

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – September 7, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Selectman Colby at 6:00 p.m. at the Swanzey Town Hall at 620 Old Homestead Highway. Present were Selectmen Kenneth P. Colby, Jr. and Sylvester Karasinski. W. William Hutwelker III joined the meeting at 6:05 pm. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Code Enforcement Officer Mike Jasmin, Emergency Management Director Bruce Bohannon, E911 Officials, a representative from the Post Office, Whitcomb Hall Committee Chair Pete Johnson, *Keene Sentinel* reporter Meghan Foley, Fire Chief Norm Skantze, Director of Department of Public Works (DPW) Lee Dunham and many members of the public.

**MINUTES**

- The regular meeting Minutes of August 31, 2016 were considered. There was a **motion** by Karasinski to approve the regular meeting Minutes of August 31, 2016. The motion was seconded by Colby. Both were in favor. ***Motion passed.***
- The special meeting Minutes of August 31, 2016 were considered. There was a **motion** by Karasinski to approve the special meeting Minutes of August 31, 2016. The motion was seconded by Colby. Both were in favor. ***Motion passed.***
- The non-public meeting Minutes #1, #2, #3, #4 and #5 of August 31, 2016 were considered. There was a **motion** by Karasinski to approve the non-public Minutes #1, #2, #3, #4 and #5 of August 31, 2016. The motion was seconded by Colby. Both were in favor. ***Motion passed.***

**CONSENT AGENDA**

**Motion** was made by Karasinski to approve the Consent Agenda. There was a second by Colby. There was no further discussion. Both were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Raffle Permit #2016-23 – Friends of the Carpenter Home
- Intent-to-cut Operation 16-441-16 – Map 74 Lot 18
- Personnel Action Reports

**PUBLIC INPUT**

Hutwelker invited the public for input other than the 911 issue. There was none. Branley asked folks to sign up on a sign-in sheet.

**NEW BUSINESS**

**Whitcomb Hall Rental Policy / Agreement**

Pete Johnson was present to discuss with the Board the draft of a rental policy for Whitcomb Hall. There was a suggestion for using a credit card for deposits under certain circumstances. Hutwelker spoke about having fixed arrangements for the tables as recommended by the Fire Chief so as to provide exit space. Johnson said a floor plan could be provided to renters for placement of tables. Hutwelker said the Board needs determine staffing for

the Hall. Hutwelker said that there should be no smoking on the property at all. Johnson mentioned a need to enclose the back staircase. Johnson also noted that there is a plan to invite caterers to visit the facility. There was a debate about the numbers of folks allowed in the building. Colby said he would like to see no smoking anywhere on the property, outside or in. There was a discussion about removal of trash. If trash is left, the renters will not get their security deposit back. Johnson said that charging for removal of trash will be written into the agreement.

Johnson said he wants to add Ellen Ebsen to the Committee – he said she would be an asset to help with obtaining grant funds. He noted that Mrs. Bedard is no longer participating. Branley asked Johnson to have Ebsen fill out an application to be part of the committee. Johnson informed the Board that \$10,000 was achieved from the barbecue fund-raiser and from the sale of t-shirts at the event.

There was a discussion about who will be handling phone calls for events and Hutwelker said he would be more comfortable with also having someone monitor events and be available for renters during the event itself. The Board said that there needs to be a discussion about someone opening the building, in attendance during the event, and closing up the building. Colby suggested the Administrative Assistant at Town Hall be the contact for events. Branley agreed that the Administrative Assistant would be a suitable person as contact for Whitcomb Hall events given she will be handling event permit applications.

Branley suggested having staff review the rental agreement draft to collect their comments and get back to the Board next week. The Board agreed.

#### **MS 1 Form (Summary of Assessed Valuation)**

**Motion** was made by Colby to approve the MS-1 Form (Summary of Assessed Valuation) with a second by Karasinski. There was no further discussion and all were in favor. **Motion passed.**

#### **Carpenter Home Exterior Painting**

Town Administrator Branley recommended approval of the funding for Carpenter Home Exterior painting and asked that the Board put Jasmin and Branley in charge of the project. Branley informed the Board that the Lucy Carpenter Income Common Fund has an estimated balance of \$154,219.75. Branley suggested three quotes be obtained from vendors with liability insurance. The Board agreed.

Colby **moved** to approve the expenditure of up to \$2,500.00 from the Lucy Carpenter Income Common Fund for exterior painting and related expenses. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

#### **Carpenter Home Gardening**

Branley informed the Board that Carpenter Home Administrator Judith Bohannon is requesting an appropriation for plants from donations received to benefit the Carpenter Home. He said Kathy Nicholson will donate her time to do the gardening. The Carpenter Home has an estimated balance of \$270.00 in donations.

