TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

Board of Selectmen Meeting Agenda

Whitcomb Hall, 17 Main Street Swanzey

February 12, 2025

1. Call to Order – 5:30 PM

2. Consideration of Meeting Minutes
   A. Regular Meeting of February 4, 2025

3. Consent Agenda
   A. Payroll Manifest
   B. Payables Manifest
   C. Employment Agreement with Joseph Gonsalves
   D. Personnel Action Reports

4. Public Input

5. Nominations
   A. Robert Goodrich – Conservation Commission
   B. Jane Johnson – Conservation Commission Alternate
   C. Wally Smith – Conservation Commission Alternate
   D. Steve Russell – Energy Commission

6. Appointments
   A. David Smith from NH Department of Transportation & Ellen Moshier from CHA Solutions – Update Regarding Rt. 101 Swanzey Factory Road Project
   B. DPW Director Joe DiRusso

7. Consideration of New Business
   A. Town Administrator Job Description & Posting

8. Consideration of Old Business
   A. Recurring Weekly Rental of Whitcomb Hall

9. Administrative Update

10. Correspondence

11. Public Input

12. Possible non-public sessions, as needed

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

13. Adjournment

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MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Michael Branley, Town Administrator

RE: February 12, 2025 Agenda

DATE: February 11, 2025

CC:

1. **Call to Order – 5:30 PM**

2. **Consideration of Meeting Minutes**
   A. Regular Meeting of February 4, 2025

3. **Consent Agenda**
   A. Payroll Manifest
   B. Payables Manifest
   C. Employment Agreement with Joseph Gonsalves
   D. Personnel Action Reports

4. **Public Input**

5. **Nominations**
   A. Robert Goodrich – Conservation Commission
   SUGGESTED MOTION: I move to appoint Robert Goodrich to the Conservation Commission for a term ending Town Meeting 2028.

   B. Jane Johnson – Conservation Commission Alternate
   SUGGESTED MOTION: I move to appoint Jane Johnson as an alternate to the Conservation Commission for a term ending Town Meeting 2026.

   C. Wally Smith – Conservation Commission Alternate
   SUGGESTED MOTION: I move to appoint Wally Smith as an alternate to the Conservation Commission for a term ending Town Meeting 2026.

   D. Steve Russell – Energy Commission
   SUGGESTED MOTION: I move to appoint Steve Russell to the Energy Commission for a term ending Town Meeting 2028.

6. **Appointments**
   A. David Smith from NH Department of Transportation & Ellen Moshier from CHA Solutions – Update Regarding Rt. 101 Swanzey Factory Road Project
   B. DPW Director Joe DiRusso:
      a. Disposal of surplus dump truck – was listed on Municibid with a starting bid of $10,000 and received no bids. Gordon Services subsequently offered $7,000 of value in materials and/or labor and/or equipment time.
      b. Street lights on Perry Lane – there are 8-9 street lights on Perry Lane that are not working. They would be $400 a piece to replace with Eversource providing the heads. He is working on a price if we supply the heads. He has no record of when they went on the Town's register, but assumes it was when the Village District / association went away.
      c. Street Lights on new Christian Hill Road Bridge – an abutter suggested that as part of mitigation for removing the historic bridge, the Town install decorative street lights similar to what is on Main Street. These would be a Town expense only, whereas the construction of the bridge is fully Federally funded. If the Board is interested in exploring this we would need to work on getting a cost estimate.

7. **Consideration of New Business**
   A. Town Administrator Job Description & Posting

8. **Consideration of Old Business**
   A. Recurring Weekly Rental of Whitcomb Hall

9. **Administrative Update**

10. **Correspondence**

11. **Public Input**

12. **Possible non-public sessions, as needed**

13. **Adjournment**

2025 TOWN MEETING COUNTDOWN

3/11/25 – Town Election

UPCOMING AGENDA ITEMS

2/19 – EDAC Chair Cathy Bergstrom regarding Proposal for Small Business Advocacy
2/26 – Community Power Update

PENDING BOARD MATTERS / PROJECTS

- Webber Hill Road Stabilization –
  - Construction began in September and after several months of working through issues work resumed in earnest in December and solid progress is being made.
  - 2025: Project Close out
- Rail Trail Improvements – We received the engineering report from Hoyle Tanner on 1/30 and are currently reviewing it. The RTAC will get back to me with any feedback after their meeting

Thursday night.

