

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – October 26, 2016
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, NH

CALL TO ORDER

The meeting was called to order by Selectman Kenneth P. Colby, Jr. at 6:00 p.m. at the Swanzev Town Hall at 620 Old Homestead Highway. Present were Selectmen Kenneth P. Colby, Jr. and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Recording Secretary Beverly Bernard. Selectman William Hutwelker III joined the meeting at 6:24 p.m.

OTHERS PRESENT

Jennie & Mike Gomarlo, Sue Ellis representing the Stratton Library, Richard Scaramelli representing the Mt. Caesar Library, Recreation Director Ian Fraunfelder, Conservation Commission Chair Wally Smith, and Old Home Day Committee Chair Joanne Stroshine.

MINUTES

- The special meeting Minutes of October 15, 2016 were considered. There was a **motion** by Karasinski to approve the special meeting Minutes of October 15, 2016. The motion was seconded by Colby. Both were in favor. ***Motion passed.***
- The regular meeting Minutes of October 19, 2016 were considered. There was a **motion** by Karasinski to approve the regular Minutes of October 19, 2016. The motion was seconded by Colby. Both were in favor. ***Motion passed.***
- The non-public meeting Minutes # 1 and #2 of October 19, 2016 were considered. There was a **motion** by Karasinski to approve the non-public Minutes #1 and #2 of October 19, 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
- Personnel Action Reports

PUBLIC INPUT

Colby asked for input and there was none at this time.

APPOINTMENTS

Stratton Library Trustees/Treasurer – 2017 Budget Request

Jennie Gomarlo and Sue Ellis were present to speak to the Board about their budget requests. The request is for \$48,275.00 which is about a 9% increase. Ellis said that she is unsure about insuring the contents of the library and its associated cost. There was discussion about the cost of insurance for the contents. It was noted that a 2.92% increase is requested for both the Stratton Library and Mt. Caesar Library together. There was a discussion about the condition of the roof of the Stratton Library. Branley noted the Capital Improvement Program Committee (CIPC) is working on capital projects and asked if Ellis and Gomarlo had any projects planned for 2017 they should inform the Board as soon as possible. Gomarlo and Ellis said that no major projects were planned for 2017. The Board thanked both ladies and they left the meeting.

Mt. Caesar Union Library Trustees/Treasurer – 2017 Budget Request

Richard Scaramelli was present to speak to the Board about the budget request. The request is for \$78,500 from the Town. Scaramelli noted cuts in expenses and also noted a new line item for Retirement (SEP IRA) program for a long valued employee, which will be approximately \$1,000. He also spoke about costs associated with heating oil, salary increase of \$500, and \$0.25 per hour increase will go to two assistants. Scaramelli spoke about needing to paint one side of the library scheduled for some time in 2017, and he noted issues with the boiler every heating season. He also spoke about needing to be compliant with American Disability Act (ADA) regulations to be able to use the second floor for meetings. Scaramelli said that the approximate cost would be \$160,000 for ADA access, which is a cost which can be pushed out for the next decade. Scaramelli said he would be resigning as Treasurer of the library as of the next meeting and will complete an historical nomination for the building. He said the building was a Unitarian Seminary and an Academy at different times in the past and the Grange across from the library was a dormitory for the Seminary and Academy. The Board thanked Scaramelli for his contributions to the library.

Brown Field Manager Jessica Leventry

Jessica Leventry was present, as was Ian Fraunfelder, Recreation Director, to speak to the Board. Hutwelker asked the question about how the decision was made about cutting of trees. Leventry gave some background on how she came to become Manager. She spoke about lack of communication between the various interested parties using the field. She said her focus was getting the field cleaned up this year. She spoke about having a women's tournament in the spring to raise funds for new stalls in the bathrooms, replace rotting boards, fix picnic tables, raise the backstop up since children play back of the backstop, and extend the fencing about 50 feet. She said she would like to enclose the field someday, and upgrade the lights. She said that she would research grants for replacing the lights or re-position the lights. She noted that the leagues using the field will help raise funds to do some of this work.

Fraunfelder said he would be there to be of assistance. He noted that lights would be helpful for soccer and important to make the field safer. Colby noted that it is good to have a dialogue with folks who are responsive to the Board since there wasn't much of any communication in the past. He also noted the fact that the trees were cut in addition to those the Board was informed about. Karasinski asked about a possible ice rink for skating in the winter and updating the bathroom facilities to use in the winter. Leventry spoke about the Snack Shack being quite small and it would be nice to expand using the storage area behind.

Hutwelker asked about the agreement that is used by Lane Fields. Leventry said that she thought it could be used by Brown Field as well. Branley said he would work with Leventry to come up with an agreement that works for them. Leventry said she would like to see the agreement completed by end of January 2017. She noted that she would like to get the Town a set of keys for the field and to keep track to who is getting access to the field. There was a discussion about trying for donations and Hutwelker asked about the possibility of advertising along the fencing. Leventry spoke about adding a concrete pad beneath the bleachers to make it easier to clean. Hutwelker noted that the group using Lane Fields had raised funds and he suggested Leventry might gain some insight to what is involved by speaking to those folks. Branley agreed to work with Leventry and Fraunfelder on getting the agreement in place. There was a discussion about the source of funds for projects for Brown Field. Hutwelker suggested focusing on establishing communication and identify projects and sources of funding first.

