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

June 25, 2025

1. **Call to Order – 5:30 pm**
   Join Zoom meeting at https://us02web.zoom.us/j/2353704380, Meeting ID: 235 370 4380
   Dial +1-929-205-6099

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meetings:
      i.) April 23
      ii.) June 4
   B. Nonpublic Meetings:
      i.) June 11 Sessions 1 & 2
      ii.) June 17

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit – Potash Bowl – Lee Dunham
   D. Gravel Tax Levy – Operation #21-441-07-E, Map 210 lot 8
   E. Open Container Permit, Whitcomb Hall October 18, 2025 – Jackelyn Salisbury

5. **Public Input**

6. **Appointments**
   A. Assistant Planner, Stephon Mehu: Permission to submit Letter of Intent & Discussion on SAFER Grant (Staffing for Adequate Fire and Emergency Response)

7. **Consideration of New Business**
   A. Abatements: Map 110 Lot 80, Map 232 Lot 27, Map 110 Lot 52, Mao 209 Lot 13, Map 106 Lot 14, Map 217 Lot 21
   B. Update on RD PPG funds
   C. Update on Website Redesign
   D. Cemetery Perpetual Care Policy

8. **Consideration of Old Business**
   A. Funding for Town Hall Renovations & Painting
   B. Funding for Carpenter Home Repairs

C. Lucy Carpenter Trust Fund Policy & Guidelines

9. **Administrative Update**
10. **Correspondence**
11. **Public Input**
12. **Non-public session pursuant to RSA 91-A:3 II a and c, e or (as needed)**
13. **Adjournment**

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

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7. **Consideration of New Business**
   A. Abatements: Map 110 Lot 80, Map 232 Lot 27, Map 110 Lot 52, Mao 209 Lot 13, Map 106 Lot 14, Map 217 Lot 21

SUGGESTED MOTION: I move to accept the recommendations from Marazoff Assessing Services for the following abatement applications for 2025: Map 110 Lot 80, Map 232 Lot 27, Map 110 Lot 52, Mao 209 Lot 13, Map 106 Lot 14, Map 217 Lot 21

   B. Update on RD PPG funds
   C. Update on Website Redesign

SUGGESTED MOTION: I move to authorize the Town Administrator to move forward with the redesign for the town website, with the town's current provider, Revise, at an annual cost of $2,500 per year.

D. Cemetery Perpetual Care Policy

8. Consideration of Old Business

A. Funding for Town Hall Renovations & Painting

SUGGESTED MOTION: I move to rescind the vote authorizing funds from Town Hall Maintenance, and to further authorize 20,000 for the painting of Town Hall and 9,573 for the security door for town hall, with the funds to come from the InvestNH.

B. Funding for Carpenter Home Repairs

9. Administrative Update

10. Correspondence

11. Public Input

12. Non-public session pursuant to RSA 91-A:3 II a and c or (as needed)

13. Adjournment

UPCOMING AGENDA ITEMS AND MEETINGS

7-09 - Board of Selectmen meeting
7-23 - Board of Selectmen meeting
8-06 - Board of Selectmen meeting

PENDING BOARD MATTERS / PROJECTS

- Current position openings in Swanzey:
    - 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
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        - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled

- New Fire Station 2025! A HUGE THANK YOU to the Swanzey voters for approving this much needed Fire Station! The Selectboard awarded the contract to Gordon Services out of Jaffrey NH. Based on the proposal submitted and some projected savings, the Board voted to reduce the Bond amount from 2.5 M to 2M. (Other funds to come from Capital Reserve, and Grant funding) The Construction Contract is being ironed out and the project is expected to get an earlier start.

- Swanzey Lake Dam

- 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 are currently reviewing the scope and design for the Rail Trail improvements under the TAP grant.

- Christian Hill Road Bridge Replacement – Work is pending due to NEPA review. 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 has provided 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 – Road construction is underway. Check out the video on our Facebook Page https://www.facebook.com/townofswanzey
- Grange Hall Roof Repair – Outside paint- A Swanzey resident has started a new program called MJR Painting it Forward. The two owners, Martin and Stephanie Rose, have offered to donate their time and materials to paint the outside of the Grange Hall at no cost to the taxpayers. We wish to thank them for this generous offer as well as Sherwin Williams for donating the paint for this project.
- 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.
- 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.