- Christian Hill Road Bridge Replacement – Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. As required, we listed this bridge for sale and received no bids so it can be hopefully repurposed at the Ashuelot Rail Trail to bridge one of the large washouts. We are waiting for DES approval to give clearance to move forward with design of bridge relocation. Then Hoyle Tanner will provide a scope of work and cost for design, which will be 100% funded by NHDOT because it is a mitigation project.
- California & North Winchester Street Reconstruction project – design work is nearing completion with final steps being environmental reviews and finalizing permissions and easements.
    - Bidding February/March 2025
    - Construction April 2025 – November 2025
- Grange Hall Roof Repair – Work is substantially complete and we are scheduling a walkthrough.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. A design and cost estimate for the dry hydrant were provided to DOT on 1/28. Bidding for construction is now scheduled in March or '26 with construction likely in '27. A public hearing is expected this spring for a project update and revised schedule.
- Wastewater Solar Array – Design, permitting, and other coordination has been underway with DES, Moonshot Missions, and ReVision Energy. This is on the Planning Board's agenda for 2/27 for site plan review.
- Wastewater Treatment Plant Study – We had the kickoff meeting with NHDES and Underwood Engineers on 1/21 and a stie visit with Underwood Engineers on 1/22. Current schedule is:

• Metals & Phosphorus Removal Pilot Study	January – July 2025
• Historical Review, Future Projections, WWTF Inspection	March 2025
• Mid-point meeting with Town & NHDES	June 2025
• Capacity and Future Upgrades	June 2025
• Draft hard copy report for review by Town & NHDES	August 2025
• Wrap-up meeting with Town & NHDES	September 2025
• Final hard copy & electronic report	September 2025
• Estimated completion	October 2025

- West Swanzey AA Park – Project is complete, staff is working on closeout.
- Brown Field Improvements – Staff is working on identifying grants or other funding sources.
- West Swanzey TIF District – on hold pending Town Meeting vote.
- West Swanzey Water Company Purchase & Improvement – on hold pending Town Meeting vote.
- Fire Station Project – on hold pending Town Meeting vote.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 4, 2025
Whitcomb Hall
17 Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting was called to order by Chair Sylvester Karasinski at 6:00 p.m. at Whitcomb Hall, Main Street, Swanzey, NH. Present were Selectmen Sylvester Karasinski, W. William Hutwelker III, and James Tempesta. Also present was Town Administrator Michael Branley and Town Counsel Cordell Johnston.

OTHERS PRESENT

MINUTES

- The regular meeting Minutes of January 29, 2025 were considered. There was a **motion** by Tempesta to approve the regular meeting Minutes of January 22, 2025. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. ***Motion passed.***
- The nonpublic meeting Minutes #1 and #2 of January 29, 2025 were considered. There was a **motion** by Tempesta to approve the regular meeting Minutes of January 22, 2025. The motion was seconded by Hutwelker and there was no further discussion. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Tempesta to approve the Consent Agenda. There was a second by Hutwelker. There was no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Abatement # 2025-06 for Map/Lot 248/43/0/CG0/74
- Intent to Cut for Map 254 Lot 38-1
- Raffle Permit #2025-01 – Swanzey Cal Ripken League
- Employment Agreements with Joseph DiRusso & Eric Mattson
- Personnel Action Report(s)

NEW BUSINESS

Town Administrator Recruitment and Interim Services

The Board considered proposals from Municipal Resources Inc. and Rethink Local for interim Town Administrator and recruitment services.

Motion was made by Tempesta to select Rethink Local for interim Town Administrator and recruitment services and authorize the chairman to sign contract documents. There was a second by Hutwelker. There was no further discussion. All were in favor. ***Motion passed.***

Recurring Weekly Rental of Whitcomb Hall

The Board considered a request for a recurring rental of Whitcomb Hall to cook food for a food truck at Whitcomb Hall. Tempesta asked about licensing of the commercial kitchen and Branley said he was unsure. Tempesta agreed to contact the interested party and report back.

Town Administrator Transition
Hutwelker suggested the Board members serve as liaisons to departments during the Town Administrator transition, with Karasinski assigned to Recycling and Recreation, Tempesta assigned to Police and Public Works, and himself assigned to Town Hall and Fire Department. The Board agreed by consensus.

