

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – November 2, 2016
Whitcomb Hall, Main Street
Swanzey, NH

CALL TO ORDER

The meeting was called to order by Selectman W. William Hutwelker III at 6:00 p.m. at Whitcomb Hall, Main Street, West 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, Director of Planning and Community Development Sara Carbonneau, Health Officer Pam Fortner, Whitcomb Hall Committee members Director of Public Works Lee Dunham, Mike Gomarolo, Gail Wood and Pete Johnson, Homestead Building Manager Christiana Ezzo representing The Liebler Company, owners of the building, E-911 Office member Susan Merritt, and several residents including John & Liz Traynor, Stephen and Donna Kumorek, and Bob Nadeau.

MINUTES

- The regular meeting Minutes of October 26, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of October 26, 2016 with correction to the spelling of Sue Ells name. The motion was seconded by Karasinski. All 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
- Tax Warrant #2016-02
- Raffle Permit #2016-25 – Monadnock Regional High School (Senior Project)
- Intent-to-cut Operation 16-441-18 – Map 47 Lot 1, Map 48 Lot 1, and Map 58 Lot 29 & 30
- Monadnock Regional School District Payment Schedule 2016/2017
- Release of Public Assistance Lien
- Deputy Health Officer Appointment – Code Enforcement Officer Mike Jasmin
- Personnel Action Reports

PUBLIC INPUT

There was none.

APPOINTMENTS

Health Officer Pam Fortner – 2017 Budget Request

There was a discussion regarding the budget request of Fortner. There was a discussion about mileage reimbursement for travel for Fortner's work. Carbonneau spoke about restoring a water fountain in Town Hall. The Board thanked Fortner for her work.

Director of Planning & Community Development Sara Carbonneau – 2017 Budget Request

There was a discussion regarding the budget request of Carbonneau. She spoke about the need for software program upgrade for Building Permits that tie in with the Assessing Software. *Community Development Consulting*

line item was discussed. She spoke about the possibility for professional help with the Economic Development Advisory Committee (EDAC). She noted a reduction for mileage because the Town Hall pool car has been used by Code Enforcement and the Health Officer. The budgeted amount for mileage assumes continued use of a pool car. Colby asked if there was a back-up vehicle if the current pool car needs to be replaced and Branley noted there is another potential vehicle that the police department will be transitioning out of service. The Board thanked Carbonneau for her work.

NEW BUSINESS

Whitcomb Hall Committee

Pete Johnson, Mike Gomarlo, Lee Dunham, and Gail Wood were present to discuss the rental policy for Whitcomb Hall. Johnson provided a copy of rental rates for buildings in neighboring towns compiled by Jenna Fraunfelder. Johnson spoke about the mission of the building to be a community center. Johnson said that many organizations cannot afford to use Whitcomb Hall for meetings given the current rates and he gave an example of Swanzezy Saddles 4H which is a non-profit organization. Johnson suggested lower rates for 4H to use the front room for meetings. Colby noted that Johnson was requesting lower rates for Town of Swanzezy youth service organizations only and Johnson agreed. He said the town groups would have to meet non-profit status or be an organization geared toward kids.

Karasinski said that he thought the rental agreement should stay as is, and this other policy a kind of rider in addition to the regular agreement. Gomarlo spoke about wanting to keep the rental fees in line with neighboring communities who have buildings to rent. The Board asked the committee to return with a proposed adjustment for rates for Swanzezy children- oriented organizations and for hourly rental fees for Swanzezy non-profit organizations. Dunham noted that Administrative Assistant Jenna Fraunfelder has had calls inquiring about use of the building but non-profit organizations cannot afford the current rate. He noted \$30.00 per hour, which may be requested for cleanup.

Johnson informed the Board that caterers and event vendors will be visiting the building soon to learn about it for future events. Johnson also requested to be able to work with Fraunfelder directly. Johnson spoke about fundraising possibilities. Johnson also spoke about contacting Cheshire Builders about the back staircase and the idea of blocking the end of the stairs so that there is no access to upstairs, which will allow for an increase in occupancy on the first floor. Johnson stated they will need the Selectmen’s support for funding the building going forward.

PUBLIC HEARINGS

Public Hearing pursuant to RSA 31:95-e regarding the acceptance of personal property and volunteered services for the benefit of Whitcomb Hall – see attached list.

