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

February 19, 2025

1. Call to Order – 5:30 PM

2. Consideration of Meeting Minutes
   A. Regular Meeting of February 12, 2025
   B. Nonpublic Meeting of February 12, 2025

3. Consent Agenda
   A. Payroll Manifest
   B. Payables Manifest
   C. Personnel Action Reports

4. Public Input

5. Appointments
   A. 5:35 Economic Development Advisory Committee Chair Cathy Bergstrom – Small Business Advocacy
   B. 5:50 Solid Waste Manager Josh Whipple – Solid Waste Hauling Contract Negotiations

6. Consideration of New Business
   A. North Swanzey / City of Keene Wastewater Treatment Capital Expenditure Authorization
   B. March Meeting Schedule

7. Consideration of Old Business

8. Administrative Update

9. Correspondence

10. Public Input

11. Possible non-public sessions, as needed

12. 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: February 19, 2025 Agenda

DATE: February 18, 2025

CC:

1. **Call to Order – 5:30 PM**

2. **Consideration of Meeting Minutes**
   A. Regular Meeting of February 12, 2025
   B. Nonpublic Meeting of February 12, 2025

3. **Consent Agenda**
   A. Payroll Manifest
   B. Payables Manifest
   C. Personnel Action Reports

4. **Public Input**

5. **Appointments**
   A. 5:35 Economic Development Advisory Committee Chair Cathy Bergstrom – Small Business Advocacy
   B. 5:50 Solid Waste Manager Josh Whipple – Solid Waste Hauling Contract Negotiations. See enclosed email correspondence between Solid Waste Manager Whipple & Waste Management.

6. **Consideration of New Business**
   A. North Swanzey / City of Keene Wastewater Treatment Capital Expenditure Authorization. The North Swanzey Sewer Capital Reserve Fund has an estimated 12/31/24 balance of $382,556.99 and the current invoice for improvements to the North Swanzey Wastewater Treatment Plant for 7/1/23-6/30/24 is $23,743.91.

SUGGESTED MOTION: I move to authorize the expenditure of $23,743.91 from the North Swanzey Sewer Capital Reserve Fund for Keene Wastewater Treatment Plant upgrades.

   B. March Meeting Schedule
      I. 3/5 – regular meeting
      II. 3/11 – meet at MRSD Gym for election certification

III. 3/19 – organizational meeting
IV. 3/26 – regular meeting

7. **Consideration of Old Business**

8. **Administrative Update**

9. **Correspondence**

10. **Public Input**

11. **Possible non-public sessions, as needed**

12. **Adjournment**

2025 TOWN MEETING COUNTDOWN
3/11/25 – Town Election

UPCOMING AGENDA ITEMS
2/26 – Community Power Update

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 – We received the engineering report from Hoyle Tanner on 1/30 and are currently reviewing it. The Rail Trails Advisory Committee reviewed the study at their meeting on 2/13 and had no major concerns.
- Christian Hill Road Bridge Replacement – Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. 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. We are waiting for DES approval to give clearance to move forward with design of bridge relocation. Then Hoyle Tanner will provide a scope of work and cost for design, which will be 100% funded by NHDOT because it is a mitigation project.
  - 2/18 – DPW is currently working on developing a rough cost estimate for decorative street lights for Board consideration.
- 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 – Work is substantially complete and we are scheduling a walkthrough.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. A design and cost estimate for the dry hydrant were provided to DOT on 1/28. Bidding for construction is now scheduled in March or '26 with construction likely in '27. A public hearing on the bridge project is expected this spring for a

project update and revised schedule.

- Wastewater Solar Array – Design, permitting, and other coordination has been underway with DES, Moonshot Missions, and ReVision Energy. This is on the Planning Board's agenda for 2/27 for site plan review.
- 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 – on hold pending Town Meeting vote.
- Fire Station Project – on hold pending Town Meeting vote.

MAJOR OPEN STAFF POSITIONS

Town Administrator – job posting finalized and posted as of 2/18 with application review beginning March 3rd. Alex suggested consideration of scheduling an onboarding / orientation workshop for the Board with the new Selectman.

