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

August 6, 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.) July 9
      ii.) July 23
      iii.) July 15

   B. Nonpublic Meetings:
      i.) July 15 – Sessions 1 and
      ii.) July 29 – Sessions 1 and 2

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Notice of Intent to Cut- M/209 L/1
   D. Raffle Permit-Connecticut River Sportsman's Club
   E. Open Container Permit- Alexis Fredette - Whitcomb Hall
   F. Open Container Permit – Liz Traynor - Whitcomb Hall
   G. Notice of Intent to Cut-M/228-L/6
   H. Municipality Land Use Change Tax Bill-365 Sawyers Crossing Rd

5. **Public Input**

PUBLIC HEARING 5:40 P.M. - Acceptance of Personal Property- RSA 31:95 (e)

The property to be donated to the Fire Department is as follows:

One (1) Cutter # 25050155
One (1) Spreader #25040198
One (1) RAM #25030374

SUGGESTED MOTION: Pursuant to RSA 31:95 (e) I move to accept the donation of auto extrication equipment in the form of hydraulic tools as noted above. This donation includes nine batteries.

6. **Appointments**

7. **Consideration of New Business**
   A. Approval of Cardinal Surveying Estimates
   B. Discussion on a Covered Bridge Committee & Passive Guard Barriers.
   C. Updated Credit Card Policy

SUGGESTED MOTION: I move to accept the Town's Credit Card Policy as updated with the amended date of August 6, 2025.

8. **Consideration of Old Business**

9. **Administrative Update**

10. **Correspondence**

11. **Public Input**

12. **Non-public session pursuant to RSA 91-A:3 II (as needed)**

13. **Adjournment**

UPCOMING AGENDA ITEMS AND MEETINGS

8-20 - Board of Selectmen meeting, House Rep Jennifer Rhodes in attendance
9-03 - Board of Selectmen meeting

PENDING BOARD MATTERS / PROJECTS

Current Employment Openings in Swanzey:

- Part time Welfare Director – Flexible hours!
- 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

- Swanzey Lake Dam
  - Test releases are being coordinated for the summer months with Joe DiRusso and DES

- 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.
- 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 – project is underway!
- Wastewater Treatment Plant Study – Current schedule is: Town Staff met with Underwood Engineers to discuss future upgrades and capacity.
  - 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.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 9, 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 W. William Hutwelker III, at 5:30pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

OTHERS PRESENT

Garrett Ranney with FACT TV, Town Clerk Heather Estrella, Police Chief Joseph Gonsalves, Colby Zilinski, Kevin Clark, Jonathan Collins, Officer Shawn Collins, Officer Tabitha DiRienzo, Mark Scalera, Jay Ward, John Traynor, Fire Chief Eric Mattson, Lucas Herstek and Brianna Blodgett

MINUTES

- The regular meeting Minutes of June 13, June 25 and July 1, 2025, were considered. There was a **motion** by LaBelle to approve the minutes including the June 25th minutes as amended. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

- The non-public session Minutes of June 25 #1, #2 and #3, and July 1, 2025, were considered. There was a **motion** by LaBelle to approve the non-public session Minutes as presented. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

CONSENT AGENDA

Motion was made by Labelle to approve the Consent Agenda. There was a second by Tempesta. There was no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Accounts Payable Manifest
- Special Events Permit – Bands at the Bowl Summer Concert
- DRA RE: PA-28 Inventory Taxable Property Form
- Notice of Intent to Cut – Map 228 Lot 3
- Raffle Permit – Swanzey PTO

PUBLIC INPUT

- Chief Eric Mattson introduced new fire fighters Lucas Herstek and Brianna Blodgett
- John Traynor lives on Railroad Street. His property is abutting the Christian Hill Bridge. Had concerns about the committee – wished to join but was not allowed. He has been trying to be involved with the disposition of the bridge for the past 10 years but has not been included. Had conversations with the former Town Administrator about the trees which were cut down and had been told they would be replaced. He said it wasn't public knowledge that the bridge was historic. Hutwelker explained how he can present his concerns to the board and welcomed him to do so. Rautiola gave him her card so he could connect with her.

APPOINTMENTS

- Chief Gonsalves: Oath of Office & Ceremony for Officer Shawn Collins & Tabitha DiRienzo
    - Town Clerk Heather Estrella administered the oath to the officers.
    - Chief Gonsalves spoke a few words about each officer.
    - Officer Jonathan Collins pinned Officer Shawn Collins; Chief Gonsalves pinned Officer Tabitha DiRenzo.
- DPW Director, Joe DiRusso: Updates on Water & Sewer and Covered Bridge Update
    - *Waste water plant* – new study moving along well. Considering future buildouts of the treatment plants. They are piloting a program with a new chemical to treat phosphorus. The solar array project for the wastewater treatment center is in progress and approved by DES; the ground mounts are in place. He will be having a meeting with DES. A meeting was held with City of Keene – they have an interest in pursuing grants to connect water and sewer for Swanzey. They need a 20-year plan to see probable development along Route 12 and Route 10. Will have another meeting in August. Ward asked about water pressure; DiRusso said we would have pump stations.
    - *Webber Hill* – substantial completion by next week. The strong grass that was planted to help with retention has been established well. No word from the State about a guard rail. Estimate that it would cost $18K to do a 100-foot section. He recommends keeping the road as one-way direction. Hutwelker said that was the intention for safety reasons.
    - *North Winchester Street* – drainage structures delivered – a bit behind schedule. Base coat and painting should be done by August then will start California Street. Have begun the Railroad Street sidewalk project with drainage improvements. Eaton Road just beyond Railroad Street has a new catch basin and improvements will be made to the road to raise the elevation.
    - *West Street* – they will be starting as soon as Railroad Street project is done.
    - *Fire Station* -will be starting soon. Awaiting the final design.
    - *2003 International 7400 Truck* –the original interested buyer has not followed up. Gordon Industries would give $7,000 credit on future rentals.
        - **Motion** was made by Labelle to sell the 2003 International 7400 truck to Gordon Industries for $7000 credit. There was a second by Tempesta. There was no further discussion. All were in favor. ***Motion passed.***
    - *Thompson Bridge* was recently damaged. The police tracked down the Massachusetts contractor who took responsibility for the damage. No structural damage was found during the inspection. Grayson Smith will be providing a quote. Discussion about suspending a metal bar such as some towns in Vermont have put in place. The bridge inspector cautioned about the liability. More research is needed. Hutwelker asked about progress on cameras. Some have been installed on Cresson Bridge. The others have been on hold to see how this works.

