

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – September 14, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Selectman W. William Hutwelker III at 5:58 p.m. at the Swanzey Town Hall at 620 Old Homestead Highway. Present were Selectmen William Hutwelker III, Kenneth P. Colby, Jr. and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard.

**OTHERS PRESENT**

Eileen Longe and Joan Hager from the Swanzey Preservation Society, Monadnock Regional School District Superintendent Lisa Witte and School Board Chair Michael Blair, Whitcomb Hall Committee members Peter Johnson, Mike Gomarlo and Director of the Department of Public Works (DPW) Lee Dunham, residents Gus Lerandeau and Pat Bauries, Municipal Facilities Review Committee Chair Don Skiba, and reporter for the *Keene Sentinel* Meghan Foley.

**MINUTES**

- The regular meeting Minutes of September 7, 2016 were not considered.
- The non-public meeting Minutes #1, #2 and #3 of September 7, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1, #2 and #3 of September 7, 2016. The motion was seconded by Karasinski. Both 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. Both were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Personnel Action Reports

**NEW BUSINESS**

**Contents of the Grange Building**

Eileen Longe was present to discuss with the Board the contents of the Golden Rod Grange building. She said some tools are in there, as well as town papers, and some Denman Thompson furniture. Hutwelker noted insurance concerns over personal property in the building. The Board asked Longe if the personal property could be removed and Longe agreed to do so. Hutwelker said that the Town is trying to determine how to deal with the Grange. Joan Hager said the plan for the Grange was to bring the building up to good condition without any cost to the Town. She said because of the inspiration of Whitcomb Hall and what can be done by volunteers, they would like to work on getting the building operational again. Hutwelker said the Board is open to meeting with Longe and Hager to discuss further. Hager said there is a plan to have a craft sale fund-raiser on Saturday, September 17, 2016.

Hutwelker asked Longe to get back to Branley with progress on removing personal property. Longe determined there is no deadline in place to remove the belongings but the Board wishes to see the property removed in a timely fashion. There was a brief discussion about the function of the Capital Improvements Program (CIP) committee and Hager and Longe were told the next CIP meeting is the 26<sup>th</sup> of September.

Colby excused himself at approximately 6:10 pm to take a personal phone call. He did not vote on the creation of the Carpenter Home Non-Restricted Account.

### **Creation of the Carpenter Home Non-restricted Account**

There was a brief discussion about creating the account to ease account administration account for donations. It was stated that no public funds will be going into the fund, just donations.

**Motion** was made by Karasinski to approve the resolution establishing a Carpenter Home Non-Restricted Account by the Town of Swanzey pursuant to the authority granted under RSA 31:19-a and the vote of Town Meeting Article 7 in 1997, through which the Board of Selectmen is authorized to accept donations on behalf of the Town and is responsible for ensuring those donations are used for their intended purpose; the funds of which will be in the custody of the Town of Swanzey Trustees of Trust Funds. Hutwelker seconded the motion and there was no further discussion. Both were in favor. **Motion passed.**

### **Acceptance of Unanticipated Grant Funds Pursuant to RSA 31:95-b**

Branley informed the Board that \$6,902.40 has been awarded for DWI Patrols from the NH Department of Safety. He said Chief De Angelis and the Police Department were awarded a DWI Patrol grant, which will cover the expenses of additional overtime to patrol with an emphasis on DWI enforcement.

Colby **moved** to accept the funds as listed, to authorize the Chief of Police and Board to execute contract documents and to remit said funds to the custody of the Treasurer to be held in the General Fund. There was a second to the motion by Karasinski and all were in favor. **Motion passed.**

### **APPOINTMENTS**

#### **Monadnock Regional School District (MRSD) Superintendent Lisa Witte and School Board Chair Michael Blair**

Hutwelker welcomed Witte and Blair and introduced the subject of properties owned by the Town versus properties owned by the MRSD and the desire of the Board to reestablish a connection to discuss them further. He spoke about the idea of swapping of buildings that had been discussed in the past. He spoke about the poor condition of Town Hall and the possibility that the Wilcox building might no longer be needed by the MRSD.

