

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – October 19, 2016  
Monadnock Regional High School, Cafeteria Annex  
580 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 Monadnock Regional High School Cafeteria Annex, 580 Old Homestead Highway, Swanzey, NH. 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**

Conservation Commission Chair Wally Smith, Falls Brook Culvert Project Manager Amanda Littleton, Carpenter Home Administrator Judy Bohannon, Emergency Management Director Bruce Bohannon, Susan Merritt from the State 911 Office, Bill Snyder and Sandi and Glenn Page from the Sewer Commission, and residents Katherine Snow, Gus Lerandeau, Bob Nadeau, Ron & Jane Parent, Bill Hapendorf, Cindy Freihoffer, Jolene Fanning, Gordie Ayotte, Sonia Faulkner, and several other members of the community.

**MINUTES**

- The regular meeting Minutes of October 12, 2016 were considered. There was a **motion** by Karasinski to approve the regular Minutes of October 12, 2016. The motion was seconded by Colby. Karasinski noted that on page 1 it was he who swore in Lee Dunham to the Historical Committee not Chair Hutwelker and Bernard said she would correct the minutes. All 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. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- West Swanzey AA Memorial Park Bench & Monument Donation Policy
- Personnel Action Reports

**PUBLIC INPUT**

Lerandeau praised the high school cafeteria annex room for meetings.

**APPOINTMENTS**

**Amanda Littleton – Falls Brook Culvert Project Wrap-up**

Littleton was present to follow up on her request for additional funding from the Town to close the funding gap for the project. Littleton said that additional funds could come out of administration fees, which is normally 10% of project cost. Hutwelker offered for the Board \$2,500.00 from the DPW Operating Budget of the Town of Swanzey and Littleton thanked the Board for their assistance. Littleton noted that there will be a meeting on Friday at the site of the project with Meghan Foley from the Keene Sentinel and invited interested parties to attend.

**Sewer Commission – 2017 Budget Request**

Glenn and Sandi Page and Bill Snyder were present to speak to the Board about the Sewer Commission budget. Page spoke about the State's plan to pave State Route 32 in 2017, which will impact on the Town's sewer manhole covers on the highway. Page said that there is a question as to the cost for the work to raise the manholes, which will be included in the contract and paid by the Town. Page spoke about the ongoing Keene plant upgrade, and that Swanzey is responsible for a portion of the cost. Page also spoke about lagoon treatments for sludge and phosphoresce removal. Hutwelker asked how the Town would pay for the work on the manhole covers and Page said that there are substantial reserves in the capital reserve account for paying for that work. Sandi Page said the numbers in the budget request are right on target. The Board thanked them for their work.

#### **Carpenter Home Administrator Judy Bohannon – 2017 Budget Request**

Bohannon was present to speak to the Board about the budget for the Carpenter Home. Branley noted a \$16,000 loss thus far through three quarters, so the final loss is on pace to be under the \$30,000 projected. Bohannon said the main problem is that she cannot keep employees for part-time up to 29 hours per week. She spoke about the revolving door for staff because they get no benefits and they need more hours. Bohannon said that doing it this way is not fair to the residents and the staff. She said the residents want to know what is going to happen in the future; and she noted her contract is up in March 2017, and she cannot advise them. She said the Town cannot level fund the home given how healthcare is today. She spoke about an idea from State Representative Ben Tilton who suggested giving operations to a third party while the Town receives lease money for the land. Bohannon said if the Town is going to stay in the healthcare business, two full-timers in addition to the administrator is not adequate. She noted that the State pays only \$49.00 per day for Medicaid patients. She said when there are Medicaid patients without Social Security then the family needs to contribute to the cost for the room. She mentioned that having a regular maintenance man for 29 hours per week would be helpful. Hutwelker said the Board didn't have time tonight to discuss a change in operations, just the budget, but another meeting could be planned for that. Karasinski asked how the revenue was projected and Branley said he assumed one most-expensive room was vacant when projecting revenue. There was a brief discussion about the census. Max number is 16 residents and there was a discussion about the current census which changes on a day to day basis.

