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

March 4, 2025

1. Call to Order – 5:30 PM

2. Consideration of Meeting Minutes

3. Consent Agenda
   A. Payroll Manifest
   B. Payables Manifest
   C. Raffle Permit #2025-02 – Feeding Tiny Tummies
   D. Raffle Permit #2025-03 – Feeding Tiny Tummies
   E. Raffle Permit #2025-04
   F. Personnel Action Reports

4. Public Input

5. Consideration of New Business
   A. Retaining wall at Station #2

6. Consideration of Old Business

7. Administrative Update

8. Correspondence

9. Public Input

10. Possible non-public sessions, as needed

11. Adjournment*

Please note that the Board may "continue" the meeting (Not adjourn immediately) so that they may attend the Candidate's Night and Swanzey Police Recognition Ceremony at 6pm.

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: Alex Torpey, Interim Town Administrator

RE: March 4th 2025 Agenda

DATE: March 3, 2025

CC:

1. **Call to Order – 5:30 PM**

2. **Consideration of Meeting Minutes**

3. **Consent Agenda**
   A. Payroll Manifest
   B. Payables Manifest
   C. Raffle Permit #2025-02 – Feeding Tiny Tummies
   D. Raffle Permit #2025-03 – Feeding Tiny Tummies
   E. Raffle Permit #2025-04
   F. Personnel Action Reports

4. **Public Input**

5. **Nominations**

6. **Consideration of New Business**
   A. Retaining wall at Station #2 (see below for summary)

SUGGESTED MOTION: I move to authorize the expenditure of $3,700 from the Fire Station Capital Reserve Fund for Station #2 Retaining Wall Safety Upgrades.

7. **Consideration of Old Business**

8. **Administrative Update**

9. **Correspondence**

10. **Public Input**

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

12. **Adjournment***
Please note that the Board may "continue" the meeting (Not adjourn immediately) so that they may attend the Candidate's Night and Swanzey Police Recognition Ceremony at 6pm.

2025 TOWN MEETING COUNTDOWN

3/11/25 – Town Election

UPCOMING AGENDA ITEMS AND MEETINGS

3/11 – Board of Selectmen meeting
Community Power Discussion
3/18 – Board of Selectmen Onboarding Workshop
3/19 – Board of Selectmen
Re-organization Meeting

PENDING BOARD MATTERS / PROJECTS

- RFPs/RFQs. View here: https://www.swanzeynh.gov/how_do_i/apply_for_obtain/rfp.php
  - Exterior painting
    - Due by 3/20/25 at 2pm
  - Request for Bids California & North Winchester Street Reconstruction
    - Due by 3/31/25 at 3pm
  - Swanzey Lake Dam Engineering Services
    - Due by 3/19/25 2pm
- Retaining Wall at Station #2
  - From Joe DiRusso: During 2024 a portion of the fire stations retaining that was failing was removed and rebuilt. Initially, it was decided to forego replacing the safety fence at the top of the wall. Since this decision, some safety concerns was raised. It is our understanding the funds would come out of the Fire Station CRF.
- 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 RTAC will get back to me with any feedback after their meeting Thursday night.
- 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.
- 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 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.

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RAFFLE PERMIT
(RSA 287-A)

SYNOPSIS OF REQUIREMENTS OF RSA 287-A (RSA 287-A:1-11)

RSA 287-A allows raffles to be conducted by charitable, religious, educational charitable, civic, veteran and fraternal organizations, or political committee or party to promote the purposes for which they are organized. Tickets shall be sold only to persons 16 years of age or older. Tickets must have printed on their face the name of the organization, date, and place of the drawing, the prize(s) to be awarded, and the amount of the donation. Raffle Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for the prize(s) will be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2025-02

Name of Organization: Feeding Tiny Tummies & Resource Center
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: 580 Sawyers Crossing Rd
located in Swanzey, New Hampshire.

Name of contact person: Tammy Barrett

Address: 32 Sandy Rd Swanzey NH 03446

Phone# 603-209-3824 Email: barretts2013@yahoo.com

Items(s) to be raffled (attach list if necessary): 50/50, Baskets items

This license is valid, permitting sales of tickets, for the following dates:

3/1/25 to 3/16/25

Date of raffle drawing: 3/16/25

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

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PERMIT# 2025-03

Name of Organization: Feeding Tiny Tummies Resource Center is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: 580 Sawyers Crossing Rd located in Swanzey, New Hampshire.