Deliberative Session Preparations
Branley stated the Moderator asked that the Board plan to move and second the articles and give a brief introduction and the Board discussed.

Karasinski recessed the meeting at 6:15 p.m., to be reconvened after the Deliberative Session.

Karasinski called the meeting back to order at 9:00 p.m.

Attorney Johnston stated that based on the amendment to Article 16 removing the appropriation the Selectmen should not make a recommendation on the article. Hutwelker wanted to make a recommendation, however Karasinski and Tempesta were opposed.

ADJOURNMENT
Motion to adjourn the meeting was made by Tempesta. The motion was seconded by Hutwelker without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 9:05 p.m.

Respectfully Submitted,

Michael T Branley, Town Administrator

Approved on

2024
EQUALIZATION
MUNICIPAL ASSESSMENT DATA
CERTIFICATE

MUNICIPALITY: SWANZEY

We the undersigned do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF ASSESSING OFFICIALS *(Selectmen if Town; must be signed by a majority)* *(Assessor if City)*	DATE

NAME OF CONTACT PERSON: Christine Smith EMAIL: csmith@swanzeynh.gov

OFFICE PHONE NUMBER (603) 352-7411 X114 OFFICE HOURS: MON-THURS 8:00am-5:00pm FRIDAY 8:00am-12:00pm

(*Note: If your office keeps irregular hours, please provide an alternate means of contacting you.*)

(Please check appropriate box, if applicable)

☐ Full Reval ☒ Cyclical Reval (values updated) ☐ Cyclical In Progress ☐ Partial ☐ Update/Statistical

NAME OF COMPANY DOING REVALUATION WORK: Marazoff Assessing Services
(Please state if done in-house)

COMMENTS:

Please upload to: ratiostudy.org

EMPLOYMENT CONTRACT

Agreement made this ____ day of _____ 2025, by, and between the TOWN OF SWANZEY, New Hampshire (hereinafter called the "Town") and Joseph Gonsalves of Marlborough, New Hampshire (hereinafter called the "Employee").

WHEREAS, the TOWN is desirous to retain Joseph Gonsalves to continue to serve as the Police Chief of Swanzey, to be responsible for overseeing the administrative control and daily operations of the Town's Police Department.

WHEREAS, Joseph Gonsalves is willing to perform the duties of the position of Police Chief according to the terms and conditions of this Employment Contract (hereinafter referred to as the "Contract").

NOW, THEREFORE, the Town and Joseph Gonsalves hereby agree that the following terms and conditions shall govern the Employee's employment by the Town.

1. TERM OF EMPLOYMENT
   The term of this agreement shall be for the period of February 2, 2025 to February 3, 2029. Prior to November 1, 2028 either party may request, in writing, the negotiation of a new agreement for an additional period of time. If neither party requests a new agreement by that date, or if the party receiving such a request fails to respond, or the parties are unable to reach an agreement, then this Contract shall expire in accordance with its terms, and the employee's employment with the Town shall not be renewed. Notwithstanding the foregoing, the parties may, by mutual consent, enter into a new agreement at any time.

2. DUTIES
   Employee agrees to dutifully and faithfully perform and fulfill the duties and responsibilities of the position of Police Chief as detailed in the position description (Attachment 1) and as it may be amended by the Board of Selectmen, and additional duties as may be lawfully and properly assigned from time to time by the Board of Selectmen. Employee shall work under the authority of the Board of Selectmen and the daily supervision of the Town Administrator. Except as expressly stated herein, Employee's employment with the Town is subject to the same rules, regulations and policies applicable to other Town employees as may be adopted and amended from time to time by the Board of Selectmen.

3. EXTENT OF SERVICES
   Employee shall be a full-time employee and agrees to devote the time and energy reasonably necessary to faithfully perform the duties of the Police Chief. Employee shall not engage in any outside employment.

   The position of Police Chief is classified as exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime pay or compensatory time for hours worked in excess of the Town's standard workweek. The Employee may devote a great deal of time outside normal business hours to the business of the Town, although his normal work schedule shall consist of a forty (40) hour workweek.