Alex's upcoming in office days – February 24 & 25

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 12, 2025
Whitcomb Hall
17 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 5:30 p.m. at Whitcomb Hall, Main Street, Swanzey, NH. Present were Selectmen Sylvester Karasinski, W. William Hutwelker III, and James Tempesta. Also present was Town Administrator Michael Branley.

OTHERS PRESENT DPW Director Joe DiRusso, Mike Gomarlo, Mike York, Robert DeRocher, Mark Labelle, Mark Scalera, Assistant Town Planner Stephon Mehu, David Smith from NHDOT and Ellen Moshier from CHA Solutions, and Garrett Ranie from FACT TV.

MINUTES
- The regular meeting Minutes of February 4, 2025 were considered. There was a **motion** by Tempesta to approve the regular meeting Minutes of February 4, 2025. The motion was seconded by Hutwelker and there was 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. There was no further discussion. All were in favor. ***Motion passed.***
- Payroll Manifest
- Payables Manifest
- Employment Agreement with Joseph Gonsalves
- Personnel Action Report(s)

NOMINATIONS
Motion was made by Tempesta to appoint the following:
Cheri Domina to the Energy Commission for a term ending Town Meeting 2028;
Jane Johnson as an alternate to the Conservation Commission for a term ending Town Meeting 2026;
Wally Smith as an alternate to the Conservation Commission for a term ending Town Meeting 2026; and
Steve Russell to the Energy Commission for a term ending Town Meeting 2028.
There was a second by Hutwelker. There was no further discussion. All were in favor. ***Motion passed.***

APPOINTMENTS
David Smith from NH Department of Transportation & Ellen Moshier from CHA Solutions – Update Regarding Rt. 101 Swanzey Factory Road Project

Smith gave an overview of the project and work done to date. Moshier described the project location, which is Rt. 101 in the area of Branch Road and Optical Ave. Project need is to improve road and drainage conditions, replace red listed bridge, and improve intersection with Swanzey Factory Road. The area is constrained based on the location of private property and the Branch River. Several options were considered to realign Swanzey Factory Road and preferred option is relocating Swanzey Factory Road south behind the Fastner Mill property.

There is a proposed roundabout at the Rt. 101 Swanzey Factory Road intersection. During the bridge reconstruction the goal is to maintain at least one lane alternating traffic with some detours down Swanzey Factory Road. Environmental, historic, and archaeological concerns were discussed. Project schedule calls for public hearing in the summer of 2025 with final design in 2026 and construction starting in Spring of 2027 and lasting 2 or 3 years. Current estimated budget is $17 million.

Mark Scalera stated the Branch River has a diversion dam off it that sends water to Wilson Pond in Swanzey and asked that during construction they try not to impact that resource. He also said the roundabout at Swanzey Factory Road will increase the traffic on it and he asked how that change will be addressed. Smith talked about compliance with environmental rules and regulations during construction. Traffic flow on Swanzey Factory Road was discussed and Moshier said there is a truck restriction on Swanzey Factory Road in Swanzey.

Karasinski asked about utilities in that area and Moshier said the water line will be replaced but the sewer line under the river will not be impacted.

DeRocher asked if there will be impacts to the banking along Rt. 101 and Smith outlined the impacts.

DPW Director DiRusso

Branley stated as part of the historical review for the Christian Hill Road project an abutter suggested installing decorative street lights on the bridge similar to Main Street. The bridge reconstruction is funded by the State through federal funds however the street lights would be a Town expense. Traditional street light as opposed to the decorative lights was discussed. The Board asked for more information regarding the costs of the decorative lights before making a decision.

There was a discussion about street lights on Perry Lane, if they were Town owned after the Perry Lane Village District was disbanded and if the Town wanted to replace them and continue to pay for them – consensus to remove them unless there is a legal requirement to keep them.