revize.
The Government Website Experts

Website Redesign Proposal

Town of Swanzey, New Hampshire

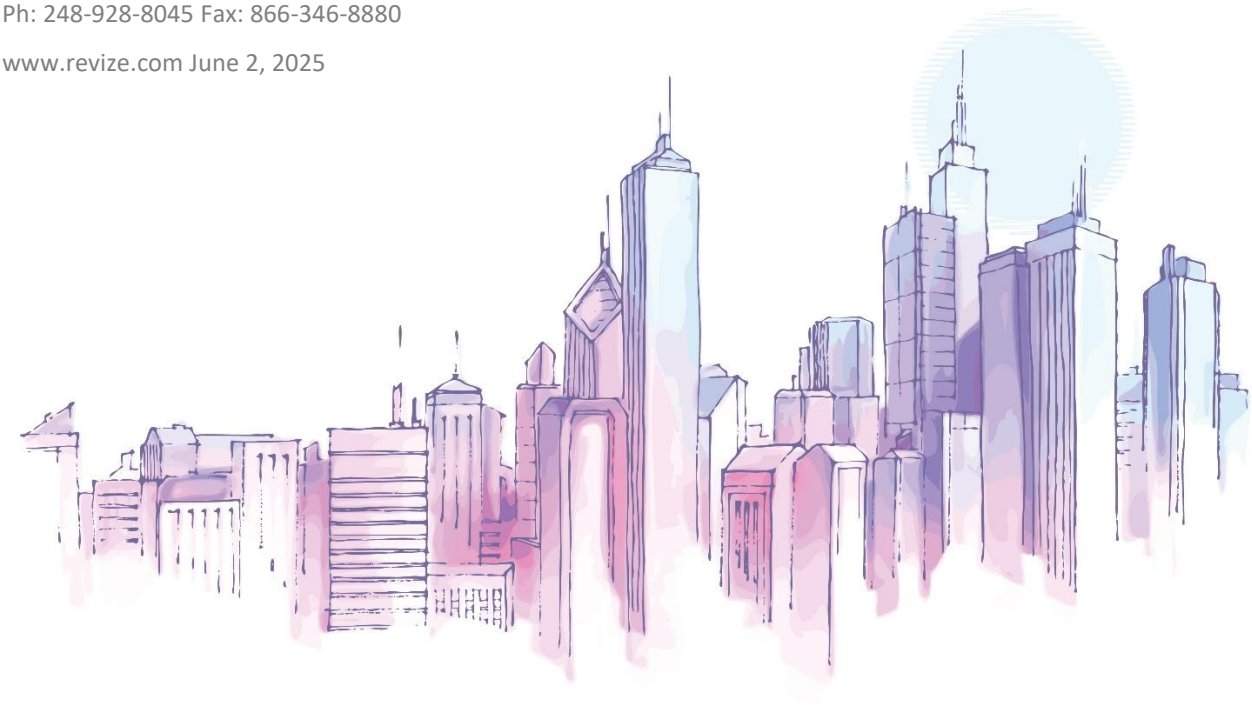
Prepared by Dylan Johnston

dylan@revize.com

150 Kirts Blvd, Troy, MI 48084

Ph: 248-928-8045 Fax: 866-346-8880

www.revize.com June 2, 2025



Lori, Christine,

Thank you for being a Revize web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as a testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user-friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- Clark County, NV www.clarkcountynv.gov
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

We will continue to work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

DylanJohnston

Dylan Johnston
Senior Account Manager
248-894-9297
dylan@revize.com

Timeline

Project Timeline		
Phase	**When**	**Duration**
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks

The project planning process is designed to fit <u>your</u> needs. We will adapt our timeline if your schedule requires.

Revize Quote

Along with your Website Design Refresh using your existing site map and navigation, the following options are available

Quantity	Description	Set-up Price	Annual
1	Discovery & Design from Scratch: • 1 mockup with up to 3 rounds of changes • Home page template and inner page design and layout. • Includes Responsive Web Design • WCAG 2.1 AA Compliant	Included	-
1	Revize Template Development: • Set-up all updated CMS modules • Integration with all 3rd party web applications • New Calendar	Included	-
1	Interactive Fillable Forms with Reservations* • Set up • Training • Support and Hositng (Annual)	$2,950	$1,500
1	Revize Public Service Request System* • Includes configuration of service request system • Revize to provide virtual training for unlimited users before launch • CLIENT will have ability to configure additional requests • Example: https://www.kentwood.us/psr/index.php	$1,500	$2,950
5 Year	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, 4 Users, Monthly Bandwidth Limit: 100 GB, 10 GB website storage:, SSL Certificate pre-paid annual fee locked in rate, free website refresh year 5		$2,500
3 Year	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, 4 Users, Monthly Bandwidth Limit: 100 GB, 10 GB website storage:, SSL Certificate pre-paid annual fee, locked in rate		$2,500

***OPTIONAL ADD ON FEATURE**

Revize Support Includes



- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage

Did you know?