4. HEALTH, DENTAL AND OTHER INSURANCES

The Town agrees to provide medical and dental insurance to the Employee, spouse and eligible dependents, subject to the policies and premium cost sharing requirements set by the Board of Selectmen for other regular full time employees of the Town receiving these benefits. Policies applying to other regular full time employees eligible to participate in Town insurance programs which provide opportunity to opt out of coverage shall also apply. The Employee shall be eligible to receive life insurance and short-term disability insurance benefits provided to other regular full time employees of the Town subject to policies and premium cost sharing requirements set by the Board of Selectmen for other regular full time employees receiving these benefits. These insurance benefits shall be provided subject to the terms and conditions of the Town's carrier chosen by the Board of Selectmen. The Employee shall be subject to changes in policy related to the following benefits for full time employees made by the Board of Selectmen. Subject to such changes, the following insurance benefits are currently provided:

a) *Health Insurance*

The Town provides and pays 85% of the premium for a single, two person or family health plan for regular full time employees based on the individual, two person or family plan needs of the employee and the type of plan chosen (HMO or POS). Currently the Town is paying 85% of the cost of the AB20 plan regardless of plan selected. Employees electing coverage pay the balance of premium for the plan selected, which is currently 15% through payroll deduction. The employee's share of premium for the plan and coverage level selected is paid on a weekly basis through payroll deduction pro-rated over 48 weeks annually (4 weeks per month).

b) *Dental Insurance*

The Town provides and pays 85% of the premium for a single, two person or family dental plan for regular full time employees based on the individual, two person or family plan needs of the employee. Employees electing coverage pay the balance of premium for the plan selected (15%) through payroll deduction. The employee's share of premium for the plan and coverage level selected is paid on a weekly basis through payroll deduction pro-rated over 48 weeks annually (4 weeks per month).

c) *Payment in Lieu of Health Insurance*

If the Employee obtains health coverage for himself, spouse and his dependents through another option, and they so choose, he may currently elect, upon receipt by the Town of written verification that the benefit is received by some other means, to receive taxable income in an amount calculated as 60% of the total premium for a single insurance plan rounded up to the nearest ten (currently $670 per month), distributed on a monthly basis and included in the payroll check received on the third Thursday of the month. To be eligible for this payment, the Employee must initially present proof of health insurance coverage through other means and demonstrate its continuation at least annually thereafter.

d) *Life Insurance*

The Town provides the Employee with a life insurance policy. The policy value is $20,000. At age 65, benefits under the current policy are reduced by 35%. At age 70 benefits under the current policy are reduced by 50% from the original amount. These reductions in benefits are in accordance with the terms of the policy provided by the current carrier. The Board of Selectmen reserves the right to determine which company provides the life insurance.

e) *Short Term Disability Insurance*
The Town provides to the Employee a disability income insurance policy. The maximum length of disability benefits provided under the current policy is twenty-six (26) weeks. Maximum weekly benefit to be paid to the employee is currently up to 60% of regular weekly base pay. The Board of Selectmen reserves the right to determine which company provides the short-term insurance.

f) *Long Term Disability Insurance*
The Town shall provide to the Employee a long term disability income insurance policy which applies after completion of short-term disability (STD) and provides that, should an employee become injured or ill off the job, an indemnity benefit is paid to the employee.

5. PROFESSIONAL DEVELOPMENT, DUES AND SUBSCRIPTIONS
The Town recognizes the need for the professional development of the Employee and agrees that the Employee shall be given adequate opportunities to develop his skills and abilities as a Police Chief provided they do not interfere with the operation of the Town. The Town will budget and pay for the reasonable professional dues for participation in national, regional and state and local associations and organizations, subscriptions and conference and training expenses (including travel and lodging in accordance with the travel, training and conference policies of the Town) which shall be subject to approval by the Town, in its sole discretion and as it deems necessary (which discretion shall be reasonably exercised, having in mind the best interests of the Town of Swanzey and professional development of the Employee) for professional development programs.

6. AUTOMOBILE
The Town shall provide a municipal vehicle for use by the Employee to be used in conjunction with performance of the duties of Police Chief. The Employee may use the municipal vehicle assigned to him for commuting and de minimis personal use. Examples of use which could be characterized as de minimis in nature would be stopping to do errands of a personal nature which are on the way home or in the course of conducting municipal business. Transporting of family members in municipal vehicles is generally not permitted unless related to municipal business or in cases of emergency. Use of Town vehicles by the Employee shall comply with the Use of Town-Owned Vehicles Policy.