There was a discussion about disposal of a surplus dump track that was posted on Municibid but did not receive any bids. Starting bid was $10,000. The Board agreed to repost it at $7,000 and will accept a trade of materials/equipment rental if that is the best value.

Swanzey Lake Dam – Branley said the Town's last dam in need of improvement is Swanzey Lake Dam. He suggested the Town putting out a request for qualifications to select a design professional to work on developing a solution. The Board agreed.

Discussion regarding salt usage in the area of Wilson Pond.

CONSIDERATION OF NEW BUSINESS

Town Administrator Job Description and Posting – Alex Torpey from Rethink Local was on Zoom to discuss the job description and posting. Torpey said he expects to get the job posted within the next week. Branley asked for any feedback on the job description by the end of the week.

CONSIDERATION OF OLD BUSINESS

Tempesta stated he spoke to the interested party about the proposed rental. The next step would be the State Health Inspector inspecting the Whitcomb Hall kitchen to see if it is and appropriate facility.

NON-PUBLIC SESSION(S)

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

Motion was made by Tempesta to enter nonpublic session pursuant to RSA 91-A:3II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, seconded by Hutwelker. All in favor by Roll Call and the ***motion passed***. The Board entered nonpublic session at 7:05 p.m. Present was James Tempesta, W. William Hutwelker III, and Sylvester Karasinski. Also present was Town Administrator Michael Branley.

Motion was made by Tempesta to leave non-public session and return to public session. The motion was seconded by Hutwelker, with all in favor. ***Motion passed***. Non-public session ended at 7:25 p.m.

Motion was made by Tempesta to seal the minutes of the non-public session. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to seal the minutes. ***Motion passed.***

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 7:25 p.m.

Respectfully Submitted,

Michael T Branley, Town Administrator

Approved on

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.SWANZEYNH.GOV

January 28, 2025

Board of Selectmen
Town of Swanzey, NH

Re: Proposal for Small Business Advocacy

To the Swanzey Selectboard:

On behalf of the Swanzey Economic Development Advisory Committee, I am writing to request the Swanzey Selectboard and Planning Board consider partnering with EDAC to assist us in becoming an advocate for small businesses in Swanzey.

In speaking with some small business owners in Town, we discovered that the online permit application process can be unclear and difficult to navigate. Not knowing what to expect (i.e. protocol of a public hearing) can be intimidating.

A search on the Town website for an explanation and/or documentation revealed little to no clarity. The search capacity is somewhat lacking.

This was discussed at our January meeting, and resulted in a unanimous vote to recommend EDAC work with the BOS and Planning Board, and any other appropriate Town representatives, to develop a resource and/or improve existing resources.

Our recommendation—EDAC take on the role of advocate for small business owners seeking to open/expand business in Swanzey. This may include creation of an online outline of the application procedure, required downloadable documentation, and identification of all fees. Appropriate contact information would also be included.

It is our intention that this be a first step in creating a town-wide culture of being small-business friendly and working to remove unnecessary obstacles by being transparent about the requirements of doing business in Swanzey.

We appreciate your consideration of this request.

Respectfully,

Catherine Bergstrom, Chair
Swanzey EDAC

Copy: EDAC
Planning Board
Town Planner

City of Keene
PO Box 544
Keene, NH 03431
Fed Tax ID # 02-6000441

Invoice

Remittance Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
TOWN OF SWANZEY	02/05/2025	19382	$0.00	03/07/2025	$23,743.91

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
SEWER REIMBURSEMENT July 1 2023 - June 30 2024	1.00	$23743.910000	EACH	$23,743.91	$0.00	$0.00	$23,743.91

Invoice Total: **$23,743.91**

RECEIVED
SWANZEY

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

City of Keene
PO Box 544
Keene, NH 03431
Fed Tax ID # 02-6000441

Invoice

Remit Portion

Invoice Date	02/05/2025
Invoice Number	19382
Customer Number	77770203
Amount Paid	
Due Date	**03/07/2025**
Invoice Total Due	**$23,743.91**