Colby added that projects that might be helpful to neighbors should be considered, and that communicating with the neighbors is a good idea. The Board thanked Leventry.

Recreation Director Ian Fraunfelder – 2017 Budget Request

Fraunfelder said is asking for \$20,000 more than last year, which would be about 21.95% increase from 2016. He is asking for \$89,884.00. For 2016 \$71,000.00 was approved. He spoke about utilizing Whitcomb Hall for new

activities supported by a new line item, *Adult Programs*. He mentioned movie nights and game nights as possibilities. He suggested ideas like showing a movie and providing a drink and/or candy for some price. The second new line item is *Richardson Park Store* to sell items to the children using the park. The store has been in place for years, it is only a change in how it is being accounted for. Hutwelker noted that since the Town is trying to level fund this year, perhaps the added programs could try to raise enough funds to service the costs for the programs. Wages were discussed and the Recreation Committee was discussed. Hutwelker suggested Fraunfelder speak to former Recreation Director Judith Bohannon for any ideas because of her experience. The Board did inform Fraunfelder that he would be expected to be at the Deliberative Session to explain the programs he is asking for support from the taxpayers. Hutwelker said that Fraunfelder should be a cheerleader for his programs. Colby noted that Fraunfelder should also be present for the Budget Hearing. Branley spoke about increased participation and revenue in the existing programs in 2016, although he noted that one year may be random. Fraunfelder suggested that he might invite non-Swanzey kids to participate in the Richardson Park program in the summer. Karasinski noted that the Adult Programs would probably be self-funded. Branley stated in addition to the budget he is proposing creating a Recreation Revolving Fund, which serves as a wash account for self-funded programs. If the fund is created this year, the budget may be able to be reduced in 2018 as self-sufficient programs are run out of the fund. The Board thanked Fraunfelder for his work. Karasinski suggested creating a rink at the area where the trees were stumped or somewhere else on the Brown Field property. Fraunfelder agreed to explore this option.

Old Home Day Committee Chair Joanne Stroshine – 2017 Budget Request

Stroshine was present to discuss the budget request. Branley said the details were looked at and it was agreed with Stroshine that \$6,500.00 was the amount to request. The last few years the expenses were around \$7,000. Stroshine asked where the money goes that is brought in by the event and noted that in 2016 about \$1,000 was taken in. Branley stated revenue comes into the general fund and does not reduce expenses. Hutwelker asked if Stroshine needs help from the Board and she said she couldn't think of anything at the moment. Stroshine complimented the Old Home Day Committee as being a hard-working committee. Colby spoke about the current route of the parade, which he prefers. Hutwelker asked if possible to get the Monadnock Regional High School (MRHS) band involved and Stroshine said the kids disperse over the summer and it is hard to get them together once they have dispersed. She said the Car Show has done well and grown substantially. The Board thanked Stroshine for her work on the Old Home Day Committee.

Rail Trail Administrator Bruce Bohannon – Rail Trail Mowing Expenditure

Bohannon was present to request authorization for expenditure from the Rail Trail Non-Restricted account, which has an estimated balance of \$10,669.64. He said he would like to accomplish mowing from Homestead Avenue to Depot Road Extension. He noted that we did not get an \$80,000 grant that he had hoped to get. Instead he hoped to do some small projects. He said he wants to get mowing and culvert work done. He said he has a Dec. 15th deadline when the trails are opened for snowmobile use if there is snow. Bohannon said it is hard to get someone with specialty mowers with extended arms. He noted he had three quotes for mowing including one for leasing the equipment. Bohannon said he prefers to use John Brown & Sons since their service is all inclusive, including the operators and the equipment at \$1,600 per day. He estimated that five days would be the maximum amount of time involved costing about \$8,000.00. He noted that John Brown & Sons handle all the insurance and do this kind of work for public service companies. He said that the Conservation Commission has offered \$5,000 to pay for the work and the balance will come from the Non-Restricted Account. There was a discussion about \$7,500 from Kingsbury. He also asked about Recreational funds but he said he isn't counting on that. Karasinski said that John Brown & Sons sounds like the best offer. They would do the rail trail at the same time as the power lines. Hutwelker suggested that they should be able to complete the task in four days and Bohannon agreed.

Colby **moved** to approve the expenditure of up to \$8,000.00 from the Rail Trail Non-Restricted Account for the purpose of mowing from Homestead Avenue to Depot Road Extension. There was a second by Karasinski and no further discussion. All were in favor. **Motion passed.**

Bohannon spoke about repairing two culverts on the rail trail, including the wet spot on the trail near Homestead Avenue. The Board thanked Bohannon for his work.

