasinski. All were in favor. **Motion passed.**

Appointments (continued)

7:30 Carol Haley – Main Street Project

Haley's concern is about moving the posts in front of the library for the relocation of the sidewalk on Main Street. The library is in the process of applying for the historical register and the posts are part of the building's history. Haley wanted to understand why the widening of the road could not happen on the other side and why the library was not notified.

Branley noted that the fence and posts would need to be moved back. Burgess asked what "moving them back" means. What is the overall plan? Branley said the infringement is about 5 ft. back.

Bedard stated she is very upset about moving the posts back five feet. She stated that the library is a landmark and part of the Town's heritage.

Haley asked if the library would need to be closed due to the road work. Dunham said the company may be able to work around the library hours so that would not need to happen. They should only be working right in front of the building a few times and will give the library notice.

Branley offered to meet with Hailey and any of the trustees on site to discuss the matter to see if they could work things out and Friday morning was agreed to.

Haley suggested cleaning and painting the Thompson bridge while it was closed. Skantze offered to wash it down. Karasinski said once the river level comes up that could be done and the Board directed Skantze to do so once the river level came up.

OLD BUSINESS

Main Street Project

Hutwelker asked Self about the Main Street project. Getting water to Whitcomb Hall was discussed. The only charged hydrant is by the Swanzey Township Housing. Self suggested that with the street dug up to abandon the existing 8" line rather than remove it and put in a new one up to Whitcomb Hall and cap it. That way, when it is time to install a sprinkler system to the Whitcomb Hall 2nd floor, the water line would already be there and would not require digging up Main Street again. Colby asked if West Swanzey Water Company would need to expand their franchise in order to do this. Self explained that he believed they are already extended to that point and the line would not be hooked up. Branley stated previously the Board had been advised the line would not remain operable if it was put in dry and Self and Karasinski discussed whether this was the case. An engineer would need to make the determination.

Discussion ensued about the feasibility of a cistern system, the cost of the different types of pipes, and to check with the engineer. Hutwelker asked if Karasinski, Self, and Dunham can meet with Rob Hitchcock on Friday.

Discussion then turned to the West Swanzey Athletic Association monument in front of Whitcomb Hall. Self stated it was currently jutting out where the material was moved for the material for the wall in front of Whitcomb Hall and it seemed more logical to move it to the new park across the river. Scott drew a picture of what he feels is the best spot for it. Colby will meet Self at the park on Thursday, Aug 4th.

Request for Funding from Mike Gomarlo – Exterior Painting of Whitcomb Hall

Dunham stated he has one proposal to complete the painting (\$12,000 per side) and a second proposal for \$38,000. The initial timely estimate was for \$25,000. Hutwelker explained that to come up with \$25,000 that isn't already in the budget would be a disservice to the residents. He might be able to support a small contribution. Colby stated that the Board has always been supportive, but he said the whole time the Committee needs to keep a contingency amount in their funds and that had been pretty well spent. Hutwelker suggested fundraising at the barbeque.

Colby asked if the first floor was done. Dunham stated that the kitchen, the heating system, and the floors are done (can't walk on them until next week). Jasmin stated he was nearly ready to issue a certificate of occupancy for the hall, although a few more items may need to be addressed for the kitchen.

Hutwelker asked Dunham to convey the Board's thoughts to Mike Gomarlo.

OTHER BUSINESS

Beauregard, Jr. Burial

Dunham spoke to the GoFundMe campaign for burial expenses for Chuck Beauregard Jr. Lee checked cemetery records and found one lot for Chuck Sr. Lee is working with his wife to sell her a lot, she is asking for a payment plan or to have the lot fee be waived. The cost is \$400 per burial space plus \$350 burial weekday fee. Branley stated the Town of Troy reached out to us; we requested that they put their request in writing however we did not get anything back.

Hutwelker would support waiving the lot fee and the corner stone fee. Colby felt that the family should pay for the corner stones.

MOTION: There was a **motion** by Colby to waive the \$800.00 lot fee. There was a second by Karasinski. All were in favor. ***Motion passed.***

Brown Field Matters

Branley stated this item was to follow up on the site walk a few weeks ago. A discussion ensued about with Beauregard's passing who the point of contact was. Dunham stated he had heard from their treasurer. Bohannon stated he would figure out who is in charge.

The old backstop at the soccer field adjacent to Cutler School was discussed. Colby stated based on Lena Whipple's issues and the fact that it is pointing in the direction of swings he feels something needs to be done. Dunham will explore replacing it with a lower fence and report back.

Facility CIPC/MFRC Meeting Follow-up

Branley discussed with the Board a proposal from Katie Sutherland for this year's architectural work to update the police station design based on the interior changes made by the Chief. Branley stated he met with Architect Katie Sutherland and with an expenditure of up to \$5,000 we should be able to get the plans updated to the point they can be bid and estimated (money for estimating would have to be separately appropriated).

MOTION: There was a **motion** by Colby to approve the expenditure of up to \$5,000 from the Police Facilities Expendable Trust Fund for architectural and related expenses. There was a second by Karasinski. All were in favor. ***Motion passed.***

Main Street Project (continued)

Branley stated based on the informational session he researched a potential Class VI road between Prospect and Spring Streets that may be able to be used as an outlet. Branley stated he, Carbonneau, and Larry Crowder researched it and while there is a sewer easement, other than the DOT map there is no evidence that it is a public road. Crowder had estimated it would cost \$5,000 to \$10,000 just in gravel to get it up to a reasonable standard. The Board agreed to not pursue this option any further as it is not a public way. Branley stated he believed there is a misconception that people will not be able to use Spring Street; there should only be a couple of times for a few hours when they are working right in front of the road when people will have to wait. The Board asked Branley to send out a letter to clarify that.

Administrative Update

Branley stated this afternoon the Christian Hill Bridge Advisory Committee performed interviews of engineering firms for the Christian Hill Road Bridge project and they had selected their top firm. Branley asked and the Board confirmed that he and Dunham could negotiate with the top firm and bring the contract to the Board. This work will allow the Committee to put together budget figures for various options for the Board to consider moving forward.

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) Matter(s) seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 8:55 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 9:00 pm.

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 9:00 p.m.

Respectfully Submitted,

Coleen Birmingham
Assessing Coordinator

Approved on August 10, 2016