DUE UPON RECEIPT - Terms: Interest 1.5% after 30 days (Minimum $2.00)

TOWN OF SWANZEY
PO BOX 10009
E SWANZEY, NH 03446

0100000182025500019382100023743917

City of Keene, NH

Town of Swanzey - Capital Project Invoice

For the Period July 1, 2023 - June 30, 2024

Munis #	Project Name	Est. Budget	Project Status	% Complete	Total Construction	Less Prior Invoices	Less Grant Funding	Construction Due
32JO006A	NPDES Permits	$210,500	In Process	69.58%	$146,455.69	$146,455.69	$0.00	$0.00
32JW002A	WWTP Aeration Line Replacement	$354,290	In Process	41.01%	$145,305.16	$131,168.70	$0.00	$14,136.46
32JW006A	WWTP Grit Chamber Duct Insulation	$35,892	In Process	0.00%	$0.00	$0.00	$0.00	$0.00
32JW008A	WWTP Lab Renovations	$260,150	In Process	96.17%	$250,181.72	$246,012.09	$0.00	$4,169.63
32JW010A	WWTP Roof Replacement	$252,780	In Process	94.45%	$238,745.76	$235,349.76	$0.00	$3,396.00
32JW014A	WWTP Sludge Dryer	$3,661,000	In Process	0.00%	$0.00	$97,018.66	$99,392.77	$0.00
32JW016A	WWTP Sludge Pumps	$556,317	In Process	91.87%	$511,084.34	$60,997.69	$0.00	$450,086.65
32JW022A	WWTP Generator Replacement	$311,531	In Process	99.93%	$311,328.00	$311,328.00	$0.00	$0.00
32JW024A	WWTP Service Water System Upgrade	$327,400	In Process	0.00%	$0.00	$0.00	$0.00	$0.00
32JW026A	WWTP Air Compressor	$51,591	In Process	71.03%	$36,646.21	$0.00	$0.00	$36,646.21
32JW028A	WWTP Pavement Replacement	$418,600	In Process	0.00%	$0.00	$0.00	$0.00	$0.00
n/a	WWTP Aeration Gate	$247,358	In Process	98.98%	$244,829.44	$244,829.44	$0.00	$0.00
32MW02AA	WWTP Tank Repairs	$950,000	In Process	0.00%	$0.00	$0.00	$0.00	$0.00
32MW04AA	WWTP Building Renovation & Demolition	$212,000	In Process	0.00%	$0.00	$0.00	$0.00	$0.00
	TOTAL CONSTRUCTION COST	**$7,849,409**		**26.98%**	**$1,884,576.32**	**$1,473,160.03**	**$99,392.77**	**$508,434.95**

Section 5.1 of the IMA says future projects will be apportioned based on flow or loading allotment, whichever is larger.

Percentage Calculation			Towns's allocated %
Town's allocated capacity	0.280	MGD	4.67%
Avarage daily design flow of WWTP	6	MGD	
Town's allocated BOD loading	430	lb/day	4.62%
Average daily design BOD loading of WWTP	9300	lb/day	
Town's TSS allocated loading	540	lb/day	4.58%
Average daily design TSS of WWTP	11800	lb/day	
Town's Portion of Projects	**4.67% of**	**$508,434.95**	**$23,743.91**
			$23,743.91

Michael T. Branley

From: Joshua Whipple
Sent: Thursday, February 13, 2025 8:58 AM
To: Boyer, Roy
Cc: Michael T. Branley; Sylvester Karasinski
Subject: Re: Town of Swanzey NH waste disposal contract
Attachments: 2025 Town of Swanzey TS Contract Extension Proposal 02.03.25.pdf

Good morning, Roy,

I understand that costs are going up for everyone, historically the contracts have been 2-3% increase per year (excluding 2021-2022 contract renewal). I think that the 30 + years of the working relationship between the Town and Waste Management should account for something. The 2025 percent increases are too high plus the fuel charges on top of the 12% increase per haul. Voters have been looking to cut money wherever they can. This will eventually affect our operating capacity, as Solid waste disposal and C&D disposal are the major driving points of our already tight budget.