Line items full-time and part-time salaries were discussed in the budget. Branley said the actuals in 2016 will be under budget in part-time staff, but over in over-time payroll. Bohannon said that her budget request is realistic as to what it costs to run a healthcare facility. She noted that all the other healthcare facilities are looking for Licensed Nursing Assistant (LNA) help too. She also noted that the pay scale is fair, but that other facilities provide some benefits. Given what Bohannon felt is necessary to run a healthcare facility, a \$77,000 loss is shown on her proposed budget. Branley noted that the projected income from the trust is about \$30,000 per year. Branley said line item building maintenance could be reduced and there are other costs that could be reduced but a subsidy would be asked of the taxpayers. Bohannon said that the Town cannot raise room rates unless the rooms are substantially improved. There was a discussion about maintenance man hours that are allocated from the Department of Public Works (DPW), but Bohannon noted those services aren't available to the Home on a regular basis. Hutwelker thanked Bohannon for her work.

#### **Emergency Management Director Bruce Bohannon – 2017 Budget Request**

Bruce Bohannon was present to discuss his proposed budget with the Board. He noted there is no money coming in from Vermont Yankee with the exception of \$2,000 this year and subsequently will be \$1,000 for a few more years before ending completely. He said that in the past as much as \$16,000 was provided by Vermont Yankee. Bohannon noted that a generator will be donated by the county for the Mt. Caesar repeater project. He said the Town will need to pick up the cost of fuel for the generator. Hutwelker asked who is responsible for maintenance of the rail trails. Bohannon said it is a group of volunteers. He spoke about possibly using county inmates for trail maintenance in the future. There was a brief discussion about the bridge for the rail trail over State Route 101.

## **NOMINATIONS**

### **Barbara Skuly – Ashuelot River Local Advisory Committee**

Colby **moved** to recommend appointment of Barbara Skuly to the Ashuelot River Local Advisory Committee. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

## **NEW BUSINESS**

### **Department Head Evaluation Form & Schedule**

This was briefly discussed. Colby said that Evaluations have been historically done after the Deliberative Session. Hutwelker suggested providing the form to the Department Heads so they can evaluate themselves to compare to the Board's evaluations. Hutwelker said he would like to see Evaluations done sooner. The Board agreed to wait until next week to review the form and discuss further.

### **Police Department Site Plan Revisions**

An estimate was provided from Brickstone Land Use Consultants to update the site plan based on the slightly modified design. The proposal is for not to exceed \$1,000 and is needed to update the site plan and estimate to move this proposal forward for action this year. The Police Facilities Expendable Trust Fund has an estimated balance of \$3,195.57.

Colby **moved** to approve the expenditure of up to \$1,000 from the Police Facilities Expendable Trust Fund for the purpose of updating the facility site plan. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

## **PUBLIC INFORMATION SESSION**

### **Proposed changes to addresses and street names - Public Information Session opened at 7:01 pm**

Bohannon presented the E-911 Committee recommendations to make the changes to the following streets: Centerview Circle, Depot Road Extension, Homestead Avenue, Houghton Point South, Houghton Point North, Lake Shore Road, Maple Street, Massey Hill Road, and creation of two private roads off Old Homestead Highway for Edgewood Apartments. This was the second of the informational sessions, with input requested back by 10/26/16 and final decisions to be made on 11/2/16.

Bob Nadeau, Lake Shore Road, asked about changing numbers as well as street names. Bohannon said that on Lake Shore Road the numbers will stay the same.

Bruce Bohannon explained the need for the address and number changes requested for 911. Bohannon spoke about the emergency situations where confusion has resulted in emergency responders going to the wrong addresses. Bohannon gave the group a brief history involving the work of the committee and named the members of the committee. He introduced Susan Merritt for the E-911 State Office. Bohannon provided some proposed new names for streets and said the committee was open to more suggestions. Bohannon explained that the Town is trying to get the zip code for all of Swanzey changed to 03446 instead of the current practice of using Keene zip code 03431 for north Swanzey residents. There was a discussion about Hyponeco Road and the history of the area.

Katherine Snow asked about a zip code update. Bohannon said that concern from the postal service is that all residents would not be happy with a zip code change, therefore a survey is being considered. Bohannon said that the Town is waiting on the postal service to consider doing a survey. Snow asked if the Town could delay the street name changes in North Swanzey until the zip code situation is determined and Bohannon said the committee will need to get a response from the postal service as soon as possible. Nadeau provided a list of names for Lake Shore

Road to Bohannon. Colby said that letters have been sent to Senators and Governor's office to get affirmation to the postal service about the need to change the zip code and only Kelly Ayotte's office has responded. Bohannon noted that the postmaster from Keene post office is in favor of the change in zip code.