Public Hearing opened at 6:34 pm

Colby **moved** to accept the gifts of personal property and volunteer services pursuant to RSA 31:95-e for the benefit of Whitcomb Hall as follows:

Donor	Item/Service	Value
Cynthia Brown	Grand Piano	\$3,000.00
John Traynor	Range Hood	\$500.00
John Traynor	Gas Stove	\$3,000.00
Alexanders Sheet Metal	Work on Range Hood	\$1,500.00

Alexanders Sheet Metal	Com. Hood Fan	\$1,875.00
Peter Johnson	Lattice for HC Ramp	\$400.00
Mae West	2 Brass Post Lanterns	\$1,000.00
Sharon Greatbatch	16 Interior Lights	\$400.00
Peter Johnson	1 Exterior Wall Light	\$80.00
Peter Johnson	1 Exterior Ceiling Light	\$100.00
S&S Painting	Interior Painting	\$8,500.00
Sherwin Williams	Paint for interior	\$1,200.00
Ken Greatbatch	Wall Molding Large Room	\$2,500.00
Ken Greatbatch	Molding for pictures	\$300.00
Larry Crowder	Picture Holder Equipment	\$100.00
Jeannie Thieme	Picture Holder Equipment	\$100.00
Anonymous	Picture Holder Equipment	\$150.00
Mae West	Dishwasher	\$900.00
Ed Anderson	Stove Hook Up	\$1,500.00
Peter Johnson	Fire Extinguishers	\$300.00
Ken Greatbatch	Counter in Large room	\$1,000.00
Mae West	Kitchen Cabinets	\$600.00
Mae West	Kitchen Countertop	\$500.00
Gomarlo's (Mike)	SS Kitchen Sink	\$500.00
Gomarlo's (Jerry)	SS Kitchen Table	\$800.00
Peter Johnson	Misc. Interior Carpentry	\$12,000.00
Mae West	Misc. Furniture	\$2,000.00
Mae West	Dish Cabinet	\$1,000.00
John Hubbard	Hutch in Front Room	\$1,500.00
Steve McAnney	Sign Renovation	\$1,510.00
Yankee Signs	Sign Installation	\$500.00
Cheshire Builders	Bollard	\$450.00
Gail and Richard Wood	Dishes	\$200.00

Hutwelker requested and there was no comment from the public.

Public Hearing closed at 6:37 pm

There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

NEW BUSINESS

HealthTrust 2017 Health, Dental, Short-term Disability, and Life Insurance Rates

The Board considered the HealthTrust 2017 Rates, which for health insurance rates were increasing about 5%. Branley noted he had heard from a number of other communities had experienced rate increases up to 20%.

Colby **moved** to authorize the Town Administrator to execute the 2017 Health, Dental, Short-term Disability, and Life Insurance Rates renewal documents. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

2017 Town Holiday Schedule

The Board considered the 2017 Town Holiday Schedule.

Colby **moved** to set for 2017 the holiday schedules for Regular Full Time Town Hall, Sewer Commission, Fire, DPW, and non-certified and salary Police employees, the Police Sworn Hourly Personnel Paid Time Off (PTO) Overtime Rate Days, Carpenter Home Hourly Personnel Holiday Differential Days, and Regular Full Time Recycling Center Employees Designated Paid Days Off as presented. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

2017 Budget Requests – Administration, Health Agencies, Welfare, etc

Executive – Branley spoke about the \$10,000 recommended for the publication *Swanzy Uncovered*. He said it costs about \$2,500 to print *Swanzy Uncovered*. In the budget he said he assumed quarterly publication but options could be to publish less often during the year and only post to website for some of the other publications. Karasinski suggested mailing twice a year and online twice a year. Smith suggested that the *Annual Report* covers some of the material covered in *Swanzy Uncovered* at that time of year so it isn't necessary to publish at the time the *Annual Report* is issued. Hutwelker said he would like the idea of two mailed publications and two posted to the website. The Board agreed on \$5,500 for that line item instead of \$10,000 and agreed to have two versions mailed to residents and two versions posted on the Town's website.

Karasinski suggested lowering the *Selectmen's Salaries* by 25%. The Board agreed. \$13,500 will be the recommended yearly salary for the Selectmen. *Town Report Printing* was also briefly discussed.

PUBLIC HEARINGS

Public Hearing pursuant to RSA 265:63 regarding a proposed speed limit of 30 miles per hour on Safford Drive from the intersection with Wilson Pond Road to the intersection with Monadnock Highway (State Route 12).