Witte said that Wilcox is still being used and spoke about utilizing the MRSD building as efficiently as possible. She said they haven't looked at how the buildings might be reallocated. There was a discussion about the facilities and planning for ten years out. Hutwelker spoke about the bonds that were attempted and failed for a new fire station and renovations to the Town Hall and Police Station. He spoke about some suggestions that have arisen about the Wilcox School as a space for a potential Town Hall. Blair said it might be advantageous to the MRSD to have a single campus for all their buildings and resources and not have to cross busy roads. He also noted that he would have to discuss such ideas with the entire School Board. There was a discussion about the building across the street from the High School having been used for a special program, but which is no longer being used.

Colby spoke about Cheshire TV – point of origin for Channel 8 at the front of the high school building. Blair said it has been a challenge with the franchise agreement. The challenge is that Time Warner would charge for moving the signal so that the school could take advantage of a live feed from the high school – the digital signal is not strong enough. Blair said there were cable feeds to Mt. Caesar and Cutler and those are no longer in existence. The coaxial cable is not sufficient –there is no feed into the gymnasium, and the library feed is not strong enough now, said Blair. Blair said it is a concern. He said that it would be good to have library broadcast capability, allowing audio/visual equipment in both the library and the auditorium. Blair said the previous franchise agreement had a lifespan of about 15 years. He said 3-5 years is reasonable, not longer, because the technology changes so frequently. Blair also spoke about access for students to internet service.

Hutwelker asked about student development programs and whether students might be able to assist in projects for the Town. Blair suggested communicating with the principal at the high school for those kinds of projects. Blair said a lathe has been purchased and perhaps a part for DPW could be made by students.

Blair said he would be willing to organize the Swanzey School Board members to meet with the Board with Branley. Blair noted that the on the last Saturday in October there will be a kind of retreat to gather Board members and Selectmen to meet together. He said invitations will be forthcoming.

#### **Whitcomb Hall Committee – Facility Use Agreement**

Johnson, Dunham, and Gomarlo were present to discuss the draft copy for Rental Agreement for Whitcomb Hall. It was emphasized that the Board wishes that there be no smoking anywhere on the property. Johnson spoke about ideas to increase the occupancy level for the building. Johnson said that Fire Inspector Eric Mattson said that closing the back staircase with a metal door and sheetrock with fire-rated sheetrock and securing the second floor so that no one can enter the second floor would allow for 160 people standing and 75 seated at tables. Johnson said they have contacted a contractor about the work. Johnson also spoke about inviting caterers to visit the property in order to build awareness of its availability. Gomarlo said that he would like to see the ability to have 100 people seated. There was a discussion about table set-up options that are approved from a fire safety perspective. There was discussion about the possibility of having weddings at the Hall and a tent could be set up outside to accommodate larger crowds. Johnson also mentioned that there are a number of non-profits interested in using the building for meetings in the front room. He noted that the Garden Club would like to use the building for meetings.

There was a discussion about monitoring the building during events. Johnson said the Committee could make changes in the draft document and hopefully finalize it next week. Johnson asked for permission from the Board to get the contractor to close up the stairway. Carbonneau said that Code Enforcement needs to be involved in the agreement stipulations. Johnson spoke about Whitcomb Hall being listed as on the State Historical register and that might change the requirements for fire safety. Gomarlo said that the Committee would like to be involved in any meetings where Whitcomb Hall is being discussed. Carbonneau said that she would like to see plans for the construction and information as to how it may increase the occupancy load. She said she would like to see a meeting between contractor Rick Robideaux with the Fire Chief, the Code Enforcement Officer, and the Fire Inspector along with Committee members to determine the correct stairway construction. Johnson said he would set up another meeting to include Code Enforcement Officer Jasmin and Fire Chief Norm Skantz. Johnson also spoke about the need for plans for the upstairs in order to apply for a Kingsbury grant. Johnson said he would organize the necessary meeting with all the interested parties.

There was a discussion about applications for events at Whitcomb Hall and who would be involved in the application process.

**Motion** was made by Colby to allow the rentals of Whitcomb Hall and signing of related permits and documents to be coordinated by the Town Administrator's Office and a second by Karasinski. All were in favor. **Motion passed.**

#### **OLD BUSINESS**

##### **Main Street Project**

The Board reviewed a copy of email from Engineer Rob Hitchcock. It stated that Pat Rawson Construction purchased the streetlights for Main Street a month or so ago, however due to the timing of when they are projected to be installed they are still about a month from being installed. They have asked if the Town would

reimburse them the cost for the lights prior to installation so they do not have to continue to carry the cost. Branley said it is worth noting that this expenditure is already covered in the contract amount approved, it is only a matter of timing. Branley recommended agreeing to the reimbursement now. The Board agreed to reimburse Pat Rawson Construction for the Main Street streetlights by consensus.

