

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – September 28, 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 6:00 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**

Recreation Director Ian Fraunfelder, Code Enforcement Officer Mike Jasmin, Cheshire TV Executive Director Mark Nelson and Board of Directors Chair Tom Cook and Conservation Chair Wally Smith

**MINUTES**

- The regular meeting Minutes of September 21, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of September 21, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The special meeting Minutes of September 13, 2016 and September 14, 2016 were considered. There was a **motion** by Colby to approve the special Minutes of September 13, 2016 and September 14, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed.***
- The non-public meeting Minutes #1 and #2 of September 21, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1 and #2 of September 21, 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. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Report-of-cut Operation 16-441-11 – Map 14 Lot 1
- Raffle Permit #2016-24 – Jack & Jill Nursery School
- Committee Appointment(s)
- Personnel Action Reports

**PUBLIC INPUT**

There was none

**APPOINTMENTS**

**Recreation Director Ian Fraunfelder – Recreation Advisory Committee & Soccer Update**

Fraunfelder met with the Board to update them on recreational activities. He said 130 youngsters signed up for soccer – with four teams of each age group. Fraunfelder said he would like to add basketball as a new sport for 3<sup>rd</sup> through 6<sup>th</sup> grades. Softball will follow basketball. There was a discussion about forming a Recreation Advisory Committee. Hutwelker asked Fraunfelder to spend time documenting recreation program schedules and activities. Karasinski asked about ice skating and there was a discussion about possibly using the Fire Department to flood a field for skating, which would be open to everyone at any time, assuming weather cold enough to keep

the water iced. Karasinski suggested talking to the schools for possible land that could be used, and Fraunfelder spoke about the possibility of using Richardson Park land for a skating pond.

The Board agreed that the Recreation Advisory Committee Charge as written was acceptable.

Colby **moved** to approve the Board of Selectmen's Charge to the Recreation Advisory Committee as proposed and outlined in the Board packet, second by Karasinski, and no further discussion. All were in favor. **Motion passed.**

#### **Code Enforcement Officer Mike Jasmin – Projects Follow-up**

Jasmin met with the Board to bring them up to date on projects. The following topics were discussed:

- Reestablish planning for building projects – Jasmin stressed the need for planning before work on a Town facility begins.
- Whitcomb Hall Committee, Rick Robideau, and Jasmin reviewed the punch list for work yet to be done and everyone seemed agreeable to the plan to complete the work. Jasmin estimated a cost of between \$5,000 and \$7,000 to complete the list. He said he wouldn't have a problem with using the building while the projects are being completed. There was a discussion about who the agent would be responsible for the project.
- Carpenter Home – bids for fire and smoke alarm, sprinkler system, and a bathroom have been received. Jasmin said that if the Town uses the lowest bids there is need for \$152,000 in funding, which means that all the trust funds would be spent. At best there is barely enough money for the work. Hutwelker asked how that would be funded and Jasmin said he didn't know. Jasmin said the bids were not acceptable. He added that a State Inspector showed up recently with a surprise visit and was happy with the progress that has been made.
- Pine Street Town property – use of the basement for long term storage is being considered, including the Police Department storage, except for those items needing refrigeration. Jasmin noted there are repairs that need to be done for the building. There is need for a new roof. He also noted that the county jail might be able to provide labor to clean up the basement and perhaps do some patching and painting.

#### **Cheshire TV Executive Director Mark Nelson and Board of Directors Chair Tom Cook**

Tom Cook and Mark Nelson were present to speak to the Board. Colby asked about the point of origin at the high school and the concerns about getting live feed out of the library. It was noted that Time Warner and the high school have had a breakdown in communication. Nelson said he would contact Time Warner to discuss the problems. New name for Time Warner purchased by Charter will be Spectrum and Nelson said he hopes that they will be more open to public access. There was a discussion about the streaming channel. There was discussion about streaming content which might not be live, but available next day. There was discussion about negotiating between the Town and Time Warner/Spectrum to add additional points of origin.

Hutwelker left the meeting temporarily between 6:35 and 6:43 pm to take a personal call.