Public Hearing opened at 6:49 pm

Dunham spoke about the proposed speed limit for Safford Drive. He said he thought that higher speeds would be impeded by traffic on and off Safford Drive as the industrial park grows. He noted some complaints about speeders from neighbors as well. Branley noted speaking to the road engineer who designed the road and he said the engineer was in agreement that 30 MPH fits the design of the road. Hutwelker requested public comment and there was none.

Public hearing closed at 6:54 pm

Colby **moved** to set the speed limit on Safford Drive from the intersection with Wilson Pond Road to the intersection with Monadnock Highway (State Route 12) at 30 miles per hour effective immediately. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

2017 Budget Requests – Administration, Health Agencies, Welfare, etc continued

General Assistance was discussed. Housing assistance may change over time, noted Branley. General Assistance is very difficult to budget for because it is based on who comes in for assistance, however based on current trends he and Human Services Coordinator Coates feel they can live with a decrease. Branley asked if the Board wanted the representatives from a variety of agencies to meet with the Board as was done last year. The Board agreed.

Branley also noted a visit with a contractor is planned to the South Road land for consideration of costs for demolition and cleanup work.

PUBLIC HEARINGS

Public Hearing pursuant RSA 231:133 and RSA 231:133-a on proposed street and address changes on 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.

Public Hearing opened at 7:00 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 last meeting on this subject.

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.

Bohannon read off a list of suggested new names for the streets under consideration.

**Naming/Renaming Candidates Identified by Street Name
Group E911 Recommendations Board of Selectmen, Phase II**

STREET	ACTION	RECOMMENDED NEW NAME
Centerview Circle	rename	Spruce Circle
Depot Road Ext.	rename & renumber	Tower Lane
Homestead Avenue	rename	Hyponeco Road
Houghton Point North	rename	Houghton Point
Houghton Point South	rename	Pitcher Point
Lake Shore Road	rename	Waters Edge Road
Maple Street	rename & renumber	Ashuelot Street
Massey Hill Road	rename	west side - Sycamore Hill Road east side - Birch Road
57 Homestead Ave (Ashuelot River Apt's)	new street & renumber	Riverside Lane
27 Old Homestead Hwy (Edgewood Apartments North)	new street & renumber	Arbor Lane

27 Old Homestead Hwy (Edgewood Apartments North)	new street & renumber	Juniper Lane
Pondview Ext.	rename & renumber	Brookview
Suburban Acres	Rename the portion that has no houses and starts from Route 12 & intersects with Pasture Road only	Kershaw Road

Hyponeco Road was briefly discussed. John Traynor spoke about difficulty in giving directions for Hyponeco Road. Christiana Ezzo, representing Homestead apartments on Homestead Avenue, spoke about the apartments at the location. She said there are 17 units and she noted the wish to name the road in honor of Denman Thompson. She spoke about residents having strong opinions against Hyponeco Road. Bohannon spoke about the timing of her suggestion which should have been done before the committee met and finalized the names. Stephen Kumorek, 16 Homestead Avenue, asked about names other than Hyponeco Road. Bohannon read off a partial list of other names which included Holbrook Avenue and Farmstead Avenue. Kumorek asked if the selection had been made and Bohannon said that these are the names the committee is providing to the Selectmen but the Selectmen make the final decision.

Mike Gomarolo spoke about Railroad Street and asked to extend it. Bohannon said that the issue with Railroad Street is that there is no clear intersection where it changes from Eaton Road. John Traynor asked about the process and Bohannon said the same process will be followed next year discussing Railroad Street.

Bob Nadeau, 15 Lake Shore Road confirmed the new name of Waters Edge Road for his street.

Colby spoke about the possible zip code change which is pending a decision by the postal service. He said the concern of some folks is to make the change of street names at the same time as the zip code is changed so as to make the changes easier to deal with. He said he agreed with that. Bohannon said it is unknown how long it will take the post office to make the change. Bohannon respectfully disagreed with Colby regarding waiting to change the street names until the zip code is sorted out. Karasinski noted both addresses will be carried for one year.

