Town of Swanzey, New Hampshire
**Board of Selectmen**
Meeting – July 1, 2025
Town Hall – Fire Department Conference Room
620 Old Homestead Highway - Swanzey, NH

**CALL TO ORDER**

The meeting was called to order by Chair W. William Hutwelker III, at 4:06pm. at The Town Hall, 620 Old Homestead Highway, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

**OTHERS PRESENT**

Chief of Police Joseph Gonsalves, Chief of Fire Department Eric Mattson, Emergency Management Director Kevin Westcott, and Deputy Fire Chief Mike Burke.

**NEW BUSINESS**

**Updates for Emergency Management Procedures and Projects**

- Hutwelker let the group know that the reason for the meeting is for the Board to be part of the emergency management team and get updates such as the recent request for a cooling station. An office space is needed for the Office of Emergency Management in the new station. Whether the public participates in events such as cooling or warming stations, it's important to make them available and have supplies such as water and snacks.
- Having some type of supplies needed for cooling stations and warming stations,
- Westcott wants everyone to do a better job communicating. What is the process if there is an emergency he should be involved with? He described a scenario where people needed to be evacuated. Gallagher said there are protocols for a variety of incidents which can be adapted as needed. He would communicate with Westcott via cell phone as he does the select board and the Town Administrator.
- Westcott reported he has started working on the Hazard Mitigation plan which has to be reviewed and revised every 5 years. This is due March 2026. Mattson has gone through it before and described the process. There is a grant process. The Town needs to establish a committee and determine who should be on the committee, such as someone from each department. Westcott will send a recommendation about who should be on the committee. Suggested Planning Board, Code Enforcement, Town Administrator, Selectboard representative. Art Whipple is interested in joining the committee.
- Rautiola said that the time spent on the project should be logged since the Town might be reimbursed for the work; the meetings should be posted so the public can attend.
- Wescott would like some guidelines in place as to when we would offer a cooling station or warming station such as under what conditions. Rautiola said the board is looking for him to create guidelines.
- Discussion about how to send out alerts when there are emergencies using the program that Westcott has set up. Need to get residents to sign up. Rautiola will create a notice, and have it put on Facebook; she'll ask all employees to sign up.
- Sanchez described his experience with OEM and when the current fire department space is revamped, we might want to consider what could work in the current space for emergency management.
- Sanchez offered his help to Westcott.

**Certificate of Authority for the Land & Water Conservation Grant**

- **Motion** made by LaBelle to authorize the Town Administrator, Lori Rautiola to sign the Certificate of Authority for the Land & Water Conservation Grant. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

**Update on Rural Development PPG funds**

- Motion made by LaBelle to increase the Town's contribution by an additional $2600 for a change in the contract with Underwood for the RDPPG grant. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

**NON-PUBLIC SESSIONS**

**Non-public session(s) per RSA 91-A:3, II *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.***

**Motion** was made by LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II (a), seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered non-public session at 5:02pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells and Fire Chief Eric Mattson.

**Motion** was made by LaBelle to come out of non-public session, seconded by Tempesta. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 5:53pm.

**Motion** was made by LaBelle 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 Tempesta. All were in favor and the ***motion passed***.

**ADJOURNMENT**

**Motion** to adjourn the meeting was made by Labelle. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 5:53pm.

Respectfully Submitted,

Susan Ells
Recording Secretary

Approved on July 9, 2025