

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – August 24, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Selectmen Chair W. William Hutwelker III at 6:00 p.m. at the Swanzey Town Hall at 620 Old Homestead Highway. Present were Selectmen Kenneth P. Colby, Jr., Sylvester Karasinski and W. William Hutwelker III. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Interim Recycling Center Manager Josh Whipple, Fire Chief Norm Skantze, Fire Inspector Eric Mattson, and Conservation Chairman Wally Smith

**MINUTES**

- The regular meeting Minutes of August 17, 2016 were considered. There was a **motion** by Colby to approve the regular meeting Minutes of August 17, 2016. The motion was seconded by Karasinski. All were in favor. **Motion passed.**
- The non-public meeting Minutes #1 and #2 of August 17, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1 and #2 of August 10, 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. There was no further discussion. All were in favor. **Motion passed.**

- Payroll Manifest
- Payables Manifest
- Junkyard License – Buffum Auto Parts
- Event Permit #2016-20 – Swanzey Covered Bridges Half Marathon
- Event Permit #2016-21 – Whitcomb Hall Chicken BBQ
- Open Container Permit #2016-05 – Whitcomb Hall Committee
- 2016 Assessed Values for Riverbend, Evergreen Knoll, and Swanzey Township Housing
- Accept & Approve 2016-2017 Current Use Assessment Rates
- Personnel Action Reports

**PUBLIC Input**

None

**NEW BUSINESS**

**Primex Contribution Assurance Program (CAP) for Workers' Compensation and Property & Liability Insurances for 2017, 2018, and 2019.**

Branley provided the following table with projected rate increases under the proposed CAP Agreements for Board reference and it was referred to during the meeting.

	7/1/15- 6/30/16 w/ PLT	7/1/16-6/30/17 w/ Primex	Projected FY 2018	Projected FY 2019	Projected FY 2020
Workers Comp	\$113,123	\$79,661	\$87,627	\$96,390	\$106,029

Property & Liability	\$57,515	\$53,962	\$58,819	\$64,112	\$69,882
Combined	\$170,638	\$133,623	\$146,446	\$160,502	\$175,911

**Motion** was made by Colby to approve the three year contribution assurance program agreement for calendar years 2017, 2018, and 2019 with Primex for worker’s comp and liability insurance and to execute the contracts. There was a second by Karasinski. All were in favor. **Motion passed.**

The contribution assurance program agreement will be on next week’s Consent Agenda.

**Update by Colby on 911 Committee**

Colby said that Sept. 7, 2016 is the next meeting. Colby said the Postmaster told the Committee that there isn’t any problem changing the addresses and eliminating the North Swanzezy zip code given that emergency response is involved. Changes would take place early in 2017. And he noted that the post office will keep duplicate zip codes for a year so mail will continue to be delivered.

**South Road**

The Board decided to pursue the idea of consideration of a South Road property as a potential pocket park for the East Swanzezy area. The Board asked Bernard to bring some photos and any other material which might be supportive to the idea. The Board also will take individual visits to the site before next week.

**APPOINTMENTS**

**Interim Solid Waste Manager Josh Whipple**

Department update was provided by Whipple. He spoke about inspections that are done monthly of the facility and the equipment. He noted that the metal pile is being reduced and doing fairly well with income. He spoke about Swanzezy Lake Campground bringing a lot of materials to the Center. He spoke about how he would plan to obtain certification for Solid Waste Operator Level 4 next year and is at Level 3 now. He has been attending operator classes and is taking management courses as well.

He spoke about the budget for next year and noted that he would like to get cabinets and might need protective equipment for employees like boots and gloves. He spoke about various materials and the tonnage associated with what can be sold and the amount of dollars coming in.

He said he interviewed four people last week for positions at the Center. He would like to have someone monitoring the activity in the yard and someone new helping out at the windows. Sept 29 is date for training for new Operators. Hutwelker asked about an Assistant for Whipple and Whipple said that is being pursued. He also noted CHESCO has been in to discuss with Whipple what work can be done at the Recycling Center by a client from CHESCO.