Revize updates your Content Management System an average of 4 times per year!

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Lucy Carpenter Trust Oversight Committee
Policy and Guidelines for Use and Oversight of the Trust Fund
Effective Date: June 10, 2025 DRAFT

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1. Background and Purpose

The Lucy Carpenter Trust Fund was established through a testamentary bequest in 1918 “for the benefit of those who by reason of age, sickness, or other misfortune have been rendered incapable of caring for themselves.” This policy outlines the procedures and criteria for identifying eligible recipients, determining financial need, allocating assistance, and administering the fund in accordance with the terms of the original bequest and subsequent legal and governmental directives, including:

- Cheshire County Probate Court cy pres order (2022)
- Resolution by the Swanzey Board of Selectmen (6/22/2022)
- Legal opinion from Town Counsel Cordell Johnson (3/13/2025)

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2. Oversight and Administration

2.1. Spending Agents
The Swanzey Board of Selectmen shall act as the official spending agents for the Lucy Carpenter Trust Fund.

2.2. Carpenter Trust Oversight Committee
A committee shall be formed to guide decisions regarding needs assessments and fund distributions. The Committee shall include:

- One Selectman (or designee)
- One Trustee of the Lucy Carpenter Trust (or designee)
- The Swanzey Human Services Coordinator

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3. Eligibility Criteria

3.1. Functional Inability to Care for Oneself
Eligibility shall be based on objective criteria whenever possible. A Swanzey resident shall be considered "incapable of caring for themselves" if they meet one or more of the following:

DRAFT

a) Meets State Eligibility under RSA 151, RSA 161E, or RSA 161F, including:

- Admission to a residential care facility licensed under RSA 151
- Receipt of adult day care services licensed under RSA 151
- Participation in personal day care services for the physically disabled under RSA 161E
- Receipt of services under RSA 161F, such as:
    - Congregate services
    - Homemaker services
    - Respite care
    - Adult in-home care
    - Caregiver support

b) Assisted Living ADL Standards

Eligibility may also be determined by the inability to perform two or more Activities of Daily Living (ADLs), including:

- Mobility
- Bathing
- Dressing
- Eating
- Incontinence management
- Toileting
- Grooming
- Medication management

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4. Financial Need

4.1. Determination of Need
Eligibility for financial assistance will also require a demonstration of financial need, as determined by the Swanzey Human Services Office. The Committee defers to that office's established procedures and documentation.

4.2. Federal Poverty Guidelines
As a reference, the current federal poverty level (2025) is $15,650 annually for a single individual and $21,150 for a two-person household.

4.3. Exhaustion of Other Resources
Applicants must demonstrate that they have pursued and exhausted all other available funding sources prior to receiving Carpenter Trust assistance.

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5. Allocation of Assistance

5.1. Disbursement Cap
Assistance to any single eligible applicant shall be subject to the following limits:

DRAFT

- **Year 1:** Up to $10,000
- **Years 2 and 3:** Up to $5,000 per year
- No applicant may receive more than three years of assistance

5.2. Disbursement Date
Annual disbursements shall be tied to the date of application submission.

5.3. Flat Rate vs. Need-Based Distribution
While a flat-rate distribution was considered, the Committee and Trustees agree that allocations should reflect individual need, guided by documentation and records held by the Human Services Office. Revisions may be considered after review of early-year disbursements.

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6. Residency Requirements

An applicant must be a resident of Swanzey, NH. Institutional residency outside of Swanzey (e.g., in Keene or nearby towns) shall not disqualify applicants, provided they maintain Swanzey residency for legal and civic purposes (e.g., voter registration).

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7. Application Process

- All applicants must complete the designated application forms.
- Supporting documentation of functional and financial eligibility must be submitted.
- Applications will be reviewed by the Oversight Committee on a rolling basis or as scheduled.

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8. Public Awareness and Communication

Information about the availability of Carpenter Trust assistance shall be communicated within the Human Services Office. Broader outreach to the Swanzey community will be directed and determined by the Carpenter Trust Oversight Committee.

Adopted by the Swanzey Board of Selectmen

_____
W. William Hutwelker III

_____
James Temepsta

_____
Mark LaBelle

DRAFT