Swanzey representative on the Board was discussed and how active our representative was before she needed to resign. Colby pondered getting back on the Cheshire TV Board. Nelson said he would like to add On Demand video streaming at some time in the future. Cook said viewers are most interested in municipal meetings. Colby also noted that he would like to see Swanzey programming like a segment on the Whitcomb Hall project, and he mentioned the Main Street project as being of interest. Nelson said that they send out crews when requested. Cook said that they are considering an Educational Outreach Coordinator for Cheshire TV; this person would approach municipalities to be more proactive with programming. First Tuesday of every month at 5:30 p.m. is their Board meetings.

Cook stressed the need to fill the opening for a Swanzey representative. There was discussion about the Town sending Cheshire TV JPG files/slides about projects going on in town and they will show those slides 24 X 7 on a rotation basis. Nelson invited someone to come into the studio once a month to talk about what is going on in town. The Board thanked Nelson and Cook for coming to the meeting.

### **OLD BUSINESS**

#### **Whitcomb Hall Facility Rental**

The Board reviewed the emended rental agreement and the Board agreed by consensus to approve the agreement as presented in the Board packet.

#### **MFRC Committee Status**

Hutwelker suggested discharging the Committee for now. Branley said he thought they had served their purpose and the Board agreed to discharge the Municipal Facilities Review Committee with thanks for their work.

### **NEW BUSINESS**

**Accept unanticipated funds per RSA 31:95-b**– The Town has received the following donations during the 3rd quarter that the staff is requesting you vote to accept & expend them under RSA 31-95b. The Board was asked to accept money as follows, totaling \$14,525.21 in donations:

- \$25.00 to Carpenter Home (in memory of Doris Gilcott)
- \$513.95 to Swanzey First Responders' Assistance Non-Restricted Account
- \$388.26 to Carpenter Home Non-Restricted Account
- \$13,598.00 to Whitcomb Hall Restoration Non-Restricted Account
  - \$2,781.00 to General Donations
  - \$2,381.00 Related to Deb Crowder's Art Show
  - \$390.00 From Church Concert
  - \$1,990.00 Chicken BBQ ticket sales
  - \$5,700.00 Chicken BBQ bell ringing
  - \$356.00 Collected at Chicken BBQ (donation jars)

Colby **moved** to accept the funds as listed and to remit them to the custody of the Treasurer to be held in the General Fund or to the Trustees of Trust Funds to be held in the appropriate account. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

#### **August Expenditure & Revenue Report**

The Board reviewed the report and had no questions or comments.

#### **October Meeting Schedule**

- October 5 – Final address change hearing (first batch); Mari Brunner from SWRPC
- October 12 – Normal Meeting
- October 15 (Saturday) – 9 a.m. Coffee & Conversation; 10 a.m. Budget Work sessions (Recycling DPW, Police & Fire) will be at Town Hall
- October 19 – Normal Meeting & Budget Work Sessions (Carpenter Home, Emergency Management, & Sewer Commission)
- October 26 – Normal Meeting & Budget Work Sessions (Libraries, Open Space, & other Cultural & Recreation)

The Board reviewed the Schedule and had no concerns.

## **OLD BUSINESS**

### **911 Meeting**

Colby spoke about the E-911 Committee meeting that was held earlier today, which several residents attended. He said that getting the public involved is helpful because the committee is listening to those concerns and trying to address them.

## **ADMINISTRATIVE UPDATE**

### **Municipal Association Annual Conference**

Branley reminded the Board about the Municipal Association Annual Conference registration and noted that mid-October is the early-bird deadline. He said he can get Board members signed up should they choose to attend.

### **Tax Issues with Market Basket and Cheshire Fairgrounds**

Market Basket and Cheshire Fairground subjects were discussed briefly and Branley said in a discussion with Town Counsel about the situation, Counsel suggested that the Town is on solid ground.

## **PUBLIC INPUT**

Smith reminded the Board that there is a Conservation Commission meeting scheduled for next week.

## **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 7:17 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 7:22 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***.

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**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***.

**Personnel Acknowledgment Forms**

Personnel Acknowledgment forms were addressed citing email from Fire Chief Norm Skantze to his staff in regard to the staff replying with the acknowledgement by Friday of this week.

**Wozmak report on Carpenter Home**

Karasinski asked about the report the Board is waiting for from Jack Wozmak about the Carpenter Home. Branley said he would contact Wozmak and find out how close he is to finalizing his report.

**Cheshire TV Representative**

Karasinski noted he might have someone interested in becoming the Swanzey representative.

**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 7:30 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 5, 2016