

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 5, 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 6:01 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

Emergency Management Director Bruce Bohannon, Conservation Commission Chair Wally Smith, Historical Museum Committee members Mary Faulkner, Ruth Snyder and Jo Gregory, Planning & Community Development Director Sara Carbonneau, E-911 State representative Susan Merritt, and residents Liz Traynor, Gary Jardine, Jim Warrens, Joan Desitelle, Paul & Judy Fassett among others.

MINUTES

- The regular meeting Minutes of September 28, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of September 28, 2016. The motion was seconded by Karasinski. All were in favor. **Motion passed.**
- The non-public meeting Minutes # 1 and #2 of September 28, 2016 were considered. There was a **motion** by Colby to approve the non-public Minutes #1 and #2 of September 28, 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 62 Lot 10-3
- Report-of-cut Operation 15-441-06 – Map 12 Lot 5
- Report-of-cut Operation 16-441-13 – Map 83 Lot 1
- TA Authority to Sign Permits Related to Rental of Whitcomb Hall
- Abatement 2016-03
- Recreation Advisory Committee Charge
- Personnel Action Reports

PUBLIC INPUT

Chair Hutwelker asked for public input at this point and there was none.

APPOINTMENTS

Historical Museum Committee – Request for New Member

Mary Faulkner was present along with members Ruth Snyder and Jo Gregory to ask for an appointment of Lee Dunham as a new member of the Swanzey Historical Museum Committee. Branley asked about the terms for the present Committee members and Faulkner provided to Branley a document related to the formation of the committee. Branley explained that having member terms helps build awareness of opportunities to serve on the committee. Faulkner and Branley will work out the details on staggered terms. Hutwelker asked about how many people visit the museum; Faulkner estimated 100 general members, with 30 or so active. Eight volunteers work

regularly to open and close the museum and monitor the visitors. Hutwelker asked if there is any marketing of the museum. There was a discussion about getting elementary school students to visit the museum. There was a discussion about fund-raising. Karasinski suggested a video of the museum to be run on Cheshire TV as a way to promote the museum. Carbonneau mentioned there is a link to the museum from the Town's website, which can be updated if information is provided, and said she liked the idea of a video on Cheshire TV. Colby suggested a slide show might work. Bohannon suggested putting a video on UTube.

Mari Brunner – Southwest Region Planning Commission (SWRPC)

Brunner was present to discuss the services offered by SWRPC. Brunner passed out a copy of the Monadnock Region Transportation Report. Brunner said she is the liaison for Swanzey. Brunner reviewed the variety of services provided by SWRPC. She spoke about assistance with brownfields assessments. She spoke about one major goal being economic development. CDBG – Community Development Block Grant Program – projects to benefit low or moderate income individuals. She said CDBGs fund housing, public facilities, and economic development projects. 80% of median income for our area is considered moderate income. She also noted feasibility studies which can be done by SWRPC. They also support identifying strategies for economic development and there is data available on their website. Greg Johnson is serving on the SWRPC Economic Development Advisory Committee, which meets quarterly.

Hutwelker asked for examples of CDBG grants for economic development and Brunner said that there was a jobs program done in New Ipswich which she will provide more details about. Carbonneau suggested Rebecca Bullock be the contact person with the Swanzey Economic Development Advisory Committee (EDAC) for CDBG matters. Brunner spoke about the next meeting of SWRPC next Tuesday, October 11, 2016 beginning at 4:00 pm, which will be about the brownfields program. Hutwelker asked about the most recent and next meetings of the SWRPC Economic Advisory Committee. Brunner said they have two people on staff for economic development.

There was a brief discussion about the development of Safford Drive and about the efforts of Swanzey with a number of other area towns to develop the local economy.

Brunner spoke about the Transportation Advisory Committee. She spoke about the State of New Hampshire's transportation plans and the programs that were funded by the Transportation Program. Road safety audits can be done. She spoke about informing SWRPC when the Town has transportation projects. Colby asked to be informed when the State is doing traffic research projects in town that SWRPC is aware of.

Brunner said Lisa Murphy is the person on staff who assists with Master Plan updates. She also spoke about assistance with Emergency Management planning by staff member Rebecca Bullock and about Natural Resource planning assisted by Lisa Murphy. Brunner spoke about a category of assistance named Emerging Planning where projects that don't fit into other categories are implemented such as health improvement plan and identifying broadband resources. There was a discussion about air quality and wood stove use in the area, which has an economic impact. There was a wood-stove program that was promoted by SWRPC in the past. Brunner spoke about updating the region-wide plan – Monadnock Region future. She said the document is available on the SWRPC website. Hutwelker asked if Brunner will also inform the Board about whether or not the wood stove change-out program is still on-going. Carbonneau said the services received from SWRPC are valuable. Hutwelker thanked Brunner and asked her to return every six months or so to update the Board of Selectmen.

