

Town of Swanzey, New Hampshire  
**Board of Selectmen**  
Meeting – November 16, 2016  
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

**CALL TO ORDER**

The meeting was called or order by Chair William Hutwelker III at 6:00 p.m. at Town Hall, 620 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**

Police Chief Tom De Angelis, Fire Chief Norm Skantze, Conservation Commission Chair Wally Smith, Director of Planning and Community Development Sara Carbonneau, Residents Gus Lerandeau, Steve Bittel, and Glenn Page.

**NON-PUBLIC SESSION**

**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 6:01 p.m. Present was Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley, Police Chief Tom De Angelis 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 6:05 p.m.

**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***.

**MINUTES**

- The regular meeting Minutes of November 9, 2016 were considered. There was a **motion** by Colby to approve the regular Minutes of November 9, 2016. The motion was seconded by Karasinski. All were in favor. ***Motion passed***.
- The Non-Public meeting Minutes #1, #2 and #3 of November 9, 2016 were considered. There was a **motion** by Colby to approve the Non-Public meeting Minutes #1, #2 and #3 of November 9, 2016. The motion was seconded by Karasinski. There was a brief discussion about the non-publics. 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 #2016-25 – Main Street Ribbon Cutting Ceremony
- Raffle Permit #2016-28 – New England Diamond Devils
- Intent-to-cut Operation 16-441-01 – Map 69 Lot 1-2

- Report-of-cut Operation 16-441-01 – Map 69 Lot 1-2
- Personnel Action Reports

## **APPOINTMENTS**

### **Monadnock Economic Development Corporation (MEDC) Executive Director Jack Dugan**

Dugan was present to meet with the Board. Dugan gave a brief summary on how the Federal Community Development Block Grants (CDBG) are awarded to the states. He spoke about funds going to Housing and Public Facilities and to Economic Development. He noted that every community in the state, with a few exceptions, is eligible for up to \$500,000 each year. He spoke about Housing & Public Facilities being oriented toward low income and elderly housing. He said the awards are highly competitive. Economic Development funds are governed by Federal rules which are a bit more liberal than the State's rules. He said the Federal government allows communities to apply for curing blight. However, the State of NH focuses on helping projects for new jobs. The grants are to businesses that promise jobs at about \$20,000 per job, up to \$500,000. The Block grant also requires some investment from some other source. Jobs have to be created and 60% of them have to go to low and moderate income persons. \$40,000 or less income a year is considered to be low to moderate income. He said the MEDC uses block grants for businesses that are growing and need some working capital, with a pledge to create new jobs. A loan is made to the business. MEDC also buys buildings which are then leased to the company which pledges to create jobs. They offer a favorable buy-out option. Dugan said that MEDC has done about \$20 million in block grants since he has been with MEDC. Hutwelker asked about the interest rate on loans and Dugan said it varies depending on what works best for the company creating the jobs. He said of the grants awarded since he has been part of MEDC only three have not succeeded in creating jobs. MEDC pursues the companies to recoup as much of the block grant as possible and this money goes back up to the State of NH. If the company does create jobs, the funds coming in stay local.

Bittel asked about revolving funds and the need recover them. Dugan said if the funds are for a for-profit private business, the money has to come back. Bittel asked about and Dugan said they can't make a grant for the funds kept by the MEDC. Smith asked how it is different from a bank if the grant has to be paid back. Dugan said it is a grant as long as it stays with the community or with a non-profit.

Hutwelker asked about the Housing and Public Facilities projects and Dugan said most of the funds go to affordable housing. Page noted that the town of Swanzey got a grant to help pay for the sewer project which had a positive impact on residents of North Swanzey. Hutwelker asked about funds availability for Fire Station or Police Stations – Dugan said they have to demonstrate that the funds will benefit low-income or moderate income folks. Page noted that sewer project folks went door to door to learn if residents' incomes met income limits for receiving the grant. Dugan said bonding is the way to go, but another way is to go with borrowing from USDA Rural Development for a loan program with a low interest rate – He noted a recent loan was locked at 2.65% fixed at 30 years. Partial grant and partial low interest loans are available. Dugan said Keene can't use USDA Rural Development money - since the population is too high, but Swanzey could apply for funds. Discussion was held about New Markets Tax Credit (NMTC) program and the census tract. It was noted that Swanzey has one census tract based on low income residents.

