TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

Board of Selectmen Meeting Agenda

Whitcomb Hall, 17 Main Street Swanzey

January 29, 2025

1. Call to Order – 5:30 PM

2. Consideration of Meeting Minutes
   A. Regular Meeting of January 22, 2025

3. Consent Agenda
   A. Payroll Manifest
   B. Payables Manifest
   C. Tax Map Maintenance Contract
   D. Notice of Intent to Cut – Map 233 Lot 41
   E. Tax Credits/Exemptions
   F. Renewal of License to Sell Pistols & Revolvers #2025-01 – Robin Arms
   G. Personnel Action Reports

4. Public Input

5. Consideration of New Business
   A. Request to Sell Girl Scout Cookies at Town Hall
   B. Painting RFPs for Town Hall and Whitcomb Hall
   C. Contract for General Assessing with Marazoff Assessing

6. Consideration of Old Business
   A. Deliberative Session Preparations – As Needed

7. Administrative Update

8. Correspondence

9. Public Input

10. RSA 91-A:3II(b) the hiring of a public employee.

11. RSA 91-A:3II(b) the hiring of a public employee.

12. RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

13. Possible non-public sessions, as needed

14. Adjournment

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

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MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Michael Branley, Town Administrator

RE: January 29, 2025 Agenda

DATE: January 27, 2025

CC:

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13. **Possible Non-Public Sessions, as Needed**

14. **Adjournment**

2025 TOWN MEETING COUNTDOWN

2/4/25 – Deliberative Session at Whitcomb Hall
3/11/25 – Town Election

UPCOMING AGENDA ITEMS

2/12 – DOT presentation regarding Swanzey Factory Road / Rt. 101 intersection project

PENDING BOARD MATTERS / PROJECTS

- Webber Hill Road Stabilization –
  - Construction began in September and after several months of working through issues work resumed in earnest in December and solid progress is being made.
  - 2025: Project Close out
- Rail Trail Improvements – On hold while we try to identify a way to repair the washouts from July 2023 flooding event. We seem to be making some progress on a few avenues.
- Christian Hill Road Bridge Replacement – Design work has been progressing well but slowly. As required, we listed this bridge for sale and received no bids so it can be hopefully repurposed at the Ashuelot Rail Trail to bridge one of the large washouts.
- California & North Winchester Street Reconstruction project – design work is nearing completion with final steps being environmental reviews and finalizing permissions and easements.
  - Bidding February/March 2025
  - Construction April 2025 – November 2025
- Grange Hall Roof Repair – Update pending.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DES and DuBois & King.
- Wastewater Solar Array – Design, permitting, and other coordination has been underway with
- Wastewater Treatment Plant Study – We had the kickoff meeting with NHDES and Underwood Engineers on 1/21 and a stie visit with Underwood Engineers on 1/22. Current schedule is:

• Metals & Phosphorus Removal Pilot Study	January – July 2025
• Historical Review, Future Projections, WWTF Inspection	March 2025
• Mid-point meeting with Town & NHDES	June 2025
• Capacity and Future Upgrades	June 2025
• Draft hard copy report for review by Town & NHDES	August 2025
• Wrap-up meeting with Town & NHDES	September 2025
• Final hard copy & electronic report	September 2025
• Estimated completion	October 2025

- West Swanzey AA Park – Project is complete, staff is working on closeout.

- Brown Field Improvements – Staff is working on identifying grants or other funding sources.
- West Swanzey TIF District – on hold pending Town Meeting vote.
- West Swanzey Water Company Purchase & Improvement – largely on hold pending Town Meeting vote.
- Fire Station Project – on hold pending Town Meeting vote.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 22, 2025
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 was called to order by Chair Sylvester Karasinski at 5:31 p.m. at Whitcomb Hall, Main Street, Swanzey, NH. Present were Selectmen W. William Hutwelker III, Sylvester Karasinski and James Tempesta. Also present was Town Administrator Michael Branley and Recording Secretary Meagen Kerris.

