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

MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Lori Rautiola, Town Administrator

RE: May 21, 2025, Agenda

DATE: May 19, 2025

CC: Meagen Kerris

1. **Call to Order – 5:30 pm**

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meetings:
      i.) May 14
      ii.) May
      iii.) April 30
      iv.) April 23
      v.) April 9
   B. Nonpublic Meetings:
      i.) May 14
      ii.) May 7
      iii.) April 30
      iv.) April 23
      v.) April 9

4. **Consent Agenda**
   A. Permanent Application for Property Tax credits/Exemptions – M243L55/0/MH0/38, M243/55/0/MH0/38
   B. Notice of Intent to Excavate – Map 24-4 Route 10 (2022, 2023, 2024, 2025)
   C. Open Container Permit – Whitcomb Hall

5. **Public Input**

6. **Appointments**
   A. Donovan Fenton, State Senator

7. **Consideration of New Business**
   A. Custom Window Blinds Proposal for Whitcomb Hall

SUGGESTED MOTION: I move to accept the proposal from Custom Window Blinds, etc in the amount of $2,300 for the custom cordless roller shades at Whitcomb Hall and to expend $2,300 from the Whitcomb Hall Expendable Trust Fund for this purpose.

   B. Security Camera System Proposal for Town Hall

SUGGESTED MOTION: I move to accept the proposal from Twin Bridge Services LLC for the upgrade to Town Hall- Security Camera System in the amount of $10,850 with the funds to come from _____.

   C. Purchase Approval – Computer for DPW

SUGGESTED MOTION: I move to accept the proposal from Twin Bridge Services LLC for purchase and installation of a desktop computer for the DPW-Waste Water Department.

   D. Temporary Access Permit – Eversource

SUGGESTED MOTION: I move to authorize the Temporary Access permit for Eversource in support of the Eversource T198 Line Structure Replacement Project and to authorize Joe DiRusso to sign the permit.

   E. Discussion on Town Office Vehicle – 2017 Ford Explorer

8. **Consideration of Old Business**
   A. SOP for Access to Town Hall

9. **Administrative Update**

10. **Correspondence**

11. **Public Input**

12. **Non-public session pursuant to RSA 91-A:3 II a,b,c,d,e & i (as needed)**

13. **Adjournment**

UPCOMING AGENDA ITEMS AND MEETINGS

NO Board of Selectmen meeting 6.28
Summer Selectmen's Meeting Schedule

PENDING BOARD MATTERS / PROJECTS

- SOP for Town Hall: As the Town continues along the pathway of changing how the public accesses Town Hall, and how outside visitors are able to access different parts of the building, it is important to create a clear policy that helps define process and expectations. Attached is a draft Alex wrote up for the BOS to consider that outlines the responsibilities for staff scheduling meetings, and staff checking in visitors. This should be discussed, edited as needed and then the Town Administrator should implement it.

- ~~Board/Committee member terms~~

- Current position openings in Swanzey:

    - Front Desk Administrative Assistant – Full time
        - Posting Date: 05-20-2025 End Date: Open until filled
    - Detective - Full time and/or Part time
        - Posting Date: Nov 12, 2019 03:08 PM End Date: Open until filled
    - On-Call Firefighters and EMTs positions
        - Posting Date: 03-04-2025 End Date: Open until filled
    - Police Officers
        - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled
    - Police Officers
        - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled
    - Public Beach Attendants
        - Posting Date: 03-04-2025 End Date: Open until filled
    - Public Beach Lifeguards
        - Posting Date: 03-04-2025 End Date: Open until filled
    - Summer Camp Counselor
        - Posting Date: 03-04-2025 End Date: Open until filled
    - Summer Camp Lifeguard
        - Posting Date: 03-04-2025 End Date: Open until filled

- Town Hall Facility Fixes
    - NEW 5/19 see above policy for visitor/guest access to Town Hall. (In progress)
    - There are a few slightly connected updates related to the Town Hall building, including fixing the rear door, fixing several windows, as well as some other upgrades being considered, such as security cameras and potential layout changes. These are being investigated by staff with consideration of the new incoming TA as well as potential changes that may be enabled by the eventual move of the fire station out of the building. We will update back to the BOS when we have had a chance to discuss further and formulate the best proposed plans for the Board to review.

- Swanzey Lake Dam
    - RFQ listed above
    - Test releases are being coordinated for the summer months with Joe DiRusso and DES
- Webber Hill Road Stabilization –
    - Project is overall around ~60% done (with wall itself closer to 75% done). Expectation is completion by the summer.
- Rail Trail Improvements –
    - We received the engineering report from Hoyle Tanner on 1/30 and are currently

reviewing it.

- 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.
- 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

- Brown Field Improvements – Staff is working on identifying grants or other funding sources.