Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **August 27, 2026**
Whitcomb Hall, 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 of the Swanzey Planning Board was called to order at 6:00pm by Chair Victoria Ames. The meeting was held at Whitcomb Hall and online for the public. Other members present: Vice Chair Scott Self, Michael York, Richard Lane, Mark Scalera, Brandon Self, Alternates Stacey Goodale, Jane Johnson, Charlie Harbeck, and Selectman's Representative Alan Gross. Also present was Town Planner Adam Paquette.

The Chair called the roll and read the agenda for the evening. A quorum was present.

Absent:
None

Others Present:
Mike Johnson, Emily Kerylow, Dan Scheerer, Tara Kessler, Pete Delaney, Sarah Bollinger

MINUTES:
The meeting minutes of August 13, 2026 were considered. A motion was made by S. Self to approve the meeting minutes as presented. There was a second by Scalera**.** All were in favor. With no further discussion, the motion passed.

REGIONAL IMPACT
A Motion was made by **Scalera** that there was no regional impact. There was a second by Lane**.** All were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
None

Discussions and Other Business:

A. Excavation Report – 56 Cory Pond Road

- Ames introduces the report and states that it contains all necessary information per the RSA.
- S. Self makes a motion to accept the excavation report as presented. Seconded by Scalera. All were in favor. With no further discussion, the motion passed.

B. New Tenant Application – PLP Composites – 1 Railroad Street (Map 110 Lot 105)

- S.Self recuses himself as an abutter.
- **Ames seats Johnson in place of S.Self.**
- The applicants introduce themselves and the project.

- Ames goes over the requirements of the application and the applicant gives some background on the business.
- Scheerer states the tallest poles being manufactured are about 40 feet. Kessler states that all manufacturing takes place inside the facility.
- Kessler goes over the operating hours and how they interact with the existing business. PLP's operating hours are Monday – Friday, 8:30am to 4:30pm. Port-O-Lite's hours are Monday – Friday, 7:30am to 3:30pm. PLP is expected to have 6-8 full time employees, while Port-O-Lite has 7 full time employees.
- Kessler states that no changes are being proposed to the exterior of the site.
- Kessler states PLP will have roughly 3-4 truck deliveries per week.
- Ames asks about the types of trucks going in/out of the property and Scheerer states there are occasional box trucks, similar to Port-O-Lite's.
- Ames asks about the need for a special exception and Paquette states that a special exception will be needed in case of expansion. Kessler clarifies that there may be a special exception on file, however, Paquette has not been able to locate due to some old files at Town Hall being mislabeled.
- Kessler states that there is an approved site plan on file. Kessler and Scheerer have provided the most recently approved site plan modification.
- Kessler states that she spoke with Paquette, who confirms that mixed-use is permitted. The proposed use is the same as the existing use.
- Ames asks the board if they believe the proposed use is the same as the existing
    - The board answers in consensus that it is similar.
- Lane askes about potential biohazard to ensure the building has adequate ventilation.
- Ames asks about ventilation and the applicant answers that everything is filtered if needed. States the odor is similar to a body shop that might be painting, etc. The applicants' current location is in a residential neighborhood with little to no complaints.
- Scheerer states the materials required is similar to woodworking. Material is captured, nothing airborne. He states they use proper ventilation and dust collection.
- Pete Delaney states that the existing dust collection system is adequate for the proposed use.
- Scheerer goes into the manufacturing process for the poles his business produces.
- Scalera makes a motion to approve a new tenant. B.Self seconds. Lane asks Paquette if the building inspector will be involved in any way. Paquette answers that no, because no building permit is needed, the inspector will not be involved. The applicant discusses more about the manufacturing process. No further discussion. All were in favor. Motion passed.