Colby **moved** to approve the expenditure of up to \$175.00 from donations received to benefit the Carpenter Home. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

#### **Resignation of DPW Employee Dillon Mercier of the Department of Public Works**

There was a **motion** by Colby to accept with regret the resignation of Dillon Mercier from the Department of Public Works. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

**OLD BUSINESS**

A review of the Fireworks Policy was tabled until next week.

**APPOINTMENTS**

**Code Enforcement Officer Mike Jasmin regarding Facility Project Update**

Jasmin reviewed a memorandum he prepared for the Board. He pointed to the bids for Fire Suppression and Alarm System for the Carpenter Home. It was noted that the bids were very disparate from each other. He noted the specs and proposals were very detailed and he has to better understand the extent of the specifications covered by the bids. Jasmin also said none of the bids include an addition to the boiler room, which would be part of the project. Jasmin said that the bids were distributed to the Fire Chief and Consultant Beverly Kowalik for review. He said Amer and Life Safety have been working together. Jasmin read the bids.

<b>Fire Detection &amp; Alarm</b>	<b>Bid</b>	<b>Sprinkler System</b>	<b>Bid</b>
Amer	\$38,100.00	John L. Carter	\$164,000.00
Hamblet	\$12,984.00	Life Safety	\$94,500.00
Tri-State	\$19,780.00		
B.A. Technical	\$25,896.50		

Jasmin spoke about receiving the engineering drawings for doing the electrical upgrades during the truss repairs for Town Hall. He also said that some sort of shed should be constructed to allow for proper storage of trash and recyclables. It could be done by Town staff or potentially as a senior or community service project.

Jasmin spoke about the Carpenter Home improvements needed. He noted the boiler room addition again. He also noted some projects that haven't been completed and that need to be finished. He said painting is needed.

Hutwelker asked about a list of projects and Jasmin said that he needs to work with the Capital Improvements Program (CIP) committee and Municipal Facilities Review Committee (MFRC) to produce it.

Jasmin spoke about the need of the Recycling Center for a new roof and a lighting upgrade. He also spoke about DPW needs: currently soliciting bids for engineering for a pre-cast concrete block base foundation for a clear-span hoop – an estimate has been provided to MFRC Chair at cost of about \$2,000.00. Also need an RFP for a new roof, and lighting upgrade. He also noted a need for addressing Whitcomb Hall first floor punch list with Fire Department.

There was a brief discussion about Jasmin completing RFPs and it was decided to address the topic again in two weeks.

There was a brief discussion about ordering salt for road safety during the winter. There was a discussion about moving the current building to make room for a new salt shed and moving the salt itself temporarily.

Branley said that Jasmin is pulled in different directions from several different people – and it would be helpful if the Board could provide priorities to Jasmin. Colby said that at some point in time, a “no” is required from Jasmin as to what he can accomplish. Jasmin asked for Board expectations. Colby said that the salt shed would be a

priority, and the other would be a coating for the roof. Hutwelker said he is depending on Jasmin to prioritize projects. Hutwelker asked Branley to hash out with Jasmin his job responsibilities.

**PUBLIC HEARING – opened at 7:00 pm**

**7:00 - Hearing regarding proposed changes to addresses and street names**

The following streets are impacted for this hearing: Old Eaton Road, Old Lake Street, North Grove Street, South Grove Street, and North Pine Street and creation of new a private road off Matthews Road.

The roads being discussed and the proposed new names - proposed new names are from the 2010 E911 Committee's work are as follows:

- Old Eaton Road – Moore or Caesar
- Old Lake Street – Wreck or Robbin
- North Grove Street – Orchard
- South Grove Street – Orchard
- North Pine Street – Grange
- State rules and now the Town's Addressing policy state that shared driveways with three or more addressable structures should be their own private road:
  - 3 properties on Matthews Road on a shared driveway – new private road
  - 3 properties on South Grove Street on a shared driveway – new private road

Bruce Bohannon spoke first. He provided some history, dating back to 1995. He noted a committee was created to study the matter and in 2011 they reported to the Board. Michael Kelleher and Susan Merritt from the State of New Hampshire E-911 service were present to answer questions. Bohannon noted that in some cases the changes are necessary due to odd and even numbers being on the same side of the street.

Merritt spoke about mapping Enhanced 911 communication. She said that her group provides assistance to towns throughout the State. Michael Kelleher noted that there are a number of towns like Swanzey that have to deal with the same issues.