Culture Budget

Patriotic Purposes was discussed and the amount being budgeted. Flags were discussed. The Board decided to leave budgeted amount as is.

PEG Access Channel fees (Public Educational Government channel) was briefly discussed. Branley stated this is essentially a wash where franchise fees come to the Town and then are paid to Cheshire TV for public access television.

Conservation of Natural Resources was discussed. Branley stated the Conservation Commission is continuing to only need payroll for the minute taker from the General Fund. Open Space Committee had requested \$3,500 which is somewhat potentially in flux with the status of the committee.

NEW BUSINESS

2016 Tax Rate Setting

Branley reported that the Board had projected a Town tax rate of \$6.06 based on the budget and other spending articles at Town Meeting. Based on the Town Meeting result, he recommended they stick to their projection for the Town portion.

The chart below shows what that adjustment would result in for a 2016 Town and overall tax rate as compared to 2015.

	2015	2016	% Increase
Town	5.90	6.06	2.7%
County	3.45	3.50	1.4%
Local School	14.84	16.90	13.8%
State School	2.39	2.41	0.8%
Total	26.58	28.87	8.6%
Total w/ NO Swanzey	27.23	29.55	8.5%

There was a discussion regarding the fund balance and the projected tax rate which is projected to increase by 2.72%.

Colby **moved** to direct the Town Administrator to set the 2016 overall tax rate at \$28.87. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Carpenter Home Gardening –

Branley reported that Carpenter Home Administrator Judith Bohannon requests of the Board appropriation of donations received to benefit the Carpenter Home for plants. Kathy Nicholson will donate her time to do the gardening. The Carpenter Home has an estimated balance of \$99.30 in donations. This will clean up the last of the

donations to the Carpenter Home held in the general fund; going forward this money will be held more appropriately in the newly created non-restricted account.

Colby **moved** to approve the expenditure of up to \$99.30 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.**

November Meeting Schedule

The November schedule was discussed:

- November 2 – Meeting at Whitcomb Hall; final meeting / formal public hearing on current street name change batch; budget meetings with Administration, Land Use, Health/Welfare, other warrant articles
- November 8 – General election; administrative meeting at CLF
- November 9 – Normal Meeting
- November 16 – Follow up budget meetings with Fire, Police, DPW, Recycling, Carpenter Home, and other departments as needed
- November 23 – Day before Thanksgiving - The Board agreed to forego meeting this week
- November 30 – Normal Meeting; follow up budget meetings as needed

The Board decided to meet at MRHS on Saturday November 5, 2016 for a School District meeting that the Board has been invited to. There will be no Coffee & Conversation meeting for November.

September Expenditure & Revenue Report and 3rd Quarter Financials

The Board reviewed memo from Bookkeeper Louder and summary sheets.

OLD BUSINESS

Department Head Evaluation Form & Schedule

The Board discussed the proposed form and when to get the Evaluations done. The Board agreed to use the form as drafted. Colby suggested getting together to discuss evaluations as a Board just after the Budget Hearing. Monday after the Budget Hearing was agreed upon for the Board to review the forms.

SWRPC Follow-up

Mari Brunner provided follow up responses to questions from the Board. The Board discussed the information and Hutwelker suggested meeting with Jack Dugan for help with CDBG projects for economic development and invite Steve Bittel, Chair of the Economic Development Advisory Committee, as well. Branley agreed to work on scheduling Dugan.

PUBLIC INPUT

Wally Smith spoke about the meeting last evening sponsored by the Cheshire Conservation District and noted the Swanzey Falls Brook project was highlighted. Smith also spoke about the guest speaker who provided an interesting talk on coyotes.

ADMINISTRATIVE UPDATE

IT Services

Branley said the IT contract runs through May 2017 and an RFP would go out at the end of this year.

Online Vehicle Registrations

Branley said Town Clerk Ron Fontaine has requested approval for one check to be written for both State and Town fees. He said that the Town must be able to do that before credit card or online payments online can be considered for motor vehicle registrations.

Carpenter Home Administration

Branley said staff is reviewing applications for the position and interviews are in process. He noted that Jack Wozmak will be involved in the process.

Open Space Committee (OSC)

Branley said the OSC has asked that any discussion with the Board be in non-public session based on Reputation. Colby suggested November 9, 2016 for this meeting with the OSC at 5:30. Hutwelker asked Branley to gather the information as to why the Committee was originally formed.

Town Holidays

Branley asked the Board if they were agreeable to using Survey Monkey to survey the staff as to their preferences for discretionary holidays such as Martin Luther King Day, Columbus Day, Presidents Day, Veterans Day, and the day after Thanksgiving. Colby pointed out that the Town is a service organization and it needs to be open to serve the public. Karasinski said he assumed the Board would set the schedule. The Board decided to stay with the same schedule as in the past and not conduct a survey.

Branley suggested the Board consider an annual recognition/holiday/end-of-year dinner for employees – an evening out of Town Hall. The Board said that they would consider it and he should get details from Papagallos.

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 8:22 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on November 2, 2016