Ron Parent, 15 Houghton Point South, asked how the decision will be made for new street names. Bohannon said the committee would like names proposed by the residents. They will be providing a recommendation to the Board, one or two names. Jane Parent, 15 Houghton Point South, noted Winter Street is already in Keene. She said that she would prefer a Swanzey zip code. Bohannon asked for letters from residents to forward to the regional postal office in Maine. Bill Hapendorf, Houghton Point South, asked about delivery of mail coming from Swanzey, and Bohannon said that would not change – all the mail comes out of Keene – and is not going to change. Nadeau noted there is no delivery out of the Swanzey post offices. Jolene Fanning, Houghton Point South, said she would rather have a Swanzey zip code and Branley suggested that residents bring their letters to Town Hall so that they can be combined and sent to State officials. She requested some official letter from the Town. Bohannon said all residents will get a letter as to what their final address is going to be. Branley said change of address will be taken care of by the Town.

Susan Merritt said each town has its own emergency service number (ESN) so zip code doesn't come into play for 911. Cindy Freihoffer, Massey Hill Road, asked how "Birch" was chosen for her street and Bohannon said the committee will consider any name recommended by the residents. Gordie Ayotte, Maple Street, pointed out there are seven homes on Maple and only two on Ashuelot and asked why the seven homes were being changed and two to remain the same, suggesting two homes having to change would have a smaller impact than on seven families. Sonia Faulkner, Homestead Avenue, asked whether their numbers would also change along with the street name. Bohannon responded that for Homestead Avenue the numbers will likely remain the same. Nadeau spoke about Pasture Road that almost immediately changes to three other names. He suggested that Wilson Pond Road should be the main road. Bohannon thanked the residents; he told them the 911 Committee will meet on October 26 at Whitcomb Hall at 10:00 a.m. The Board also thanked the residents for coming to the session.

#### **Public Information Session closed at 7:35 pm**

Branley briefly discussed with some residents their interest in having the Town take over a Class VI section of Massey Hill Road and said he would set up a meeting with them.

#### **NEW BUSINESS**

##### **Resignations of Open Space Committee (OSC) Members**

The Board read the resignations of Victoria Reck Ames, Jeanne Thieme, Theresa DiLuzio, and Sharon Greatbatch. Branley said that he spoke to Ames and she said that the members are ready to move on to other projects. Karasinski asked if they thought the committee has met its purpose. Colby noted that they wanted to disband the committee earlier in the year and Colby suggested they stay together and come in to talk to the Board. Colby said that this committee is like a cheer-leading group. He also noted that after their retreat in January, they decided to meet once every couple of months instead of monthly. Colby said that he felt that the decision was made a while ago to terminate the committee. Smith said that the OSC has been the advocate for easements. He spoke about the recommendation of the Conservation Commission for the purchase of the South Road and Carlton Road properties being addressed by questions from Ames to Smith. Hutwelker asked to postpone a decision to accept the resignations until the members come in to speak to the Board. Colby and Karasinski agreed.

#### **OLD BUSINESS**

##### **Brown Field Update**

Branley said he met with the new Brown Field Manager, Jessica Leventry, and also Debbie Clark from the Brown Field Committee. He said the meeting was positive and all agreed that items need to be clarified. He said that Leventry and Clark were fine with the idea of having an agreement for use of the field. Branley suggested that they come in to meet with the Board on the 26<sup>th</sup> of October and the Board agreed.

### **Administrative Update**

Branley said he does have pricing information for Fast Roads at Town Hall. He also noted that he would want to make sure EMF, Inc. was okay with Fast Roads, which is less expensive than Time Warner. Bohannon said that they use the Town's facility but the Town does not get any leasing money and the Town pays for heat and electricity. Police Station is the hub for Fast Roads. He said that the Police Department should be included in any negotiation.

### **PUBLIC INPUT**

Smith noted the donors for Whitcomb Hall and he suggested a plaque on the building with a list of donors might encourage others to contribute.

### **NON-PUBLIC SESSIONS**

#### **Non-public session(s) per RSA 91-A:3II(b) Hiring of Public Employee(s)**

**Motion** was made by Karasinski to enter nonpublic session pursuant to RSA 91-A:3 II (b) Hiring of Public Employee(s), seconded by Colby. 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 Karasinski to come out of non-public session, seconded by Colby. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 8:03 pm.

**Motion** was made by Karasinski 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 Colby. All were in favor and the ***motion passed***.

#### **Non-public session(s) per RSA 91-A:3II(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 8:03 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 8:05 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***.

### **ADJOURNMENT**

**Motion** to adjourn the meeting was made by Karasinski. The motion was seconded by Colby without further discussion. All were in favor. **Motion passed.** Adjournment occurred at 8:06 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on October 26, 2016