Town of Swanzey, New Hampshire
Board of Selectmen
Meeting –September 3, 2025
Richardson Park
60 East Shore Rd

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III at 5:35 p.m. at Richardson Park, East Shore Rd, Swanzey, NH. Other members present were Selectmen James Tempesta, and Mark Labelle. Also present was Town Administrator Lori Rautolia and Administrative Assistant Katie Collins.

OTHERS PRESENT

Sylvester Karasinski, Michael York, Cathy Bergstrom, Jay Ward, Liam Magen, Mark Scalera, Jennifer Rhodes

MINUTES

- The regular meeting Minutes of August 20, 2025 were considered. There was a **motion** by Labelle to approve the regular meeting Minutes of 20, 2025. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes Sessions # 1, 2, and 3 of August 20 were considered. There was a **motion** by Labelle to approve the non-public meeting Minutes #1, 2, and 3 of August 20, 2025. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Labelle to approve the Consent Agenda. There was a second by Tempesta. All were in favor. ***Motion passed.***

- Payroll Manifest
- Payables Manifest
- Personnel Action Report(s)
- Raffle Permit -Jack & Jill

PUBLIC INPUT

Jay Ward expressed his concerns regarding Wilson Pond overgrowth. Ward stated he spoke with NH Fish & Game and was advised the State has Wilson Pond classified as private. Therefore, is not involved with Wilson Pond. Ward would like the Town Administrator to contact Fish and Game to see what the pros and cons of Wilson Pond being classified as public versus private. Ward added he also has concerns with people taking water out of Wilson Pond and would like the Board to consider possibly making a town ordinance to stop it.

Michael York suggested the Board consider establishing a budget committee. Hutwelker informed York that the select board is the budget committee.

APPOINTMENTS

NH House Rep Jennifer Rhodes sought help setting up a meeting with someone who can point her in the direction of who owns the land and is financially responsible for the rail trail behind Holbrook Ave. The trail has collapsed (back in 2023 due to floods) and the homeowner who owns the land surrounding it has concerns for people's safety, and people coming on his property to go around the collapsed portion of the trail. It was noted there is a concrete barrier to stop pedestrians from falling but it does not seem like it is enough. Hutwelker suggested as a temporary measure to install more concrete barriers at the beginning of the trail.

Cathy Bergstrom presented a draft of clean water regulations. Bergstrom explained the need for the regulations and that part of the regulations would be for homeowners in the watershed areas would need to have their septic systems inspected every 3-5 years. It was noted seasonal waivers for summer only residents (around the lake) would be considered. Bergstrom said that if the agreement is adopted property owners would have 180 days to show proof of inspection or would need to have it inspected.

Tempesta liked the idea. He questioned if the Town would receive copies of the inspection. It was noted they would. Liam Magan, who does septic inspections for a living, noted his company offers a discount rate for groups that sign up at the same time. Hutwelker would like Bergstrom to develop a plan on how to implement and enforce, and a cost analysis for the staffing this may cost the Town. Mainly who would be responsible for sending out notices and what is required in the inspection etc.

CONSIDERATION OF NEW BUSINESS

Administrative Abatements: Map 248 Lot 43, Map 248 Lot 43, Map 233 Lot 11, Map 241 Lot 13, Map 242 Lot 9, Map 242 Lot 10, Map 242 Lot 11, map 242 Lot 12. **Motion** made Labelle to approve to above the abatements (as noted above) as requested by the Tax Collector. All were in favor. ***Motion passed.***

Lease for the Carpenter Home -Honeybee Hollow Children's Center: **Motion** made by Labelle to approve the agreement. (September 1, 2025- July 31,2026) Tempesta seconded the motion. All were in favor. ***Motion passed.***

EEC Pilot Agreement (Pilgrim Pines): **Motion** made by Labelle to approve the PILOT Agreement with Evangelical Covenant Church of America, Inc (Pilgrim Pines) with the terms as stated in the agreement for Payment in Lieu of Taxes. Tempesta seconded. All were in favor. ***Motion passed.***

Construction Manager Contract for Gordon Services Property Maintenance LLC: **Motion** made by Labelle to approve the Construction manager contract with Gordon Services Property Maintenance LLC as drafted by kcs Architects for the construction of Fire Station 2 with a Gross Maximum Cost of $2,632,349.00. Tempesta seconded. All in favor. ***Motion passed.*** **Motion** made by Labelle to authorize Town Administrator Rautiola to sign the contract. Tempesta seconded. All in favor. ***Motion passed.***

CONSIDERATION OF OLD BUSINESS

Charter/Spectrum Cable Franchise Renewal: **Motion** made by Labelle to approve the Franchise Agreement with Charter Communications and the Town of Swanzey as stated in the final Franchise Agreement. Tempesta seconded. All in favor. ***Motion passed.***

Elderly Exemptions Qualification Limits- Updates and Discussion: Dave Marazoff will do some research. It was noted the Board will consider increasing the income and asset limits for the Elderly Exemption Applications. If so, this would need to go before the voters on the ballot.

ADMINISTRATIVE UPDATE

Rautiola explained the need to submit the estimates for MS 434. The Board concurred with the amounts to enter into the portal.

Public Input

Discussed on first responder non restricted trust account. A resident has a medical condition and needs work done around the house. Hutwelker would like to find out the balance of the First Responder Account.

The Public Session closed at 6:57 pm.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a board member, unless such person requests an open meeting.

Motion was made by Labelle to enter nonpublic session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public would likely affect adversely the reputation of any person. Seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered nonpublic session at 6:58 p.m. Present was W. William Hutwelker III, James Tempesta and Mark Labelle. Also present was Town Administrator Lori Rautiolia and Katie Collins.

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 7:37 pm.

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***.

Non-public session(s) per RSA 91-A:3 II(b) Hiring of any person as a public employee

Motion was made by Labelle to enter nonpublic session pursuant to RSA 91-A:3, II(b) Hiring of any person as a public employee seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered nonpublic session at 7:39 p.m. Present was W. William Hutwelker III, Mark Labelle James Tempesta. Also, present was Town Administrator Lori Rautiolia and Katie Collins.

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 7:45 pm.

Motion was made by Labelle to seal the minutes for 6 months 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 7:57 p.m.

Respectfully Submitted,

Administrative Assistant
Katie Collins

Approved on September 16, 2025