

Town of Swanzev, New Hampshire
Board of Selectmen
Meeting – November 9, 2016
Swanzev Town Hall, 620 Old Homestead Highway, Swanzev, NH

CALL TO ORDER

The meeting was called to order at 5:30 p.m. at Town Hall, 620 Old Homestead Highway, Swanzev, NH. Present were Selectmen William Hutwelker III, Kenneth P. Colby, Jr. and Sylvester Karasinski. Also present was Town Administrator Michael Branley.

OTHERS PRESENT

Victoria Reck Ames, Theresa DiLuzio, Sharon Greatbatch, and Jeanne Thieme.

Non-public session(s) per RSA 91-A:3,II (c) Reputation

Motion was made by Colby to enter nonpublic session pursuant to RSA 91-A:3 II (c) Reputation, seconded by Karasinski. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 5:30 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley and Victoria Reck Ames, Theresa DiLuzio, Sharon Greatbatch and Jeanne Thieme.

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 6:10 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***.

The meeting was briefly recessed at 6:10 p.m.

The meeting was continued at 6:13 p.m. at Town Hall, 620 Old Homestead Highway, Swanzev, 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, Peter Johnson, Mike Gomarolo and Sharon Greatbatch from the Whitcomb Hall Committee, Residents Gus Lerandeau, Ron Savard, Sonia Faulkner, and Tracey Faulkner.

MINUTES

- The regular meeting Minutes of November 2, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of November 2, 2016 with change to the reference to the Non-public #2 session regarding the fact that Non-Public #2 was not sealed. The motion was seconded by Karasinski. All were in favor. ***Motion passed***.
- The Non-Public meeting Minutes #1 and #2 of November 2, 2016 were considered. There was a **motion** by Colby to approve the Non-Public meeting Minutes #1 and #2 of November 2, 2016. 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
- Event Permit #2016-23 – Handcrafted for the Holiday Craft Fair
- Event Permit #2017-01 – New England Sporting Group Association
- Raffle Permit #2016-26 – Mt Caesar Union Library
- Raffle Permit #2016-27 – Monadnock Human Society
- Intent-to-cut Operation 16-441-19 – Map 81 Lot 1
- Land Use Change Tax A-5 for Map 82 Lot 4-2
- Land Use Change Tax A-5 for Map 82 Lot 4-3
- Personnel Action Reports

PUBLIC INPUT

Ron Savard was present to discuss renaming Homestead Avenue in West Swanzey to Hyponeco Road and why a decision was made to change it to Holbrook Road. He said he thought the name Hyponeco Road was a done deal. And he noted that Holbrook is a family name and he was told that they couldn't use a family name for a street name. Colby said he was at the E911 committee meeting and said he abstained from the vote. Savard said the committee voted for Hyponeco. Hutwelker explained that the committee did recommend Hyponeco, but the Selectmen voted in favor of another name. Savard said there is a lot of history involved with the name Hyponeco. Sonia Faulkner, 425 Homestead Avenue, said she recommended Hyponeco Road, which was the original name of the road, and said she had a book from the 1900's with reference to Hyponeco Road. She suggested that the Selectmen should have gone back in history to rename the road to the original name. She also referred to the name as being a Native American name. Faulkner said she spoke to Bruce Bohannon and was told it was a done deal. And she said that they were told that it couldn't be a family name. Karasinski said it isn't illegal to use a family name, but it wasn't recommended. Faulkner spoke about the various names that the road has been named in the past.

Hutwelker said that at the last meeting there were folks who were vehemently opposed to naming the road Hyponeco Road and the Selectmen tried to select a compromise with Holbrook Road. There was a discussion about using family names and the fact that the committee recommended against using family names, primarily when there are people with that name living on the road. Colby stressed again that using a family name isn't illegal, just not recommended. Faulkner said they attended all the meetings except for the last one because they were told that it was a done deal to name the road Hyponeco Road. Colby explained the ultimate decision was the Selectmen's. The committee made a recommendation, but they were not responsible for the final decision.

Tracey Faulkner said they were told that the recommendations were supposed to be in by October 26, 2016. Her point is that the people who showed up on November 1, 2016 and who did not like Hyponeco did not make their recommendation to the committee by October 26, 2016. Hutwelker spoke about the name Farmstead having been recommended prior to October 26, 2016 but the Selectmen decided against Farmstead as well as Hyponeco. Faulkner asked why create a committee if the Selectmen won't go along with the committee's recommendation. Hutwelker pointed out that the Selectmen agreed with all the committee recommendations except for two. Hutwelker said had they been there, the decision would have been the same since there was a clear divide between folks who were against Hyponeco Road and those in favor of it.