7. CELL PHONE
The Town recognizes that communications are an essential component of the position and the Employee will be assigned a Town cell phone for work and de minimis personal use. The Employee shall have no expectation of privacy when using the Town cell phone.

8. DISCIPLINE, TERMINATION OF EMPLOYEE AND RESIGNATION
The Board of Selectmen, may terminate the employment of the Employee for cause during the term of this Contract.

"Cause" shall include corruption, significant or repeated infraction of the rules or policies governing the Town and/or the Police Department, conviction of a crime involving fraud or dishonesty, conviction of a felony, or conviction of a misdemeanor resulting in sentence to imprisonment for a term, insubordination, neglect of duties, or

failure to carry out a lawful order of the Board which results in significant injury to the Town. Cause shall also include failure to satisfy any condition of employment in Section 15 of this Contract. Before terminating the Employee for cause, the Board shall be obligated to provide Employee written notice of the charges, at least ten days before a meeting, and after said meeting, the Board shall vote whether to terminate the Employee for cause. Should the Board vote to terminate the Employee for cause, then the Town shall not be obligated to pay the Employee any severance pay or payout of vacation time.

In the event the Employee voluntarily resigns his position with the Town during the term of this Contract, the Employee shall give the Town one (1) month written notice in advance, unless the parties agree otherwise. Should the Employee fail to provide sufficient notice, the Employee will not be paid for any unused, accrued vacation leave, which shall be forfeited. Such notice of resignation shall be directed to the Board of Selectmen. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation. The Employee shall be paid for all unused, accrued vacation leave conditioned on providing sufficient notice of resignation.

If Employee is to be disciplined, the Town shall follow the same procedures relative to cause dismissal provided in this section.

9. COMPENSATION
An annual starting salary of $2,154 gross per week ($112,008 gross if annualized) is established for this full-time position classified as exempt under the Fair Labor Standards Act.

The Town agrees to performance-based compensation increases if warranted (in the Board of Selectmen's sole discretion) after the employee's annual review.

10. PERFORMANCE EVALUATION
The Board of Selectmen shall review and evaluate the Employee's performance as Police Chief annually. Said review and evaluation shall include goals and objectives developed by the Board of Selectmen and the Employee. Upon completing the evaluation, the Employee shall be provided with a written copy of the evaluation. There shall be an adequate opportunity for the Employee to discuss the evaluation with the Board of Selectmen and respond in writing should the Employee choose to do so.

11. RETIREMENT
As a full-time Police Officer in accordance with state statute, the Employee shall be enrolled by the Town in Group II of the NH Retirement System.

12. VACATION AND OTHER LEAVES
Vacation leave shall accrue monthly at a rate of ten (10) hours per month (120 hours if annualized). The Employee may carry over at year end no more than 160 hours (with any remainder being forfeited). The Employee shall be authorized to use accrued vacation time as approved by the Board of Selectmen and in compliance with Town policy. The Employee shall be subject to changes in policy related to vacation and other leave benefits for full time employees made by the Board of Selectmen.

Employee shall be eligible for other leaves, such as holiday leave, floating holiday leave, bereavement leave, jury duty, family medical leave, etc. prescribed by Town policy for regular full time employees working a 40 hour work week in accordance with the terms

and conditions of such policies adopted and as may be amended from time to time by the Board of Selectmen. Records documenting the Employee's use of vacation or other types of leave shall be filed at the Finance Office through completion of the Town's salaried employee time record submitted in accordance with the deadlines established to facilitate payroll processing.