At the deliberative session last week residents voted to cut 3.2 million from the school districts proposed operating budget. Preemptively the Board of selectmen cut $400,000 from the town's operating budget before our deliberative session last week. Voters have been very verbal over meetings and in person about the budgets and the fear has been that the town will have the operating budget voted down as well.

2025 proposal

Year MSW	8/1/2025	8/1/2026	8/1/2027
Disposal cost per ton	$ 110.00	$ 114.95	$ 120.12
Cost per haul	$ 236.00	$ 246.62	$ 257.72
Rental fee	$ 300.00	$ 300.00	$ 300.00

2025 First proposal % increases

Year MSW	8/1/2025	8/1/2026	8/1/2027
Disposal cost per ton % increase	8.53%	4.50%	4.49%
Cost per haul % increase	12.65%	4.50%	4.50%
Rental fee % increase	0.00%	0.00%	0.00%

Can we get closer to these numbers for MSW & C&D?-

2025 proposal- counter offer

Year MSW	8/1/2025	8/1/2026	8/1/2027	
Disposal cost	$ 105.04	$ 109.24	$ 113.60	%4 annual
Haul cost	$ 217.85	$ 226.56	$ 235.62	%4 annual
Rental fee	$ 300.00	$ 300.00	$ 300.00	%0 annual

Josh Whipple
Recycling Center Solid Waste Manager
Town of Swanzey
P.O. Box 10009
Swanzey, NH 03446
Facility phone number (603)338-0339
https://www.swanzeynh.gov/

Hours of operation:
Tuesday- 7:00 AM- 4:00 PM
Wednesday- 10:00 AM- 6:00 PM
Friday- 7:00 AM- 4:00 PM
Saturday- 7:00 AM- 5:00 PM

From: Boyer, Roy <RBoyer@wm.com>
Sent: Monday, February 3, 2025 11:30 AM
To: Joshua Whipple <jwhipple@swanzeynh.gov>
Subject: RE: Town of Swanzey NH waste disposal contract

From: Joshua Whipple <jwhipple@swanzeynh.gov>
Sent: Tuesday, January 28, 2025 1:57 PM
To: Boyer, Roy <RBoyer@wm.com>
Cc: Malinowski, Amanda <amalino1@wm.com>
Subject: [EXTERNAL] Town of Swanzey NH waste disposal contract

Good afternoon, Roy,

Happy New Year, I hope you had a good holiday season.

When you have a chance could you put together a contract extension proposal for the Recycling Center? Also, could you add any food waste recycling programs in our area and any other programs that you think

would be beneficial to Swanzey's goal of diverting materials from landfills as well? The board of selectmen and residents have been pushing for a higher diversion rate and anything else that would help reduce costs.

As Always, Shawn and his crew have been excellent to work with and he is very prompt if we ever need anything!

Let me know if you have any questions or need something from me. Thanks again, Roy, have a good week!

Josh Whipple
Recycling Center Solid Waste Manager
Town of Swanzey
P.O. Box 10009
Swanzey, NH 03446
Facility phone number (603)338-0339
https://www.swanzeynh.gov/ (-> urldefense.com)

Hours of operation:
Tuesday- 7:00 AM- 4:00 PM
Wednesday- 10:00 AM- 6:00 PM
Friday- 7:00 AM- 4:00 PM
Saturday- 7:00 AM- 5:00 PM

Recycling is a good thing. Please recycle any printed emails.

February 3, 2025

Swanzey Town Hall
620 Old Homestead Highway
Swanzey, NH 03446

Re: " TOWN OF SWANZEY – RECYCLE CENTER WASTE DISPOSAL"

Proposed Service Offering for a Three-Year Contract Extension

Waste Management of New Hampshire Inc. is looking to continue to be a valuable partner to the Town of Swanzey. Your current contract is set to expire on July 31, 2025.We are presenting the Town of Swanzey with some new rates effective August 1, 2025. This offer would be subject to the execution of a New Three-Year Contract.