APPOINTMENTS

Code Enforcement Officer Mike Jasmin – General Update

Jasmin provided an update to the Board on the following: the electrical plan/truss roof RFP for Town Hall which is in progress, the Carpenter Home has an RFP review for sprinklers (Carter and Life Safety) and inspection action plan, Recycling Center has an RFP review for the roof with a response bid provided by Melanson (which Jasmin said he thought was reasonable), and 120 Pine Street has been worked by county labor and spoke about a list of things yet to do. He spoke about an offer to install solar panels on the roof of the Recycling Center. Hutwelker asked what the life expectancy of the roof might be and Jasmin said he would research that. Jasmin said that the roof is old and can expect leaks in other areas without a new roof. There was a discussion about the Department of Public Works (DPW) roof need a coating, which does not apply to the Recycling Center roof.

Jasmin said that he felt use of county labor was successful at 120 Pine Street. He noted the challenge is to pick up and drop off the inmates and monitoring them while working. Jasmin spoke about the list of needs for Pine street building: new roof estimate at \$6,000.00, boiler, septic scope and review, electrical review, and turn power on. Jasmin said the downstairs is cleaned up. He also noted ideas for storage in the basement area. Jasmin said that he hasn't seen any mold. He noted Branley and Katie Sutherland reviewed the building yesterday for her to assist us with developing a redesign plan.

Whitcomb Hall Committee – Whitcomb Hall Rental by Youth Nonprofit Organizations

Whitcomb Hall Committee members Johnson, Gomarlo, and Greatbatch met with the Board and Committee Chairman Johnson said their specific request is for youth based nonprofit groups in the Town of Swanzey to be allowed to utilize Whitcomb Hall free of charge. These groups may be asked to provide community service for the hall at the discretion of the Whitcomb Hall Committee. He said young folks could pick up trash or plant flowers, performing tasks from a list of tasks the committee would create in exchange for the use of the Hall for free. Gomarlo asked about using inmates for work at Whitcomb Hall – some cleaning needs to be done. Branley suggested speaking to DPW Director Lee Dunham about that as he and Jasmin thought it was a good idea. There was a discussion about money being funded for Whitcomb Hall from the Kingsbury grant of \$10,000.00 and how the money is specifically for the fire suppression system. There was a letter from David Frechette from the Kingsbury Fund which expressed concern that the Town continue to support maintenance and upkeep of the building. There was a discussion about acoustic problems at Whitcomb Hall and the difficulty in hearing when the Hall is filled with people. Johnson will try to work on improving acoustics.

Johnson noted that on Thursday, November 10, 2016 a 3:30 pm there will be a gathering for caterers to see the building as a possible future venue for events. Greatbatch asked about rental rates and a review of them.

Consensus of the Selectmen was to approve the youth based nonprofit groups in the Town of Swanzey to be allowed to utilize Whitcomb Hall free of charge. These groups may be asked to provide community service for the Hall at the discretion of the Whitcomb Hall Committee.

NOMINATIONS

Thomas M. Little – Recreation Advisory Committee

The Board considered the nomination of Thomas M. Little to the Recreation Advisory Committee.

Colby **moved** to appoint Thomas Little to the Recreation Advisory Committee for a term of three years through 2019. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Wayne Lacoste – Monadnock Regional School District (MRSD) Budget Committee

The Board considered the nomination of Wayne Lacoste to the MRSD. Branley said he spoke to Business Administrator Jane Fortson at the MRSD business office when they had received an earlier nomination. The Board considered it appropriate to forward Wayne Lacoste’s name to the Swanzey MRSD Budget Committee for adoption.

Motion was made by Colby to forward the name of Wayne Lacoste to the Swanzey MRSD Budget Committee for consideration to become a member of the Committee. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

NEW BUSINESS

2016 Longevity Payments

The Board was asked to authorize Longevity Pay for 2016. Using 11/30/16 as the cutoff date, there are 20 employees who qualify to receive payment on 12/8/16. The total amount to be paid is \$14,500. Branley said these payments are not in the employee policy, but have been done by tradition and thus are approved by the Board annually. Branley said his sense was that this and other similar practices were probably developed in the past to compensate for lack of wage increases. Karasinski spoke about his knowledge of longevity pay as being designed for people who have maxed out at their pay level.

The amounts are as follows:

Years of Service	Longevity Payment
4 years and under	\$0
Between 5 and 9 years of service	\$250
Between 10 and 14 years of service	\$500
Between 15 and 19 years of service	\$750
Over 20 years of service	\$1,000

Colby **moved** to award longevity pay to full-time employees for 2016 as follows, for years of service up to 11/30/2016: \$250 for between 5 and 9 years of service; \$500 for between 10 and 14 years of service; \$750 for between 15 and 19 years of service; and \$1,000 for over 20 years of service. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

There was a discussion about reviewing the Wage Study that is in progress, and that would be the appropriate time to review all forms of Town compensation including the longevity payments. Selectmen agreed to sign the letters to the employees.