**Fire Chief Norm Skantze & Inspector Eric Mattson**

- **Whitcomb Hall**

Skantze said that there was a meeting last week regarding the status of the building, which included Code Enforcement Officer Mike Jasmin and Branley. Skantze said that the building will be occupied this Friday and what is needed is to expedite final items for the Certificate of Occupancy (C.O.). He recommended that in the future plans should be brought forward and get reviewed before work is started to simplify getting all necessary work done in a timely fashion. He noted that the fire alarms have not been activated because phone lines have not been connected. Contract has been signed and he spoke to Fairpoint about getting the work done by Friday if possible. He spoke about gas tests and hood certificates being required,

oil burner inspection has been done and perhaps 10 out of 15 items will be done in time for the art show. There was also discussion about rules of use of the building, for example that public cannot go up to the second floor of the building. There was a discussion about configurations of seats and tables for assembly purposes. Skantze noted that there was no one acting as a General Contractor to get items completed and coordinate work. Branley said Skantze had taken the bull by the horns chasing down the last major items that were needed. There was a discussion about the stove in the kitchen – it is an old stove and doesn't have a safety feature like a modern pilot light. Hutwelker determined that the two events already approved have a temporary C.O. for the first floor only. When asked about the maximum number of people allowed in the building at any one time, Skantze said that depending on the type of event, he would have a better idea after Friday. The Board agreed further events would not be approved without a C.O. and policy for managing the building.

- **Fireworks Ordinance**

Discussion began regarding complaints from neighbors about permits being issued in a neighborhood with small lots, fireworks going beyond the hours of the event, and debris being left in neighbors' property. Hutwelker said there should be a limited time for display. Colby said the policy does state that fireworks cannot be set off closer than 50 feet from a building. Karasinski asked about a site walk. Skantze said they have no control over the level of noise produced and that the event in question that Mr. Bixby complained about happened on July 1<sup>st</sup> but wasn't reported until mid-August. He said there was no record of calls of complaint and the Fire Department or Police Department has to be notified immediately about incidents like this for them to react and investigate.

Discussion was held about re-write of the fireworks ordinance to include items like trash removal and length of time fireworks are permitted. Skantze suggested the possibility of a plot plan be provided by applicants. Skantze offered some suggested changes for the Board to review. It was agreed that residual litter should be the responsibility of the person having the event. Skantze asked the Board to review his suggested changes, to think about if they have their own suggestions, and then he would come back in a few weeks.

Smith spoke in support of limiting lot size in which fireworks can be held.

### **NON-PUBLIC SESSIONS – this is after Fire Department**

#### **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 7:01 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Interim Solid Waste Manager Josh Whipple 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 7:25 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 (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 7:25 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Interim Solid Waste Manager Josh Whipple 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 7:29 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 7:29 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Interim Solid Waste Manager Josh Whipple 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 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 7:32 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 7:36 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 (c) Reputation**

**Motion** was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (c) Reputation seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:36

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 7:45 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***.

## **OTHER BUSINESS**

### **CIP Committee Meeting**

Branley spoke about the meeting that was held and noted that the Committee asked about the engineering work for the salt shed. Branley asked the Board if he should pursue that request since funding would have to be approved for the work. Hutwelker asked about sufficient funding and Branley said there is sufficient funding right now. The Board discussed engineering costs; it was suggested calling Engineer Ted Fellows for an estimate and if that estimate is well over \$5,000.00 get an RFP. The Board agreed to move ahead.

**Motion** was made by Hutwelker for Branley to contact Engineer Ted Fellows for an estimate for a scope of project report and if that cost is well over \$5,000 to initiate a Request for Proposal (RFP) but if the cost is estimated to be under \$5,000 to move head and engage an engineer. There was a second by Karasinski and Hutwelker and Karasinski were in favor. Colby was out of the room momentarily. ***Motion passed***.

### **Roofs at DPW and Recycling Center**

Branley asked about the roof repairs that were raised at the CIP meeting. He noted the electrical work has been done. The Board was asked to approve RFPs on repair of the roofs. The Board agreed.

### **Vacation for Branley**

Branley said he would like to take two weeks of vacation from Feb. 27, 2017 to March 10, 2017. It was noted that this is during the gap between Deliberative Session and the Town election, which is scheduled for March 14, 2017.

Colby **moved** to approve the vacation of Branley from February 27, 2017 through March 10, 2017. There was a second by Karasinski. All were in favor. ***Motion passed***.

### **Whitcomb Hall Water Supply**

Colby said that he has been approached by some residents about supplying water to Whitcomb Hall. He said he told them that the price was prohibitive as discussed with regard to the Main Street project. Karasinski raised the idea of directional drilling and possibly a cistern for providing water to Whitcomb Hall.

### **Correspondence**

The Board received the following correspondence:

1. Memo from Town Administrator to all departments regarding 2017 budget process and schedule
2. Letter from Janice and Kenneth Sevene
3. Email from Larry Waters
4. Email from Tom Matson

## **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 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on 8/31/2016