Proposed Service Offering for a Three-Year Extension

We are offering the Town of Swaney the rates as outlined below and they would become effective on August 1, 2025. Due to the inflationary cost increases we are experiencing; this offer is **valid for 30 days** from the date of this offer.

Three Year Offer

Proposed Hauling, Equipment Rental and Disposal Rates

FY23

Service Type	Transportation Fee Per Haul	Disposal Fee Per Ton	Rental Fee Per Month
WM Owned 2 yd Compactor with 42 yd Container for MSW	$236.00	$110.00	$300.00
WM Owned 40 yd Roll Off Container for Demo	$236.00	$119.00	$45.00

FY24

Service Type	Transportation Fee Per Haul	Disposal Fee Per Ton	Rental Fee Per Month
WM Owned 2 yd Compactor with 42 yd Container for MSW	$246.62	$114.95	$300.00
WM Owned 40 yd Roll Off Container for Demo	$246.62	$124.36	$45.00

FY25

Service Type	Transportation Fee Per Haul	Disposal Fee Per Ton	Rental Fee Per Month
WM Owned 2 yd Compactor with 42 yd Container for MSW	$257.72	$120.12	$300.00
WM Owned 40 yd Roll Off Container for Demo	$257.72	$129.95	$45.00

Fuel Adjustment Formula

Given the volatility of the fuel market, we are proposing a fuel adjustment provision. The adjustment would be based on the increase or decrease of diesel fuel cost, as measured by the U.S. Department of Energy, Energy Information Administration, (website http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp) for the New England region, from the January 27, 2025 established baseline of $3.02 per gallon (including taxes) of diesel fuel. The Town would not see an increase unless fuel was to exceed $3.02 per gallon. The increase or decrease, as determined above, will be applied to the volume of fuel used, which will be fixed at 6 gallons per haul. Adjustments will be made bi-annually on January 1 and July 1, based on the average cost of diesel for the six months prior to adjustment (1/1/25 to 6/30/25 for 7/1/25 adjustment).

Charge Fuel Adjustment Example: Average Fuel Price Per DOE = $4.02 per Gal
Established Baseline Low Fuel price = $3.02 per Gal
Increase = $1.00 per Gal
Fuel Adjustment ($1.00 x 6 Gals) = $6.00 charge per haul

Credit Adjustment Example: Average Fuel Price Per DOE = $2.02.00 per Gal
Established Baseline Low Fuel price = $3.02 per Gal
Decrease = $ 1.00 per Gal
Fuel Adjustment ($1.00 x 6 Gals) = $6.00 credit per haul

WASTE MANAGEMENT

Experience that Counts

At Waste Management, we believe we have developed a strong relationship with the Town of Swanzey, which is important to our long-term partnership. Our priority is to thoroughly understand our customers' program goals and service.

Operations	Public Sector Services
Andrew Delicio, District Manager	Ed Pacek, Area Director of Public Sector
Shawn Hood, Senior Operations Manager	Roy Boyer, Senior Account Executive - Public Sector

Ed Pacek, Area Director of Public Sector Solutions - Ed is responsible for leading a nine-member team in the review, preparation, and negotiation of proposals for collection, disposal, and recycling services with municipalities throughout New England and Upstate New York. He has held a number of increasingly responsible management positions since joining WM in 2000. Previously he held roles in Operations Management, Logistics, and Public Sector Account Management.

Andrew Delicio, Senior District Manager – Andrew is responsible for all operational activities at our Swanzey Hauling District. Mr. Delicio will ensure that the proper levels of equipment and manpower are available to complete our collection obligations.

Roy Boyer, Senior Account Executive - Public Sector - Roy is responsible for all interaction and communication with municipal clients in the Swanzey Hauling District. Mr. Boyer would continue to be the contract manager for the City of Keene, bringing detailed knowledge, years of experience, and consistency to the City. Roy joined WM in 1991 and has held a number of positions in sales and as sales supervisor leading to his current position now in the Public Sector. Roy has been working with the Town of Swanzey and your staff for 15 years and brings his experience and expertise to the Swanzey Transfer Station operations.