Hutwelker asked for economic development ideas from Dugan. Dugan said outreach is important and no one is doing it these days. The word of what is available here in southwestern NH is not getting out. Site location consultants were discussed and they do screening online. Dugan noted that quality of life isn't as important to business. And he noted that when there are negatives about an area, promoters need to come up with a plan to overcome objections. Dugan said that the southwestern NH is the forgotten corner of the State and economically we don't do much better than Coos County at the north end of the State. He noted that NH Department of Resources and Economic Development (DRED) had out of state recruiters that didn't have a travel budget. He said

the Town needs to convey a message to State Legislature and Agencies in Concord that the need for economic development is important. The Board thanked Dugan for his input.

Bittel said that the Swanzev Economic Development Advisory Committee (EDAC) is working on a plan that would engage the State Representatives. Hutwelker asked that the representatives be invited in to meet with the Board on December 14, 2016. Hutwelker asked to invite Jay Kahn to also visit on another date.

### **Interim Solid Waste Manager Josh Whipple**

Whipple was present to meet with the Board regarding Budget Follow-up and Department Update. He spoke about reducing the burn pits and creating a temporary access to them until a permanent solution for making the pits safer for residents and staff can be installed. He spoke about inmates picking up trash for 120 Pine Street, doing some painting, and cleaning up the basement. He spoke about hazardous waste pickup he is pursuing. He also spoke about the management classes he attended. Whipple said he is happy with the improvement in his computer speed. He is focusing on getting shipments out before the end of the year. He spoke about piggy-backing with another town to come up to the plastic load to make the most money. He spoke about the need to replace some outdoor lights which are out. He stated he has been speaking to some of the waste management companies to get the best contract for the Town. He spoke about the Waste Management Inc. proposal for construction debris which is would cut in half the cost to the Town for taking it away. He was a bit concerned that they are not recycling any of that material. He asked the Board for their opinion.

Whipple spoke about staff and said they are working out well. He said he has been training one of the staff who is learning quickly. Whipple said he would be ready for the transition by the end of the year. He produced a Training Checklist for Chad Leslie and felt that he is ahead of schedule in readiness to take on supervisory tasks.

Whipple also referred to being ready for inspection by the Joint Loss Management Committee, making sure the safety issues are being taken care of. The Board thanked Whipple for his work.

### **Fire Chief Norm Skantze**

- **Very Swanzev Christmas** - The Fire Chief was present to meet with the Board regarding Event Permit #2016-24 – A Very Swanzev Christmas. Chief Skantze requested permission to use Town property (Whitcomb Hall) and partially close Main Street and to have this be a Town sponsored event. He noted that the only difference for this year, as opposed to last year, was not using the Fire Station. Hutwelker asked about planning should there be snow/sand/salt with folks coming in and out of Whitcomb Hall. Skantze said if necessary someone will have to clean the floors. There was a suggestion for putting in runners on the floors. There was a discussion about the timing of the ribbon-cutting event which will be earlier in the afternoon. Karasinski suggested that the Stratton Free Library folks be informed about the event and Hutwelker asked Skantze to speak to Carol Haley with the specifics on the event. The Board agreed by consensus to approve the event and to allow the Fire Department to use Whitcomb Hall and be sponsored by the Town.
- **Budget Discussion** – Chief Skantze met with the Board to discuss the Fire Department’s proposed budget for 2017. There was a discussion about the new SCBA (self contained breathing apparatus) reserve fund which would allow the Town to replace the equipment on a ten-year cycle. The current group the Town has leased will be owned in about four years and they are good for about ten years. Skantze noted that the technology changes significantly over a ten year period. Skantze spoke about high incidence of cancer among firefighters and making them safe as possible. Karasinski asked about the leasing debt service and the savings involved. Hutwelker asked Skantze where cuts might be made. Skantze said that cuts have already been made to create level or below level spending. Branley noted that Dispatch Services might be

considered since there is no certainty as to what the cost will be, however once their budget is set the Board would need to understand that the Town would need to pay for the service. Skantze spoke about the number of calls per year increasing for low income and elderly folks.