Subject to amendment by the Selectmen of leave policies applicable to full-time employees, the Employee is eligible for leave as follows:

a) *Holidays*
The Employee shall receive ten (10) paid holidays as approved for all similar employees by the Board of Selectmen on an annual basis.

b) *Floating Holidays*
In addition, the Employee is entitled to 2 floating holidays per calendar year. Floating holidays must be taken during the calendar year of entitlement and shall not accrue beyond the end of a calendar year. Unused floating holidays shall not be compensable at the end of a calendar year or at the end of employment.

c) *Bereavement Leave*
The Employee shall receive up to one regularly scheduled work week off with pay for the death of a member of his immediate family to arrange and attend funerals. Immediate family shall be defined as spouse, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren.

d) *Jury Duty*
If the Employee is summoned and reports for jury duty as prescribed by law, he shall be paid by the Town an amount equal to the difference between the amount of wages the Employee would have earned by working during his regular work schedule for that day and the daily jury duty fee paid by the court (not including travel allowances or reimbursement for expenses), for each day on which he otherwise would have been paid.

e) *Family and Medical Leave Act*
The Employee is eligible for Family and Medical Leave (FMLA), subject to policy and legal eligibility requirements. Employees taking Family or Medical Leave shall be entitled to return to their original job, or an equivalent job with equivalent pay, benefits and other conditions, upon return from FMLA leave.

f) *Sick Leave*
Sick leave shall be earned at a rate of 6.75 hours per month. The Police Chief may carry over at year end a maximum of 240 hours of sick leave. The Town shall not pay out for unused sick leave.

13. INDEMNIFICATION
The Town agrees to indemnify and hold harmless the Employee from any and all losses including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith. Provided

however, this provision shall not apply in a dispute between the Town and the Employee.

14. BONDING
The Town shall pay the full cost of any fidelity or other bonds required of the Employee by the Town or under law.

15. CONDITIONS OF EMPLOYMENT
The Police Chief's employment is contingent upon maintaining the following: residency within the Town of Swanzey or within 15 miles and NH Full Time Law Enforcement Officer Certification. The Employee's failure to satisfy any of these conditions will result in termination of employment for cause.

16. LAWS GOVERNING
This Contract shall be construed and governed by the Laws of the State of New Hampshire and any dispute arising under this contract shall be heard in the Superior Court of New Hampshire.

17. SEVERABILITY OF PROVISIONS
If any clause or provision of this Contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby.

18. MISCELLANEOUS
This is the entire agreement between the Town and the Employee. No change or modification of this Contract shall be valid unless in writing and signed by both of the parties. This Contract may be amended at any time by mutual consent of the parties in writing signed by both parties.

_____
Joseph Gonsalves, Police Chief

Date:

TOWN OF SWANZEY
BOARD OF SELECTMEN

_____
Sylvester Karasinski, Chair

_____
W. William Hutwelker, III

_____
James Tempesta

Date:

TOWN OF SWANZEY
PERSONNEL ACTION REPORT

Employee Name: **Michael Branley** Employee #: **109**

Submitted by: **Meagen Kerris, Human Resources Coordinator** Date: **February 10, 2025**

Department: **Town Hall**

Check applicable action below. Provide specific details and comments below. Attach pertinent data.

- ☐ New Hire – subject to terms and requirements of conditional offer of employment
- ☐ Probationary Status
- ☐ Employee Classification/Reclassification
- ☐ Pay Rate Change (see below for effective date)
- ☐ Leaves Requiring Board of Selectmen Authorization
- ☒ **Separation of Service**

Details/Comments: *Resignation received. Thank you for your years of service! You will be greatly missed. Good luck on your next endeavor.*

Position: *Town Administrator*

Rate of Pay: ***$111,404.80***

Effective Date: *February 27, 2025*

Circle One: Recommended Not Recommended

Department Head or
Supervisor Signature: _____ Date: _____

Reviewed by Town Administrator or Finance Office

Signature: _____ Date: _____

Circle One: Approved Not Approved

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Board of Selectmen

Distribution by Finance Office following Board authorization:
Original – Personnel File (Town Hall) Copy 2 – Time Card file (Town Hall)
Copy 1 – Employee

12/30/2024

TOWN OF SWANZEY
PERSONNEL ACTION REPORT

Employee Name: **Joseph DiRusso** Employee #: **211**

Submitted by: **Michael Branley, Town Administrator** Date: **February11, 2025**

Department: **Department of Public Works**

Check applicable action below. Provide specific details and comments below. Attach pertinent data.

