Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – November 12, 2025
Whitcomb Hall
17 Main Street, Swanzey, NH

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III, at 5:01pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

Non-public session(s) per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person

There was a motion made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 5:01pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells.

There was a motion made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 5:25pm.

There was a motion 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; the motion was seconded by Tempesta. All were in favor and the motion passed.

The Chair reopened the regular meeting to order at 5:30pm.

OTHERS PRESENT

Kai Kraemer with FACT TV, Nicholas Roy from Umbral Technologies, Jay Ward, Michael York, Mark Patten, Kelly Carlin, Fire Chief Eric Mattson, and David Hoitt and Becky Streeter from Stratton Free Library.

MINUTES

The regular meeting minutes for August 12, August 13, September 10 and November 4, 2025, were considered. A motion was made by LaBelle to approve the minutes as presented. Tempesta seconded the motion, and it passed 3-0.

The non-public session minutes for August 13, 2025 #1 and 2 and November 4, 2025 #1 and 2 were considered. A motion was made by LaBelle to approve the minutes as presented. Tempesta seconded the motion, and it passed 3-0.

CONSENT AGENDA

A motion was made by Labelle to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.

A. Payroll Manifest
B. Accounts Payable Manifest

PUBLIC INPUT

None

APPOINTMENTS

Susan Ells, David Hoitt, Becky Streeter – Stratton Library 2026 Budget Proposal

The Library Trustees and the Director presented their budget proposal which includes funds to upgrade the library's 14-year-old computer equipment and to improve the system's security. The overall increase in the budget would be about $17K. Most other line items either decreased or remained the same as the previous year's budget.

NEW BUSINESS

1. IT Management Services Award

A motion was made by LaBelle to award the Town's IT Service Management Proposal to EmerTech, LLC. Tempesta seconded the motion, and it passed 3-0.

2. RFP for Assessing Services – Update

The Town put the assessing services out for proposals; two companies declined and one provided a proposal. Rautiola explained the information received so far. She suggested scheduling a work session to discuss.

3. Insurance, Assessing & IT 2026 Proposed Budgets

The overall insurance increase is expected to be 43.09%.

- Property & Liability insurance increased 29.65%
- Health Insurance increased 55.47% - some of the increase is due to more full-time employees who are eligible. There was a discussion as to whether to increase the amount offered to employees who opt out of the insurance. A work session will be scheduled to discuss this further.
- Dental Insurance increased 33.48%
- Short Term Disability increased 5.7%
- Workers' Compensation decreased 1.56%
- Life Insurance decreased 14.07%
- Long Term Disability decreased .91%
- Unemployment decreased 2.27%

The Assessing budget is currently estimated to be a 20% increase, but this could change depending on a decision based on the proposal received so far.

IT Systems Maintenance – this is currently being reviewed due to the recent selection of the new provider, and which support plan is selected.

4. Swanzey Revenue Development District Board Member Appointment – Jay Ward

A motion was made by LaBelle to appoint Jay Ward as a member of the Swanzey Revenue Development District. Tempesta seconded the motion, and it passed 3-0.

5. Home Based Business Application-M/102-L/12

A motion was made by LaBelle to approve the home-based business application for map 102 Lot 13 in the Business/North Swanzey Fire District. Tempesta seconded the motion, and it passed 3-0.

6. Class 6 or Private Road Agreement

Rautiola provided a draft of a proposed agreement for Class 6 Road; there was a discussion as to whether there should be a combined agreement to include the Private Road policy or two separate agreements. Rautiola will consult with the Attorney as to whether the Town should have two agreements or one combined for both purposes.

7. Fire Truck Repair

Chief Mattson reported that there is a crack on one of the rails of a ladder on a fire truck which has put the ladder out of service for the past 2 weeks. They also discovered some of the rungs on that ladder have rust under the rubber treads. The Chief provided a quote to get these items repaired. He can move money from other line items from his fire department budget and so he won't need to request extra funds. The truck would be repaired in Connecticut within a couple of weeks.

A motion was made by LaBelle to use $10,527.84 from the Fire Department's operating budget for repairs to the ladder. Tempesta seconded the motion, and it passed 3-0.

OLD BUSINESS

- The guard rails are going to be installed next week on Webber Hill
- The new fire station construction is making great progress

ADMINISTRATIVE UPDATE

A. CIP Update

Rautiola reported that they are holding $150,000 for Town Hall renovations.

CORRESPONDENCE

None

PUBLIC INPUT

Michael York said that he met with Jason Osborn who said that an LSR has been filed to repeal the Class 6 law. He said the opinion of other towns' attorneys is that a waiver won't be upheld. Hutwelker said that it doesn't apply to Swanzey because our zoning ordinance requires frontage on a town-maintained road.

Jay Ward said he felt that repairing the ladder on the fire truck now should improve the value when the Town is ready to trade it.

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.*

A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 6:39pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 6:56pm.

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.*

A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 6:57pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 7:02pm.

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.*
A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:03pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 7:34pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

Non-public session(s) per RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (d) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:35pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 7:47pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

ADJOURNMENT
A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 7:55pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on November 18, 2025