OLD BUSINESS

Update on Personal Property in Grange

Branley said that he spoke to Eileen Longe and she said they have made some progress removing the personal property in the building and expect to have it all out within a couple of weeks. Longe asked Branley what the plan

for the building is and he told her that at this point he did not understand that there was a plan other than to try to find ways to use the building.

West Swanzey AA Bench & Monument Policy

Branley reported that Town Counsel saw the draft of the Bench & Monument Policy and said it was okay to move ahead with it. Colby said he would like to review the document one more time and Branley agreed to place the document in the packet for next week.

Carpenter Home Expenses

Branley spoke to the Board about the need at the Carpenter Home to paint trim at a cost of \$2,800.00 which he said the Board has already agreed on. Branley suggested spending additional funds to paint, glaze, and caulk windows and doors as needed now or this work could wait until spring. Branley said he needs another \$2,100.00 for the work on the windows and doors. An expenditure of \$2,500.00 was approved in the past. Discussion was held by the Board and Colby stated the work on the windows may make them more efficient over the winter, the Board agreed to fund the project now.

Motion was made by Colby to approve the expenditure of \$2,100.00 to paint, glaze, and caulk windows and doors at the Carpenter Home to be funded from the Lucy Carpenter Income Common Trust Fund. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

2016 Audit Recommendation

The Board reviewed a recommendation from Bookkeeper Louder to retain auditors Vachon & Clukay. Over the course of the 5 year potential contract including single audits they will be a total of \$3,550 more expensive than our second firm, Roberts & Greene. Branley noted he felt financially even though they are not the least expensive retaining Vachon & Clukay shows the RFP was successful because they sharpened their pencil and were offering a lower cost than the Town paid for this year's audit. Karasinski asked how often a single audit was required and Branley stated it depended because it is a requirement if the Town receives significant federal funds.

Colby **moved** to award the 2016 Audit Contract to Vachon & Clukay with a cost of \$19,775 for 2016, if Single Audit is necessary an additional \$1,995 and if Additional Labor is necessary at \$100-225 per hour with four one-year renewals and to authorize the Town Administrator to sign relevant contract documents. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Fire Department Expenditure – Pagers

Chief Skantze requested approval of an expenditure of \$4,150.00 for pagers from the Emergency Communication Expendable Trust Fund, which has an estimated balance of \$67,068.15. Three quotes have been provided to comply with the Purchasing Policy. There was a discussion about Emergency Management not being informed of the proposed purchase. Bohannon stated a form was developed several years ago to be signed off on by all department heads who utilize the expendable trust fund so they are kept informed. Colby said he did recall that the Department Heads would get together to discuss these kinds of purchases. The Board agreed to table this request for now until Skantze had the appropriate form filled out.

PUBLIC HEARING

Proposed changes to addresses and street names - Public Hearing opened at 7:00 pm

Bohannon presented the E-911 Committee recommendations to make the changes as follows: North Grove Street and South Grove Street (with new numbers) renamed to Summer Street, North Pine Street to become Walnut Street, Old Eaton Road to become Cedar Road, Old Lake to become Underwood Road, Matthews Road 302, 304,

306 to become a private road named Yale Lane and South Grove 52, 54, and 56, to become a private road called Apple Lane. He said the names were chosen by unanimous vote of the Committee.

Resident Gary Jardine asked several questions, one was about GPS finding the property, and another was about a street sign. Jim Warrens of Matthews Road asked who wants to have a private road and why. Bohannon said there were three addresses on the shared driveway and therefore according to State recommendations and now Town policy it should be a private road. Joan Desitelle noted that the North Pine Street sign has been torn down and Bohannon said he would speak to Department of Public Works (DPW) personnel about the fact there is an issue with the sign, including the South Grove Street sign noted by Jardine.

Public Hearing closed 7:11 pm

Motion was made by Colby to approve the names changes as follows effective January 5, 2017: North Grove Street and South Grove Street (with new numbers) renamed to Summer Street, North Pine Street to become Walnut Street, Old Eaton Road to become Cedar Road, Old Lake Street to become Underwood Road, Matthews Road 302, 304, 306 to become a private road on Yale Lane and be renumbered and South Grove 52, 54, and 56, to become a private road called Apple Lane and be renumbered. Karasinski seconded the motion and there was no further discussion. All were in favor. ***Motion passed.***

PUBLIC INPUT

Discussion between Town and School District regarding buildings

Gary Jardine asked about the news article that said the Town might be interested in switching buildings with the school district. Hutwelker said that the article made it sound like discussions were further ahead than they really are. He said the purpose with meeting with Monadnock Regional School District (MRSD) School Board Chair Michael Blair was to open communication with the School Board and to discuss properties which might benefit both the School District and the Town. Colby stressed that the conversation was only exploratory.