Shawn Hood, Senior Operations Manager - Shawn is responsible for daily operational activities at our Swanzey District. Mr. Hood will continue to ensure that the proper levels of professional services are experienced at the Keene Transfer Station. Shawn has been with WM for over 31 years and has coordinated our services for the Swanzey Transfer Station for 17 of those years.

WASTE MANAGEMENT

Contact Information

Primary Contact: Roy Boyer

Title: Public Sector Services Representative

Address: Waste Management

26 Liberty Drive, Swanzey, NH 03053

Cell Phone: 603-726-0587

Email: Rboyer@wm.com

We look forward to continuing our Partnership with the Town of Swanzey.

In closing, we believe Waste Management offers the operational expertise and financial strength to remain a valuable partner with the Town of Swanzey.

Thank you for your consideration and we look forward to your review process and decision on this important contract.

Sincerely,
Waste Management

Roy Boyer

Roy A. Boyer
Public Sector Services Representative

WASTE MANAGEMENT

Monadnock Humane Society

February 5, 2025

Dear Town Officials:

With the new year upon us, it felt like a great time to reach out to ensure that all our servicing towns and municipalities' have current information as it relates to each of our roles in ensuring that our animal populations and communities remain safe and well.

MHS currently serves 43 towns, which includes all of Cheshire County, and some towns in Sullivan and Hillsborough counties. We have multiple services and resources to offer and to support our partnership. Here are some highlights related to each of our roles.

MHS ROLE:

- Accept owner surrenders and strays from all towns within our service area.
- Provide housing for animals during stray holds with 24/7 access to our building. If the dog is not claimed by its owner, the town will be billed $130 per dog and $30 for cats.
- Provide housing for animals held during cruelty cases/investigations (these expenses are covered by the Cost of Care Fund and/or restitution). That means the town owes us nothing to house police custody animals.
- Provide housing for bite quarantine animals (this is an expense incurred by the owner of the animal, but if unable to pay, expense may be incurred by the town.
- Assist with aggressive animal removal on a case-by-case basis.
- MHS has a program to offer no cost, short term housing for the pets of victims impacted by domestic violence or other short-term emergencies. We understand that law enforcement is often the first to respond and we wanted to remind you that we will take animals into our care that should be removed from the home.
- MHS has a Humane Agent who can help investigate animal cruelty complaints and can testify as an expert witness.
- MHS has a pet food pantry program, low cost spay/neuter clinic and preventative care clinic, to help pet owners who may be financially struggling.

SEE BACK

Below is a list of some of the most referenced ANIMAL RELATED LAWS to be upheld by municipalities for your review. Familiarity with these RSA's ensures prompt responses and proper handling of each incident we may face.

- Rabies vaccination – RSA 436:100
- Impoundment of rabies suspects – RSA 436:105; 436-105a; 436:105b
- Cruelty to animals – RSA 644:8
- Licensing – RSA 466:1
- Dog control – RSA 466:30-a (if adopted per 466:30-b)
- Menace, Nuisance, or Vicious dogs – RSA 466:31
- Equine shelter – RSA 435:14

MUNICIPALITY ROLE:

- Attempt to locate owners of stray dogs, utilizing town licensing, social media, etc.
    - Transporting stray animals to MHS holding facility.
- Enforcement of rabies control laws
    - Ensuring the proper bite quarantine protocols are followed after a reported animal to human bite.
    - Ensuring dogs are being properly confined to property, in conjunction with your town's adopted dog control law.
- Warrant application when necessary.
- Assistance with cruelty/neglect investigations.
- Ensuring a speedy process with prosecution in cases where animals have been seized.

Please do not hesitate to reach out with any questions and we look forward to our continued partnership.