Bohannon spoke about zip code 03431. Mr. Jay Pompey from the US Postal Service spoke about the North Swanzey zip code. He said changing it would not be an issue for the postal service. A specific process has to be followed, which includes canvassing the people impacted by the change in the zip code. The survey that will go out will only be about the zip code – switching to 03446. Pompey said that there will be a year when mail sent to both zip codes will be delivered after the change. There was a question from the audience about the last four numbers of the zip code and whether they would be changed as well. Pompey said they would remain the same. Bohannon noted there are several towns with the same zip code and repeat street names, which creates a problem.

Gus Lerandeau asked about the survey and about a majority vote and was told that if someone doesn't respond to the survey, that won't get counted in determining a majority vote.

Bohannon continued speaking about duplicate names for roads being the main problem. He listed some of the street names that are similar, some with two ends and a class 6 road in between.

Gary Preston from South Grove Street asked whether changing the street names and numbers is cast in stone or whether the folks today could have an impact on preventing the change. Bohannon said it is pretty sure to happen. Preston said he is concerned that no residents were members of the committee. Bohannon said that all

the meetings were open to the public. There was a discussion about South Grove Street becoming a private road. Dunham added that blue signs indicate a private road.

Fire Chief Skantze said that he knows that this change is an imposition to the people, but that for first responders, some have knowledge of the town streets, but others do not. They rely on the street name and address, particularly for EMT services. He said that since he has been Fire Chief, when there is a call to Pine Street a responder often checks North Pine too. He also noted a change is needed to be in compliance with State standards.

There was a discussion about the length of time it has taken to address this issue. Susan Robinson of North Grove Street said she has a barn on the property without an address. She said she isn't allowed an address because she hasn't a residential address, just a barn. Branley read the policy and noted a barn would qualify for an address. They agreed to follow up with her to obtain an address for the barn.

Carol Simmons on Matthews Road asked about her residence mailboxes and would they remain on Matthews Road, but have a different street address. Todd Walker of Matthews Road said he understands the need to be found in an emergency but asked if the Matthews Road folks could have a sign at Matthews Road with #302-306 on the sign indicating the three houses instead of becoming a private road. Karasinski said that every 50 feet is supposed to have a number. Kelleher spoke about having a post at the bottom of the driveway with the house number on it if the house cannot be seen from the road. Kelleher said that mutual aid folks do not know the town like folks who live in town.

Paul Fassett of Old Eaton Road said his house is right around the corner with Eaton Road. Carolyn Barrett asked about a proposed name for Old Eaton Road and Bohannon said that "Grange" is the suggested name. Susan Robinson asked how long GPS takes to change street information. Kelleher said the 911 information will happen immediately – and suppliers like Google, MapQuest, GPS will get that information and will take some time to make the change. GPS could take up to six months for updates.

Barbara Preston of Grove Street asked about using a cell phone to be located. Kelleher said using triangulation based on the signal strength made from a cell phone, a location can be found but it is important that the address is spoken on the phone.

Gary Preston spoke about street signs not being replaced. A question was asked about the mortgage assigned to an address and was told that when a property owner sells property the address will be changed without a cost. There was a question about replacing lost private street signs and Dunham said he would replace them to the current standard.

Discussion ensued about street names and about residents getting together to choose a new name. Marty Hawkins of North Pine Street noted that Grange Street sounds like Grape Street. Carolee Barrett suggested Lilac Street and she said she checked out that there are no other Lilac streets in Keene or Swanzey. It was decided that residents can drop off suggestions for street names to Town Hall.

Bohannon provided several name change suggestions and the audience present from Old Lake Street said they preferred Robbin over Wreck. Marty Hawkins asked about zip code and street name – will they be coordinated with just one change and the answer was "yes". Marlene Ballou of Old Lake Street asked about being part of Lake Street. Bohannon said Lake Street is a through street, while Old Lake has stop signs. Bohannon asked for new names within one week.

Implementation date is January 5, 2017. Question about why South Grove will have a name change and not Grove Street. Bohannon said that there was a death on that street in past because responders went to the wrong address.

September 21 will be next meeting.

**Public Hearing closed at 8:15 pm.**

### **ADMINISTRATIVE UPDATE**

#### **Beaver Update**

Branley stated Dunham informed him that the trapper caught one beaver.

### **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 8:24 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 8:31 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 (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 8:34 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Code Enforcement Mike Jasmin, Human Services and Resources Coordinator Edna Coates 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 8:44 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 8:44 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 8:46 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***.

#### **OLD BUSINESS**

##### **Park Bench Dedications**

Karasinski said he thought the benches should be in memory of a deceased individual. Colby said that he didn't know the park was a cemetery. Karasinski added that a policy has yet to be drafted for consideration by the Board.

#### **ADJOURNMENT**

**Motion** to adjourn the meeting was made by Colby. The motion was seconded by Karasinski without further discussion. All were in favor. ***Motion passed***. Adjournment occurred at 8:46 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary  
Approved on September 21, 2016