Wilson Pond Issue

Paul Fassett spoke about unsanitary conditions at the beach at Wilson Pond. Hutwelker said they will inform DPW and the Police Department about the situation.

NEW BUSINESS

ZIP CODES

Bohannon spoke about Zip Codes. He said there was a letter received from the USPS today saying that an evaluation must be done before a zip code change can occur. There was a discussion about getting the letter writer to meet with the Board and/or Bohannon. Also discussed was continuing to keep our legislators involved so they can assist.

Understanding the Equalization process

It was noted that the meeting on this topic is next Tuesday hosted by the County.

School Board invitation to meet with Board

The Board asked Branley to request the Swanzey School Board members meet next week with the Board to discuss the vacancy on the school board.

112 Pine Street – back lot with trailer

Branley provided a letter to the Board from Attorney Ladd stating Mr. Beach's intention to repurchase this property. Branley discussed with the Board the possibility of some sort of remuneration in exchange for Mr. Beach

signing his interest in the property over to the Town instead of repurchasing it. There was a discussion about the usefulness of the lot (1.1 acres) and the reason for the desire of Beach to repurchase the lot that doesn't have any road frontage. There was a discussion about how much time Beach has to buy the lot back and whether there is a valid right-of-way on the property. The Board agreed they did not want to try to buy out Mr. Beach's interest in the property at this time.

ADMINISTRATIVE UPDATE

Capital Improvement Program (CIP) Committee

Branley recommended adding Don Skiba to the Committee with Selectman Karasinski becoming an Ad Hoc member. The Board briefly discussed adding Skiba to the CIP Committee as a member with a two-year term. Hutwelker said that Skiba has agreed to serve on the Committee.

Motion was made by Colby to appoint Don Skiba to the Capital Improvement Program Committee for a two-year term. There was a second to the motion by Karasinski with no further discussion. All were in favor.

Motion passed.

OTHER BUSINESS

Ribbons Honoring Police

Colby spoke about resident Joanne Barnes asking to put out blue ribbons on Town property to recognize the police, primarily on trees. Consensus of the Board was that Barnes may place the ribbons on Town property and to have Colby relay the message.

Street Name Changes – Second Group

Branley and Bohannon stated the E911 Committee had agreed to change the procedure and start with an information session, then hold an official public hearing a few weeks later after getting some input from residents. Branley confirmed that letters were sent to owners of properties impacted by the name changes as to when the public hearings would be held. Smith said that it is good to repeat communication with residents. Colby noted that there was some input from residents which the 911 Committee listened to. Smith said it is crucial to repeat information to people. Hutwelker said he agrees with Smith that repeating the information gives residents multiple times to hear and respond to the information. Colby said it was important to have Sue Merritt present as well.

The Board considering changing the process and Colby and Karasinski leaned toward retaining the existing process. The Board agreed to continue the same sequence by consensus. Bohannon stressed the importance of the notification process. Hearings to be held October 12, 2016 at Whitcomb Hall, October 19, 2016 possibly at MRHS and November 2, 2016 at Whitcomb Hall. There is an E-911 Committee meeting scheduled for October 26, 2016 in which input from residents will be welcomed and considered.

Lands for Sale

Smith spoke about wetlands for sale at South Road and at Carlton Bridge and said the Conservation Commission supports the acquisition of both parcels of land by the Town.

Colby left the room temporarily at 8:05 pm.

Cheshire TV Board

There was a brief discussion about the opening for the Swanzey representative on the Board of Directors.

Hutwelker **moved** to appoint Colby to the Cheshire TV Board. There was a second by Karasinski and no further discussion. Both were in favor. ***Motion passed.***

Tree Removal

There was a brief discussion about a resident on a fixed income desiring a tree be removed from her property at a cost to the Town. Branley said that the resident has already spoken to Human Services and Resources Coordinator Coates and Coates is handling the situation, however he did not think there was anything the Town could do.

Colby returned to the meeting at 8:10 pm.

Safford Drive Speed Limit

The Board asked Branley for an update on setting a speed limit for Safford Drive and Branley responded that he was planning to have the hearing on November 2nd at Whitcomb Hall. There will also be a hearing that night regarding donations of labor, services, and property to benefit the Whitcomb Hall project.

NON-PUBLIC SESSIONS

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 8:15 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 8:16 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 MATTERS

Brown Field Matters

Hutwelker asked Branley to set up an appointment with the person who is managing Brown Field activities.

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 8:18 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 8:33 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***.

Employee Handbook

Colby asked about whether employees have complied with a request from Human Services and Resources Coordinator Edna Coates to have each employee document that they have read the handbook. He noted today was the deadline.

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 8:35 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on October 12, 2016