Sincerely,

Kathy Collinsworth

Executive Director

603-354-4010

Kathyc@humanecommunity.org

Michael T. Branley

From: Alex Torpey <alex@rethinklocal.us>
Sent: Tuesday, February 18, 2025 3:51 PM
To: Michael T. Branley
Subject: Board Workshop

Hey Mike,

This is a short summary of the topics that we may want to cover in a workshop with the new Board. It's similiar to the workshop that I'm developing and piloting for the Vermont League of Cities and Towns. Doing this would not be any extra cost, all within my current hours. It takes about 2.5 hours to do this, and could be done before the organizational meeting, or over lunch on a Monday or Tuesday when I'm in the office. It would be best to do soon after the election, such as the week of 3/17 or 3/24.

Purpose: To provide boards, especially ones with new members, the opportunity to review best practices that help people work together well to accomplish their community's goals.

Topics covered:

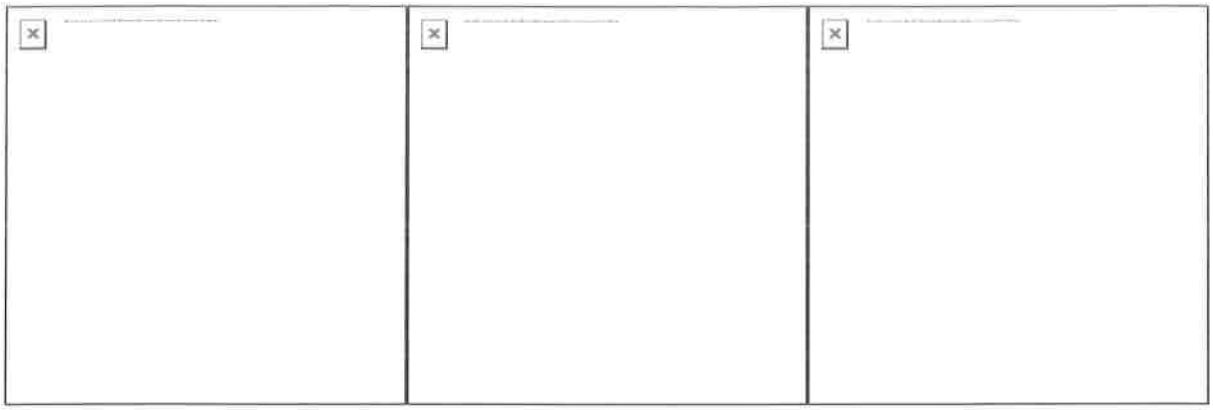
- **Roles/responsibilities**. Review of NHMA materials about Board of Selectmen roles/responsibilities in New Hampshire.
- **Stakeholder identification**: Doing an interactive exercise to identify and think about how to build trust with the various stakeholders relevant to Boards, such as other Boards, staff, outside governments, the public, etc.
- **Public outreach and engagement**: Going beyond just 'transparency,' how can we proactively include and engage members of the public so they are informed and able to participate effectively?
- **Public goal setting and action plans**. Discussing the challenge of prioritizing goals with limited time, and the value of having transparent, public goals that help guide your staff and inform the public.
- **Cultivating leadership and volunteerism**. We talk about the value of having a robust group of community volunteers and community leaders and specific strategies on recruiting and retaining more volunteers.

Participants do some interactive exercises with each other, get to know each other, and leave with a few handouts.

Alex Torpey
Founder, Rethink Local

In "I voted! Now what?" Episode #5 on Rethink Local's Upper Valley Vibes podcast, we discuss five nonpartisan, accessible, and impactful ways that you can get involved and make a difference in your local communities, from running for office, to helping connect people to more information, to serving on advisory committees, our entire system of

governance in the US is specifically relying on your energy, ideas, and involvement. Find episodes and other updates on my Substack or you can find Upper Valley Vibes on Spotify, Apple, or online!



Rethink Local is a Vermont nonprofit and 501(c)3 aimed at building civic engagement/resiliency and supporting strong local communities. Learn more about our resources and initiatives, as well as the technical services we provide to governments and nonprofits to help support our mission.