- ☐ New Hire – subject to terms and requirements of conditional offer of employment
- ☐ Probationary Status
- ☐ Employee Classification/Reclassification
- ☒ **Pay Rate Change** **(see below for effective date)**
- ☐ Leaves Requiring Board of Selectmen Authorization
- ☐ Separation of Service

Details/Comments: *Thank you for your continued services to the town!*

Position: *Department of Public Works Director*

Rate of Pay: ***$2,154.00/week ($112,008.00/annually)***

Effective Date: *February 2, 2025*

Circle One: Recommended Not Recommended

Department Head or
Supervisor Signature: _____ Date: _____

Reviewed by Town Administrator or Finance Office

Signature: _____ Date: _____

Circle One: Approved Not Approved

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Board of Selectmen

Distribution by Finance Office following Board authorization:
Original – Personnel File (Town Hall) Copy 2 – Time Card file (Town Hall)
Copy 1 – Employee

12/30/2024

TOWN OF SWANZEY
PERSONNEL ACTION REPORT

Employee Name: **Eric Mattson** Employee #: **929**

Submitted by: **Michael Branley, Town Administrator** Date: **February 11, 2025**

Department: **Fire Department**

Check applicable action below. Provide specific details and comments below. Attach pertinent data.

- ☐ New Hire – subject to terms and requirements of conditional offer of employment
- ☐ Probationary Status
- ☐ Employee Classification/Reclassification
- ☒ **Pay Rate Change** **(see below for effective date)**
- ☐ Leaves Requiring Board of Selectmen Authorization
- ☐ Separation of Service

Details/Comments: *Thank you for your continued years of service!*

Position: *Fire Chief*

Rate of Pay: ***$1,925.00/week ($100,100.00 / annually)***

Effective Date: *February 2, 2025*

Circle One: Recommended Not Recommended

Department Head or
Supervisor Signature: _____ Date: _____

Reviewed by Town Administrator or Finance Office

Signature: _____ Date: _____

Circle One: Approved Not Approved

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Selectman: _____ Date: _____

Board of Selectmen

Distribution by Finance Office following Board authorization:
Original – Personnel File (Town Hall) Copy 2 – Time Card file (Town Hall)
Copy 1 – Employee

12/30/2024

To Robert Goodrich of Swanzey, NH in the County of Cheshire

WHEREAS, there is a vacancy in the office of Conservation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said

Robert Goodrich as a Conservation Commission Member

of said town; and upon your taking the oath of office, and having this appointment and certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office until 2027.

Given under our hands this day _____

_____

Selectmen of

_____

Swanzey

_____

I, Robert Goodrich, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Conservation Commission Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire.

SO HELP ME GOD.
STATE OF NEW HAMPSHIRE
CHESHIRE COUNTY, S.S.

Personally appeared the above named, Robert Goodrich, who took and subscribed the foregoing oath. Before me,

Sworn in Date:_____
Date Received and recorded_____.

_____
Robert Goodrich

_____
Swanzey Town Clerk

To Jane Johnson of Swanzey, NH in the County of Cheshire

WHEREAS, there is a vacancy in the office of Conservation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said

Jane Johnson as a Conservation Commission Alternate Member

of said town; and upon your taking the oath of office, and having this appointment and certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office until 2026.

Given under our hands this day _____

_____

Selectmen of

_____

Swanzey

_____

I, Jane Johnson, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Conservation Commission Alternate Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire.

SO HELP ME GOD.
STATE OF NEW HAMPSHIRE
CHESHIRE COUNTY, S.S.

Personally appeared the above named, Jane Johnson, who took and subscribed the foregoing oath. Before me,

Sworn in Date:_____
Date Received and recorded_____.

_____
Jane Johnson

_____
Swanzey Town Clerk

To Wallace Smith of Swanzey, NH in the County of Cheshire

WHEREAS, there is a vacancy in the office of Conservation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said

Wallace Smith as a Conservation Commission Alternate Member

of said town; and upon your taking the oath of office, and having this appointment and certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office until 2026.

Given under our hands this day _____

_____

Selectmen of

_____

Swanzey

_____

I, Wallace Smith, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Conservation Commission Alternate Member according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire.

SO HELP ME GOD.
STATE OF NEW HAMPSHIRE
CHESHIRE COUNTY, S.S.

Personally appeared the above named, Wallace Smith, who took and subscribed the foregoing oath. Before me,

Sworn in Date:_____
Date Received and recorded_____.

_____
Wallace Smith

_____
Swanzey Town Clerk