2017 General Assistance Levels

Branley informed the Board that Human Services Coordinator Coates requested that the Board perform the annual review of the public assistance levels for 2017. The NH Municipal Association recommends that the assistance levels be reviewed by the Board annually. Hutwelker determined that local data is used to determine rates.

Colby **moved** to approve the 2017 allowable levels of assistance as proposed by Human Services Coordinator Coates. There was a second to the motion by Karasinski and no further discussion. All were in favor. **Motion passed.**

Recycling Center Roof

The Board discussed the bid from Melanson to replace the roof on the Recycling Center. Colby said that sometimes the Town doesn't get a detailed bid as a response to an RFP and this fact concerns him. He noted that snow fencing should be considered for the roof. Branley was asked to research why more detail isn't being provided up front and he agreed to do so. Karasinski reviewed the bid and he said that snow on the roof was discussed as pertinent to the bid. He said he felt they did address snow on the roof. Colby said that a snow fence on a roof should be part of the original bid. The Board decided to table further action on the bid until next week when Branley will have obtained more information.

Capital Improvements Program Committee (CIPC) Update

Branley said that CIPC Chair Steve Bittel asked for timing for recommendations from the committee. Hutwelker suggested the beginning of December for a conversation about their recommendations and to have the entire committee invited.

Church Youth Center

There was a brief discussion about the desire of a local church to use a vacant building in town for a youth program and how the non-profit status might or might not be applied for property tax purposes.

PUBLIC INPUT

Airport Forest Management Plan

Smith spoke about attending the meeting which discussed removing about 2400 trees from airport land. Pine trees are growing too tall and presenting a safety issue for planes. Smith recommended the airport manager visit with the Board to explain the plans.

OLD BUSINESS

2017 Budget Review

The following budgets were reviewed: Elections, Financial Administration, Reappraisal/Legal, Personnel, General Government Buildings, Insurance, General Government Expenses, and Debt Service.

- **Elections** – the Board reviewed the proposed budget for this category with the Town Administrator. Branley explained a new line item to reflect the cost for software support. There was a discussion about the number of elections and the costs associated with them and also discussed was line item for the restoration of records. Karasinski suggested that perhaps the Administrative Assistant could possibly take on the task of restoration of records.
- **Financial Administration** – the Board reviewed the proposed budget for this category with the Town Administrator. A new line item was noted for part time payroll for bookkeeping support for the Trustees of Trust Funds. Branley noted savings achieved with a shared Deputy between Tax Collector and Town Clerk's offices.
- **Reappraisal/Legal** – the Board reviewed the proposed budget for this category with the Town Administrator. IT Systems software maintenance was discussed. Branley spoke about legal expenses associated with pending tax abatement cases and for a ZBA lawsuit. He also spoke about the possibility of reviewing legal options for the Carpenter Home.
- **Personnel** – the Board reviewed the proposed budget for this category with the Town Administrator. Benefit expenses were discussed.
- **General Government Buildings** – the Board reviewed the proposed budget for this category with the Town Administrator. Branley asked for more money for Town Hall janitorial, he noted that the fuel budget was decreased, but Town Hall maintenance needs more funds. He also said the budget includes increases for Whitcomb Hall phone, fuel, maintenance, alarm system, advertising for promotion, and cleaning supplies. He noted that the Safety and Joint Loss Committee makes recommendations for safety improvements and now has a separate line item outside of the individual department budgets to fund addressing those ideas.

Facility repairs and maintenance for buildings has a line item. Branley said that there could be a Warrant Article for a revolving fund to use funds from rentals of Whitcomb Hall to help with maintenance costs. Karasinski noted that Primex offers a discount for Towns with an active safety committee and that have adopted other best practices. That could be a way to help justify the expense of the improvements and Branley agreed.

- **Insurance** – the Board reviewed the proposed budget for this category with the Town Administrator. Health insurance was discussed and tracking changes in plans. Karasinski asked about discounts with Primex for steps taken with Joint Loss management
- **General Government Expenses** - the Board reviewed the proposed budget for this category with the Town Administrator. Branley said there were no major changes. There was an increase for the copier. Printing expenses needed to be bumped up. Vehicle maintenance for the pool car shows savings since expenses are being taken from Planning and Community Development budget instead. There was a discussion about leased equipment. Branley said he would check on that. There was a discussion about professional development for employees. Branley stated he felt Town Hall employees took advantage of opportunities however many of them are low or no cost so it is not necessarily reflected in expenses.

NON-PUBLIC SESSIONS

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 8:08 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 8:15 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: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 8:20 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

Karasinski noted the MRSD is conducting a Google survey about goals for the school district.

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 8:25 p.m.

Respectfully Submitted,

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

Beverly Bernard, Recording Secretary

Approved on November 16, 2016