Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 3, 2025
Whitcomb Hall
17 Main Street, Swanzey, NH

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III, at 5:31pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present was Recording Secretary Susan Ells.

OTHERS PRESENT

Kai Kraemer with FACT TV, Theresa Lounder – Finance Director, Jay Ward and Mark Scalera

MINUTES

The regular meeting minutes of November 18, 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 of November 18, and November 25, 2025 were considered. **A motion was made by LaBelle to approve the minutes as presented (amended). 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
C. Tax abatement-M/248/L/43/CG0/68
D. Tax abatement-M/248/l43/CG0/73
E. Tax abatement-M/241/L/13
F. Tax abatement-M/241/L/12
G. Intent to Cut-M/255/L/24
H. MRSD Payments

PUBLIC INPUT

None

APPOINTMENTS

Recycling Station Solid Waste Manager, Josh Whipple – Request for electrical work

Josh Whipple reviewed the quote he had submitted from Hamblet Electric for $4029 to install (2) new 120v circuits and to divide existing receptacles at the compactors from the lighting circuits and to install (8) new high bay lights in the existing transfer station. The new lights will be LED. Midstream rebate has already been applied as part of this quote. He suggested the work can be financed from the Revolving fund using the savings realized from the bob cat purchase. The work can be done next week.

He went on to report that a recycling company from Canada visited and was impressed with the set up at the Recycling Center. The company wants to use Swanzey as a Pilot program which means they will pick up one load at no charge; going forward they would provide a reduced rate of $20/ton which will save the Town roughly $1000 per load. This will begin mid-January. He also described improvements he is planning to make to the recycling buildings in the next year.

Hutwelker complimented the new guard shed and thanked him for his work in saving the Town money.

A motion was made by LaBelle to expend $4029 from the Recycling Center Revolving fund for the Electrical work quote. Tempesta seconded the motion, and it passed 3-0.

NEW BUSINESS

A. Update to Welfare Guidelines

A motion was made by LaBelle to approve the Welfare Guidelines with the updated appendices effective 12/3/2025. Tempesta seconded the motion, and it passed 3-0.

B. Approval of IT Contract

A motion was made by LaBelle to authorize the Town Administrator, Lori Rautiola, to sign the IT MSP contract with EmerTech. Tempesta seconded the motion, and it passed 3-0.

C. Discussion on dissolving Swanzey Revenue DD TIF District

The Board reviewed the estimated fund balance with Finance Director Lounder and discussed the possible benefit to the Town if the TIF District is closed early. More research is needed before the decision is made. The Board hopes to present a report to the residents to illustrate what projects like this one has generated for revenue for the Town.

D. Approval of Funds InvestNH

A motion was made by LaBelle ***to authorize reimbursement in the amount of $21,900 to the Trustees of the Trust Funds by transferring funds from InvestNH to the Highway and Cemetery Trust Fund for the 2024 purchase of the joystick controller (attachment for road grader).*** **Tempesta seconded the motion, and it passed 3-0.**

E. Rescind CIP Authorization(s) **TABLE**

OLD BUSINESS

Review of Elderly Exemption Income/Asset & Exemption Qualification Limits

Hutwelker reviewed the recommendations made by the Town Administrator; he suggested increasing the Asset Limit from $50,000 to $70,000

A motion was made by LaBelle ***to accept the recommendation as noted in the Town Administrator Memo dated November 5, 2025 with the amended Asset Limit changed from $50,000 to $70,000.*** **Tempesta seconded the motion, and it passed 3-0.**

Stratton Library Boundary Line Adjustment

Chair Hutwelker explained that the property line between the library and the home on east side needs adjusting because it was discovered that the abutter's driveway is partly on the Town property. Hutwelker met with the Stratton Trustees, the Library Director and the homeowners. The goal for the Trustees was for a boundary line adjustment to realign the property line around the building so that the driveway is on the homeowner's property and to provide area around the library to allow access for maintenance and equipment as needed. The homeowners don't want to give up any land, so an alternative was agreed upon to have an easement provided to the abutter to allow them to use the driveway and an easement from the abutter to allow the library access to the back of the building and the east side of the building for maintenance and equipment installation purposes. The consensus of the board was to contact the town's lawyer to discuss the feasibility of this suggested solution.

2026 Budget Discussion –
Finance Director Lounder reported that she and Town Administrator Lori Rautiola have reviewed the budget and made cuts wherever possible; the current budget is a 6.3% increase which is down from the previously reported 8.67%. The department heads have been informed. The board would like feedback from the department heads and have scheduled a working meeting on Tuesday 12/9 at 10am at Town Hall Lower level.

ADMINISTRATIVE UPDATE
The Board meetings will continue with the weekly schedule until otherwise determined; there will be no meeting on 12/24 but there will be one on 12/23 instead. There will be no meeting on 12/31/2025.

Tempesta reported that expected attendance at the Town's holiday celebration is approaching 125 people.

PUBLIC INPUT
Resident Ward said he appreciated how much the Town is working to reduce the increase in the budget and he asked if there is a way to inform voters about anticipated increased revenues; the Board agreed and would like to provide this information when the budget is put before the voters.

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 a person
A motion was 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 6:28pm. 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 6:35pm.

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 (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person

A motion was 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 6:36pm. 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 6:53pm.

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 7pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on December 17, 2025