Karasinski suggested a different way to pay part-timers might be considered since handling payroll now requires a lot of time for Finance. Skantze said firemen used to be paid annually. Having a timecard for every fireman for every call was recommended by the former Town Administrator and Bookkeeper. Skantze suggested that the Town could use "Fire House" for the payroll, which is the computer software program used by the Fire Department to track calls., If this could be accessed by the Bookkeeper it might save time. The Board thanked the Fire Chief for his service.

## **NEW BUSINESS**

### **Winter Maintenance Stipend**

Branley informed the Board that staff requests approval for the annual Winter Maintenance Stipend amounts for the Department of Public Works. Branley spoke about the possibility of reviewing the advisability of offering this once the future Wage Study is completed and reported to the Board.

Colby made **motion** to approve and execute the annual winter maintenance stipend for on-call regular full-time Department of Public Works employees for a 21-week period beginning November 13, 2016. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

### **December Meeting Schedule**

The Board discussed whether to hold Coffee & Conversation this month and whether or not to hold any meetings in Town buildings other than Town Hall.

- December 3 (Saturday) – 2 p.m. Main Street Ribbon Cutting; with coffee with the Selectmen before the beginning of the 4 p.m. A Very Swanzey Christmas
- December 7 – CIPC presenting their draft report to the Board
- December 14 – Normal Meeting
- December 21 – Normal Meeting
- December 28 –the Board agreed to not meet

### **Application Pursuant to RSA 76:21 for proration of assessment due to unintended fire – Map 24 Lot 54.**

The subject property was the site of a fire on 10/28/16 and the owner is requesting a proration of assessed value pursuant to RSA 76:21.

Colby **moved** to approve the proration of assessment pursuant to RSA 76:21for Map 24 Lot 54, abating \$40,100 of assessment. There was a second to the motion by Karasinski and no further discussion. All were in favor. ***Motion passed.***

## **PUBLIC INPUT**

Gus Lerandeau spoke briefly about a non-resident speaking at the Deliberative Session and whether that might not be acceptable. Perhaps the Board could ask permission to have a non-resident speak.

## **OLD BUSINESS**

### **Award of Recycling Center Roof Replacement**

Discussion was held about awarding the Recycling Center Roof replacement to Melanson Company. Colby said he was a bit concerned at not having a bid as complete as it could be but he would approve the expenditure.

Colby **moved** to authorize the expenditure not to exceed \$26,557.00 from the Recycling Center Improvements Capital Reserve Fund for the repair/replacement of the recycling center roof, authorize the Town Administrator to enter into the contract, and to negotiate that the ice dams are taken care of. There was a second to the motion by Karasinski. Discussion continued about whether to use “not to exceed” phrase. The Board agreed to keep the phrase. All were in favor. **Motion passed.**

### **PUBLIC INPUT**

Gus Lerandean spoke about the value of getting grants for Town projects. He suggested a full time person working on getting grants. Branley noted there is a full time County employee that can assist the Town in applying for grants.

### **NEW BUSINESS**

#### **Possible Holiday Event**

Colby gave a quick update on the idea of a Town event at Pappagallos; consider buffet for 75 people, and spouses would have to pay up front. The event could possibly be planned for January on a Thursday night.

### **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 8:03 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 p.m.

**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 8:05 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 8:07 p.m.

**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 (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 8:08 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 8:09 p.m.

**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 (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 8:09 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 8:21 p.m.

**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**

Branley noted that the tour of the Carpenter Home by an applicant for the Administrator's position went well, as reported by Coates.

**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,



Beverly Bernard, Recording Secretary  
Approved on November 30, 2016