There was a discussion about changing numbers on Massey Hill Road. Bohannon said the numbers will be set once the new names are set. Kumorek asked if there was recourse for residents if the name chosen was unacceptable to them. Gail Wood, North Grove Street, asked about how the recommendations were derived and Bohannon explained the process. Liz Traynor, 24 Railroad Street, said she did not understand why there is a rush to rename Homestead Avenue when there are intersecting roads that need to be considered. Hutwelker noted that this is the 3rd public hearing and therefore things have not been rushed.

Susan Merritt said that if there is a delay in changing street names for North Swanzey residents to accommodate the change in zip code, make sure that residents are aware that they do not have an effective date of January 5, 2017.

Hutwelker asked about comments other than for Homestead Avenue. Colby said that in regard to Homestead Avenue and Railroad Street perhaps it would be wise to put Homestead on the back burner until there is more clarity. One option is to postpone Homestead, with the idea of extending Eaton Road all the way through. Or come up with another name tonight. Bohannon noted the folks who wanted Hyponeco, who were at the last meetings but are not here tonight, might not be happy about re-visiting the issue. Karasinski spoke about the impact of extending Eaton Road on numbering of homes. Smith said that no matter what is suggested, someone isn't going to

like it. Donna Kumorek asked the Board to consider another name other than Hyponeco Road and suggested Farmstead instead. Kumorek said he would be in favor of Farmstead Avenue and his second choice would be Eaton Road all the way through. It was noted that Farmstead could create confusion since it sounds like Farmstead Commons in Keene.

Merritt said the final names have to be decided by the beginning of December for a January change. Gomarlo spoke about disliking Hyponeco Road and said he wants something more in keeping with the history of the town. He also complained about no one from West Swanzey being asked to serve on the E911 Committee. Holbrook Avenue was discussed as an alternate name for Homestead Avenue. Karasinski spoke about confusion between Farmstead Commons in Keene and Farmstead Avenue as a choice in Swanzey. Donna Kumorek said it doesn't make sense that there would be confusion with different towns. Karasinski spoke about how confusion could be created with similar names. Ezzo said that Holbrook would be fine. Gordie Ayotte spoke about unfairness to the folks who were present for the first meetings to change the name that they prefer now. Donna Kumorek said that for the first two meetings, they were out of town so this is the first meeting they could attend. Liz Traynor said that she did attend the previous hearings, and that it is difficult for folks who work to attend meetings of the committee during the day. Karasinski said letters have equal weight to opinions given at hearings. Kumorek spoke about choosing a name which sounds appealing to folks who are thinking about purchasing property. Branley said that the letters that went out noted that email and/or letters would be considered if people could not attend the meetings.

Public Hearing closed at 7:48 pm

The Board considered the names being recommended by the Committee:

Karasinski noted Hyponeco is a problem. Colby noted the historic value of Hyponeco raised by folks who attended the two prior public hearings. Colby said he could not support Farmstead because of possible confusion with the Keene location.

The Chair asked for a vote: Colby voted in favor of Holbrook Avenue or Hyponeco Road. Karasinski voted in favor of Holbrook Avenue or Farmstead Avenue. Hutwelker confirmed that Holbrook Avenue has more votes in favor than either Hyponeco Road or Farmstead Avenue so he agreed with Holbrook.

There was more discussion about the changes regarding zip code and street name being separate issues. Karasinski said he would prefer to have the zip code change at the same time as the street change.

Motion was made by Colby to accept changes in street names in accordance with the recommendation of the E911 committee with the exception of Hyponeco Road, which is to be replaced with Holbrook Avenue, effective January 5th with the potential to be changed based on the zip code issue, second by Karasinski. There was no further discussion, and all were in favor. **Motion passed.**

Bohannon said he would reach out to the regional postal office in Maine so that he can get a status on the possible change of the zip code and that he would get back to the Board next week. Smith spoke about getting to the right person and it might be someone at a higher level. There was a discussion about the possibility of setting a deadline for zip code changes. Everything will be changed by January 5, 2017 except for the streets in North Swanzey which might be impacted by a zip code change.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3II(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 8:13 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***.

Non-public session(s) per RSA 91-A:3II(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 8:16 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 8:18 pm.

OTHER MATTERS

Karasinski informed the Board that he will be attending a Technology Center meeting in Keene, NH which will be discussing reclamation of road pavement.

There was a brief discussion about the school district tax rate being higher than anticipated by a substantial amount.

Branley raised the idea of a ribbon-cutting event for the opening of Main Street in West Swanzey.

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 8:27 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Approved on November 9, 2016