### **Salt Shed Project**

Branley and Dunham informed the Board that Dunham confirmed a new salt shed cannot be done this year because of the work load with the Swanzey Lake Dam repair project and preparations for winter. There was a brief discussion about constructing the salt shed and a need for lights to illuminate the yard and a few inside. Dunham said he is comfortable with the design as proposed and it will be a late spring 2017 project. Branley said there are sufficient funds available for the project.

### **Beaver at Swanzey Lake**

Dunham was asked about any further news about beaver trapping and Dunham said he hasn't heard back from the trapper other than the one beaver already caught.

### **NEW BUSINESS**

#### **Request from Jerry Gomarlo/application to be on Economic Development Advisory Committee (EDAC)**

The Board reviewed the application of Jerry Gomarlo to become a member of EDAC.

**Motion** was made by Colby to appoint Gomarlo to the Economic Development Advisory Committee. There was a second by Karasinski and no further discussion. All were in favor. ***Motion passed.***

### **E-911 suggested new street names**

Lerandea passed out a sheet of paper to Branley with suggested names for streets which have street name changes under the requirements for E-911.

### **Municipal Facility Review Committee (MFRC)**

Don Skiba was present and asked the Board whether the MFRC should be disbanded. He suggested disbanding the MFRC and Hutwelker said the Board is in agreement with Skiba. Skiba said that it is frustrating to be left out of the loop given the amount of work that he did and the rest of the MFRC Committee as well. Branley stated there was no intent to leave Skiba out of the loop and it was determined some emails to him were sent to an address he does not check. Hutwelker noted that the CIP referred to Skiba's contribution to the plans. Hutwelker said that the Board would like to review the process before disbanding the MFRC.

### **Christian Hill Bridge Project**

Branley reported that New Hampshire Department of Transportation (NH DOT) has confirmed the scope of work and cost proposal from Hoyle Tanner are reasonable for a preliminary engineering study. He said the proposal schedule has an eight week turnaround. The Town Bridges (Other than Covered) Fund has an estimated balance of \$209,845.49.

Colby **moved** to approve the expenditure of up to \$17,000 from the Town Bridges (Other than Covered) Capital Reserve Fund for Christian Hill Road Bridge engineering work and related expenses and further to authorize the Town Administrator to enter into contract documents with Hoyle, Tanner & Associates Inc. Second by Karasinski and no further discussion was held. All were in favor and the ***motion passed.***

## **PUBLIC INPUT**

### **Carpenter Home Non-Restricted Account Establishment**

Pat Bauries requested the rationale for establishing the Carpenter Home Non-Restricted Account. There was some discussion between Bauries and Hutwelker about when the Board had approved the new account, before or after opening the session, and whether or not she was present at the time. Bernard consulted the record of Minutes and stated the meeting was opened at 5:58 pm.

**Motion** was made by Hutwelker for re-consideration of the **Creation of the Carpenter Home Non-restricted Account**. There was a second to the motion from Karasinski. All were in favor. ***Motion passed.***

Discussion followed: Branley stated that the creation of the account was proposed in order to ease account administration, primarily to account for donations. It was stated that no public funds will be going into the fund, just donations.

**Motion** was made by Colby to approve the resolution establishing a Carpenter Home Non-Restricted Account by the Town of Swanzey pursuant to the authority granted under RSA 31:19-a and the vote of Town Meeting Article 7 in 1997, through which the Board of Selectmen is authorized to accept donations on behalf of the Town and is responsible for ensuring those donations are used for their intended purpose; the funds of which will be in the custody of the Town of Swanzey Trustees of Trust Funds. Karasinski seconded the motion and there was no further discussion. All were in favor. ***Motion passed.***

### **Keene Sentinel Reporter**

There was a brief conversation between Reporter Foley and the Board about the meeting with the School District folks about the Wilcox Building and the needs of the town for improved Town facilities.

## **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 7:39 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 8:00 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 8:00 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 8:04 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 8:05 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 8:07 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 8:07 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 8:08 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***.

#### **E-911 Street Name Changes**

There was a brief discussion about suggested E-911 street names. Next public hearing would be next week.

#### **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 8:15 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on September 21, 2016