OTHERS PRESENT

Bob DeRocher, Mark LaBelle, Mark Scalera, and Garrett Rainie with FACT TV

MINUTES

- The regular meeting Minutes of January 15, 2025 were considered. There was a motion by Tempesta to approve the regular meeting Minutes of January 15, 2025. There was a second by Hutwelker and no further discussion. All were in favor. **Motion passed.**

CONSENT AGENDA

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

- Payroll Manifest
- Payables Manifest
- Abatements #2025-02, #2025-03, #2024-04
- Intent to Cut Map 232 Lot 39
- Personnel Action Reports

PUBLIC INPUT

There was no public input at this time.

NEW BUSINESS

2025 Town Warrant Approval - Branley discussed his review of the budget after the Public Hearing on the Budget. He looked at vacant positions that have a high likelihood of remaining open through part of the year. He suggested:

- Previously we have budgeted health insurance for vacant positions at 2 person plans, he suggested budgeting them as opt-outs.
- Department of Public Works payroll can be adjusted as a new full-time employee will not likely be filled until later in the year.
- Reducing the full-time wages in the fire department for the 2nd position that is currently vacant.
- Reducing the full time wage line item in the Police Department based on vacant positions.

These changes will bring the budget increase to 5% rather than 9%. The Board agreed to this budget by consensus with a bottom line of $8,370,000. Discussion of what Assessor Marazoff thought tax income may be for new commercial developments. Tempesta listed off the new businesses that may bring in some more revenue for the town in 2025; F.W. Webb, Monadnock Place, Flatley should be partial.

Branley asked the Board if they wanted to change their recommendations on any articles and said he needs their recommendation (or not) on Warrant Article 16 (to have a second poling location in West Swanzey at Whitcomb Hall) because it is an appropriation. Hutwelker votes no due to the financial and practical impact. Karasinski votes no. Tempesta did not vote. The Board of Selectmen does not recommend Warrant Article 16. The Board approved the 2025 warrant by consensus.

2025 MS 636 Town Budget
Tempesta asked about the default budget and Hutwelker asked if there was much of a difference. Branley said at this time, there is a difference of $435,000 between the proposed budget and the default budget. The default budget is slightly lower than the recommended budget. The Board approved the MS 636 by consensus.

2025 Default Budget
The board agreed by consensus on the 2025 Default Budget.

February Meeting Schedule

- 2/4 Tuesday – Meeting at 6 p.m. prior to Deliberative Session at 7 p.m.
- 2/12 DOT presentation regarding Swanzey Factory Road / Rt. 101 intersection project
- 2/19
- 2/26

Tempesta asked Branley if the purpose of the DOT Presentation meeting for Swanzey Factory Road / Rt. 101 intersection project was to discuss how it will affect Swanzey traffic, directions, and property. Branley confirmed.

Budget Hearing follow-up (as needed)
There was nothing further to discuss.

ADJOURNMENT
Motion to adjourn the meeting was made by Tempesta. The motion was seconded by Hutwelker without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 5:46 p.m.

Respectfully Submitted,

Recording Secretary, Meagen Kerris

Michael T. Branley

From: Recreation
Sent: Thursday, January 23, 2025 11:49 AM
To: Michael T. Branley; Katrina Burton
Subject: FW: Girl Scout Cookie Booth Sale

Follow Up Flag: Follow up
Flag Status: Flagged

Not sure if this is coordinated by the Rec department or Town Hall? Let me know

Thanks,

Ashley Nash
Assistant Recreation Director
recreation@swanzeynh.gov
anash@swanzeynh.gov

From: Girl Scout Troop 51226 <gstroop51226@gmail.com>
Sent: Wednesday, January 22, 2025 8:09 PM
To: Recreation <recreation@swanzeynh.gov>
Subject: Girl Scout Cookie Booth Sale

Good Day Ashley,

I am reaching out for approval to hold a Girl Scout Cookie Booth Sale in front of the Town Hall Saturday February 22nd from 10am to 2pm. We would like to set up like a drive through exactly how Dawn Zipp has arranged it in previous years. Dawn told me her troop cookie sales were very successful there, and now that she is retired as a leader she suggested I reach out to you.
If you are not the correct contact for approval can you please forward my email or let me know.