C. Zoning Audit Discussion

- Ames asks about the timeline and Bollinger answers that the board should be discussing the structure and, if there is time, the list of broader revisions that would require warrant article amendments.
- Bollinger proposes that if the Board wouldn't propose it as a warrant article, it should not be brought to the joint meeting.
- Bollinger goes over the recommended timeline for amendments and states that amendment discussions and the general timeline is independent of her work on the reorganization.
- Bollinger speaks on revisions to the floodplain ordinance and timeline for amendments.
- Bollinger speaks to some changes being required due to statutory changes.

- Lanes asks about timeline to get new flood map from FEMA and asks how we word the ordinance. Bollinger goes over the process and states she will give materials to Paquette to distribute to the Board.
- Scalera states that the organization is relatively easy to follow but changes to best practices are hard to identify in the proposed document. Scalera is concerned that language changes might change the intention. Bollinger and S.Self state that no language has changed, it has only been moved. Any language changes would require an amendment for the warrant article.
- Bollinger asks the Board for more general thoughts
    - **i.** S.Self speaks on district boundaries and proposes adding "rules regarding district boundaries" under 2.1
    - **ii.** S.Self suggests rear lot and nonconforming lot under table that goes over dimensions in 3.1
    - **iii.** S.Self states that the table of dimensional standards is fine as is, but should be split to provide frontage, setback, and lot size on one table, and everything else on a separate table.
    - **iv.** S.Self suggests separating nonconforming lots and structures into separate sections. Nonconforming lots and nonconforming structures would be separated.
    - **v.** The Board agreed by consensus on the above changes.
- Ames suggests some edits to the following:
    - **i.** Ames suggests including more elements in titles to enhance searchability of frequently used items
    - **ii.** Ames suggests that the ordering of Section 2 should be: Zoning Map, Zoning Districts, Overlay Districts, and Rules Regarding District Boundaries
- Ames suggests that table language should not be in all caps. Should follow format in Section 3 table.
- S.Self and Ames suggest changes to language changes to 3.11 to include "residential" before screening.
- Lane asks how nonconforming lots can be developed when a structure is destroyed. Bollinger states the Town has an inconsistency in its current language that will need to be addressed.
- Ames asks that 3.4.1.1 get a title named "Shorelands Protection Overlay District – Nonconforming Lot" to maintain title consistency.
- Ames suggests grammatical fixes to 3.4.2.1 – changing "are" to "is".
- Bollinger reiterates that all changes are open for discussion ang gives reasoning for the current layout, focusing on accessory uses.
- Goodale speaks on the use table in Section 4.8 and suggests changes to how the use categories are presented for clarity. Bollinger and the Board agreed
- The Board discusses section 4. S.Self proposes to make home-based business and home occupation easier to find in tables. The Board discusses separating them out into their own sections (4.8, table of uses would be moved to 4.9).
- Ames suggests moving small residential storage sheds to their own section due to the high volume of public inquiries. Paquette states he struggles with the suggestion because the section is very small. Bollinger goes over where it currently is in the reorganized document. Bollinger goes over ways to make it stand out more.
- Scalera suggests listing uses as alphabetical. The use tables get more chaotic as you move into commercial/business/industrial uses. This should be cleaned up once uses are consolidated.

- Bollinger starts to discuss recommend amendment language. She recommends that all amendment language history, with distinct exceptions for amendments that coincide with dates (ADU), be moved out of the ordinance and kept in a separate document. This language would live in an annex.
- The Board agrees that map history should stay in ordinance**,** at the back.
- The Board discusses amendment language and how it could be moved to a separate document.
- The Board discusses definitions and how they should be consolidated and timeline for doing so.
- Paquette speaks about sending additional documentation to the Board after the meeting.

OTHER BUSINESS:

- Lane asks about ZOOM attendance and how a virtual participant can ask questions. Paquette states that meetings are broadcast on Facebook and YouTube. Online participants are encouraged to send questions to the Town Planner ahead of time or attend the meeting in person.

ADJOURNMENT

A motion to adjourn was made by Scalera. There was a second to the motion by B. Self with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:47pm.

Next Meeting: September 10, 2026

Respectfully Submitted,

Adam Paquette, Town Planner

Approved on

DRAFT