Name of contact person: Tammy Barrett

Address: 32 Sandy Rd Swanzey NH 03446

Phone# 603-209-3824 Email: barretts2013@yahoo.com

Items(s) to be raffled (attach list if necessary): $500 Cash Prize

This license is valid, permitting sales of tickets, for the following dates:

3/1/25 to 6/7/25

Date of raffle drawing: 6/7/25

Approved by: _____

_____

_____ Date: _____

Swanzey Selectmen

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PERMIT# 2025-04

Name of Organization: Pine Grove Social Committee
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Pine Grove
located in Swanzey, New Hampshire.

Name of contact person: Patty Pike

Address: 117 Lathane Swanzey N.H. 03446

Phone# 603-499-6939 Email: rpike69@yahoo.com

Items(s) to be raffled (attach list if necessary): BBQ grill, Basket will include hardmitts, Paper plates, napkins, Plastic Silverware, Cooking utensils, $50.00 gift card to Swanzey mart's table cloth, BBQ Sauce, spices, skewers,

This license is valid, permitting sales of tickets, for the following dates:

March 7, 2025 to April 29, 2025

Date of raffle drawing: April 30th, 2025

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

Monadnock Regional School District
EXCELLENCE IN EDUCATION
SAU 93
603-352-6955 600 Old Homestead Highway, Swanzey NH 03446 www.mrsd.org

February 25, 2025

Swanzey Fire Dept.
Attn: Chief Eric Mattson
PO Box 10009
Swanzey, NH 03446

Dear Chief Mattson and the Swanzey Firefighters,

On behalf of the Monadnock Regional School District, I want to extend our sincere gratitude for your swift and skilled response to the recent fire at Dr. George S. Emerson School in Fitzwilliam. Your quick action not only prevented significant damage but also ensured the safety of everyone on site, and for that, we are truly grateful.

Your dedication and professionalism in handling emergencies make a tremendous impact on our community. We appreciate the risks you take and the hard work you put in to protect lives and property. Thanks to your efforts, our students will be able to return to their school after vacation as planned.

School buildings hold a special place in our communities. Emerson School has served the town of Fitzwilliam for more than 100 years and will continue to do so because of your bravery and commitment to help even in the harshest conditions.

We are fortunate to have such committed fire departments serving our communities in this part of New Hampshire and we deeply appreciate all that you do. Please extend our thanks to everyone involved in the response.

With gratitude,

Jeremy Rathbun
Superintendent of Schools

Cc: Town of Swanzey, Selectboard

Jeremy Rathbun, C.A.G.S.
Superintendent of Schools
jrathbun@mrsd.org
ext. 6959

Lisa Spencer, C.A.G.S.
Assistant Superintendent
lspencer@mrsd.org
ext.6959

Catherine Woods, C.A.G.S.
Director of Student Services
cwoods@mrsd.org
ext. 6967

Janel Morin, MBA
Business Administrator
jmorin@mrsd.org
ext. 6956

February 24th, 2025

Selectman Bill Hutwelker
620 Old Homestead Hwy
Swanzey, NH 3446

Dear Selectman Hutwelker:

We are writing to invite you to deliver Meals on Wheels to residents in your town during our #Save Lunch campaign in March. Every year, Meals on Wheels at Home Healthcare, Hospice and Community Services (HCS) serves over 90,000 meals to homebound older people and individuals with disabilities throughout Cheshire County. The program is essential to the health and safety of over 330 participants daily in the County and helps them to remain independent in their own home. During this #SaveLunch Campaign we are raising awareness of the availability of Meals on Wheels for those who may need it and raising funds to continue deliveries as food insecurity among older people is increasing in our area.

We appreciate your town's support of this service and invite you to see firsthand how the program provides not only a nutritious meal but also a safety check on some of the frailest individuals in your town.

We invite you to ride along with one of our drivers and experience Meals on Wheels in action. We know that March is a particularly busy time with town meeting and will work to accommodate your schedule when possible. Deliveries are made Monday through Friday before noon and times can be arranged to meet your schedule.

We would be honored if you would be part of our effort to #SaveLunch. Please contact us to schedule a time to deliver at 603-352-2253. If you have any questions or you're curious about HCS's Meals On Wheels program, please give us a call or visit our website at hcsservices.org/MealsOnWheels.

We appreciate your consideration.

Sincerely,

Maura McQueeney
President & CEO

Susan Ashworth
Director of Community Relations