Thank you so much, Have a great day!!
Jessica Joyal
GS Swanzey Leader Troop 51226

TAX MAP MAINTENANCE PROPOSAL
FOR THE TOWN OF SWANZEY, NH

For processing data recorded 04/01/2025 through 03/31/2026

January 23, 2025

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Swanzey, NH, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and incorporate all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If copies of the property record cards for parcels with new or changed buildings, including the building sketches, are provided, CAI shall use the most recent available orthoimagery to accurately place building footprints.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.
7. All data shall be incorporated and formatted in a manner consistent with the existing map/GIS data.
8. All work shall be reviewed and checked for errors and preliminary PDFs shall be provided for review prior to finalizing the annual service.

B. Computer Map Index Services - N/A*

1. CAI shall maintain an index of property records that corresponds to the the property maps.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	

3. CAI shall provide computer index printouts to the CLIENT sorted as follows:
   a. Numerical by map and lot number
   b. Alphabetical by owner's name
   c. Change list by change code with secondary sorting by map and lot
   d. Other index printouts will be available upon request, at current CAI prices

C. GIS

1. All digital files will be processed using Esri GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in Esri's shape file, geodatabase, or other format, depending on the format of the existing data.

*N/A=Not Applicable. If you have questions regarding any N/A services, please call us.

D. Responsibilities of the CLIENT

1. The CLIENT shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The CLIENT shall provide a print of each subdivision plan, boundary adjustment plan, and map to be incorporated, keyed to the correct map & lot.
3. The CLIENT shall acquire as much information as possible about any questions and/or problems.
4. If buildings are to be added or changed, the CLIENT shall provide a copy of the appropriate Property Record Card, including the building sketch.
5. The CLIENT shall notify CAI of appoval of preliminary PDFs or edits to be made within thirty days of receipt of said preliminary PDFs.

ADMINISTRATIVE

A. Documenting Progress

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the CLIENT of exactly where the project stands at any given time. The charts shall include the following:
    a. receipt date of data to be processed
    b. completion date of compilation
    c. completion date of first draft
    d. completion date of checking
    e. completion date of second draft
    f. date printed
    g. date shipped

TIMING

CAI shall complete and deliver the work described within 45 days of the receipt of the final information to be incorporated as defined in this proposal.

COST

Map/GIS Maintenance Service	$2,400.00
Building Footprints (if building sketches are provided as described above)	$20.00/building added or changed

DELIVERABLES

Deliverables shall include three (3) complete sets full size and one (1) complete set reduced size (11"x17") prints, Composite Map print, digital data (including PDFs)

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle, unless other payment arrangements have been made.

GUARANTEE

CAI shall guarantee all data generated against any errors or omissions for one (1) full year from the date of delivery. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

*N/A=Not Applicable. If you have questions regarding any N/A services, please call us.

TAX MAP MAINTENANCE CONTRACT
FOR THE TOWN OF SWANZEY, NH

For processing data recorded 04/01/2025 through 03/31/2026

This is a contract made this 23 day of January, 2025, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Swanzey, NH, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the Tax Map Maintenance Proposal, dated January 23, 2025, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The CLIENT shall pay $2,400.00 for the map/GIS maintenance services under this contract. If Property Record cards, including building sketches are provided, the CLIENT shall pay an additional $20.00/building added or changed. There will be no additional charge if Property Record cards are not provided.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the CLIENT.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the State of New Hampshire.

The parties hereto have executed this agreement by their duly authorized officers.

Town of Swanzey, NH

_____
BY:_____
TITLE:_____

_____
BY:_____
TITLE:_____

_____
BY:_____
TITLE:_____

_____
BY:_____
TITLE:_____

CAI Technologies

Franco D. Rossi
President

*N/A=Not Applicable. If you have questions regarding any N/A services, please call us.

233 LOT 41 37

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

RECEIVED JAN 23 2025 TOWN OF SWANZEY

(Assigned by Municipality)

YR [ ][ ] - TOWN [ ][ ][ ] - OP# [ ][ ] - [T]

For Tax Year April 1, 24 to March 31, 25

PLEASE TYPE OR PRINT *(If filling in form on-line; use TAB Key to move through fields)*

1. Town/City of: Swanzey

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
233 LOT 41

3. Intent Type: Original ⊗ Supplemental ○ _____ (Original Intent Number)

4. Name of Access Road: Holbrook

5a. Acreage of Lot: 37 Acreage of Cut: 37

5b. Anticipated Start Date: 1-28-2025

6. Type of ownership (check only one):
   - a. Owner of Land and Stumpage (Sole Owner) ⊗
   - b. Owner of Land and Stumpage (Joint Tenants) ○
   - c. Owner of Land and Stumpage (Tenants in Common) ○
   - d. Previous owner retaining deeded timber rights ○
   - e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ○

REPORT OF CUT / CERTIFICATE TO BE SENT TO:			
OWNER ○	OR	LOGGER / FORESTER ●	
BY MAIL ○	OR	E-MAIL ○	

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

Nancy Brown — Jan. 23 2025
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED

NANCY BROWN
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

P.O. Box 321 W. Swanzey NH 03469
MAILING ADDRESS

CITY OR TOWN | STATE | ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) | CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	80,000	MBF
Hemlock	10,000	MBF
Red Pine	—	MBF
Spruce & Fir	—	MBF
Hard Maple	—	MBF
White Birch	3,000	MBF
Yellow Birch	3,000	MBF
Oak	2500	MBF
Ash	1000	MBF
Soft Maple	2500	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box		MBF
Other (Specify)		MBF
Pulpwood	**Tons**	
Spruce & Fir	—	
Hardwood & Aspen		
Pine		
Hemlock		
Biomass Chips		
Miscellaneous	Hickory 8,000 BF	
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	25 cords	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Kenneth Buffum — 1-23-25
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT — DATE

KENNETH BUFFUM
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

562 Middletown RD
MAILING ADDRESS

Roxbury | NH | 03431
CITY OR TOWN | STATE | ZIPCODE

499-2818 | E-MAIL ADDRESS
PHONE NUMBER

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received. $ 0 Date: 1/23/25
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA immediately after signing.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE
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SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE

PA-7
Rev 05/2022

© GOES 748

The State of New Hampshire

Department of Safety
Division of State Police
Concord, NH 03305

LICENSE TO SELL PISTOLS AND REVOLVERS

LICENSE NO. 2025-01

A LICENSE IS HEREBY GRANTED TO Robin Family Industries LLC

OF North Swanzey IN THE COUNTY OF Cheshire

IN THE STATE OF NEW HAMPSHIRE TO SELL AT RETAIL, PISTOLS AND REVOLVERS.

THIS BUSINESS IS TO BE TRANSACTED ONLY IN THE BUILDING LOCATED AT 17

Suburban Acres IN SAID North Swanzey,

OR AT ANY ORGANIZED SPORTING SHOW OR ARMS COLLECTORS' MEETING SPONSORED BY A CHARTERED CLUB OR ORGANIZATION.

THIS LICENSE IS ISSUED UNDER THE PROVISIONS OF CHAPTER 159, NEW HAMPSHIRE REVISED STATUTES ANNOTATED.

DATED, THIS 29th DAY OF January, YR 2025.

_____

_____

_____

SELECTMEN OF TOWN OR CHIEF OF POLICE OF CITY

THIS LICENSE WILL EXPIRE ON March 1, 2028

DSSP177 (REV. 09/12)

THIS FORM PRESCRIBED BY DIRECTOR OF THE DIVISION OF STATE POLICE CONCORD, NH

LITHO IN U.S.A.