NEW BUSINESS

Construction Management Contract & Letter of Intent for New Fire Station

Rautiola read the Letter of Intent. Signing the Letter of Intent would allow Gordon Services to proceed with limited activities related to the fire station project.

- **Motion** was made by Labelle to authorize the Town Administrator, Lori Rautiola, to sign the letter of intent to proceed with construction activities – prior to finalization of the Construction Management Contract with Gordon Services. There was a second by Tempesta. There was no further discussion. All were in favor. ***Motion passed.***

Approval of funds from Recreation Facilities Capital Reserve Fund

- **Motion** was made by Labelle to authorize the withdrawal of $1713 from the Recreation Facilities Capital Reserve Fund for the purpose of repairs made for the Richardson Park Water System. There was a second by Tempesta. There was no further discussion. All were in favor. ***Motion passed.***

OLD BUSINESS

Mission Statement for Grange Committee

Discussion regarding the status of the Grange building and the amount of money needed to renovate the building. Ward asked the perimeters to use the building. No bathroom facilities. Very limited use. Could we have a meeting to determine the necessary repairs needed to bring it to a condition to be able to be used by the public. Scalera suggested breaking the project into pieces and fund raise for these projects. The Town has put money into the building to repair the roof. Ward feels the Town should not be putting more money in – grants can be applied for but no one on the current committee is qualified to create the grant. Rautiola will invite the committee to the August 6 meeting.

ADMINISTRATIVE UPDATE

- Hutwelker reported there is an RSA #HB373 where a municipality cannot lease to a third party for more than a year unless there is an agreement for a 5-year lease. This will affect Honey Bee Hollow. We could put it on the warrant to extend their lease to 5 years.
- Follow up on the request by the Wilson Pond Association for assistance from the board: Rautiola said she and Code Enforcement Officer Chris Levy went to the pond; she provided a photo of the sign which shows limitation under enforcement of the selectmen. Levy reached out to the NH Fish and Game office in Keene who said they would put them in touch with the Conservation officer. Rautiola said it is unclear whether there is a policy or ordinance that supports the sign and stipulates fines, etc. Rautiola will meet with the Police Chief to see what can and should be enforced.
- Scalera said a building permit was issued that he thought should have not been – it was for a replacement shed but it should have been for a new shed but the inspection was of the wrong property. He asked for advice on how to handle this, but he doesn't want to get involved. Hutwelker suggested he go to the Town Planner.

CORRESPONDENCE

- none

PUBLIC INPUT

- none

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II *(e)* Consideration or negotiation of pending claims or litigation threatened in writing or filed by or against the public body, or by or against any member because of his or her membership in such body.

Motion was made by LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II (e), seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered non-public session at 7:11pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

Motion was made by LaBelle to come out of non-public session, seconded by Tempesta. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 7:20pm.

Motion was made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board, seconded by Tempesta. All were in favor and the ***motion passed***.

ADJOURNMENT

Motion to adjourn the meeting was made by Labelle. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.*** The meeting adjourned at 7:20pm.

Respectfully Submitted,

Susan Ells
Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 23, 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 W. William Hutwelker III, at pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator, Lori Rautiola and Recording Secretary, Susan Ells.

OTHERS PRESENT

Garrett Ranney, Liam Mallan, and Alex Stradling with FACT TV, Cody Morrison- MEDC, Dan LeClair, Josh Whipple - Recycling Center Solid Waste Manager, Art Whipple, Michael York, Neil Jeneral, Jay Ward, Mark Scalera, Vincent (Mick) Sanchez, Asst Fire Chief, Jessica Ramsey-Sanchez, Russell Tenney, Nick Keane, Allyce Romaneck, Lisa Mango, Ali Kreutz

MINUTES

- The regular meeting minutes of July 9, 2025 were tabled.
- The non-public session minutes of July 9, 2025 were tabled.
- The non-public session minutes of April 16, 2025 #1, 2, and 3 and May 21, 2025 #1, 2 and 3 and July 16, 2025 #1 and 2 were considered. There was a motion by LaBelle to approve the minutes as presented which was seconded by Tempesta. There was no further discussion and all were in favor. The motion passed.

CONSENT AGENDA

A motion was made by Labelle to approve the Consent Agenda without Item F. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

A. Payroll Manifest
B. Accounts Payable Manifest
C. Notice of Intent to Cut – M246 L42, M247 L17
D. Abatement 2025-31, Map/Lot 248/430CGO/144
E. Release of Lein-M233 L22
~~F. Open container Permit- Liz Traynor~~
G. Raffle Permit- Swanzey PTO
H. Raffle Permit- Cheshire Fair
I. DRA RE: PA-28 Inventory Taxable Property Form
J. Raffle Permit- Cheshire Fair – Not F

PUBLIC INPUT

Neil Jeneral explained his issue of foul balls hitting his vehicles and causing damage - most recently $1,000 in damage to his car. He stated he had a conversation with the President of the Cal Ripkin League and that the League did not want to pay for the damages, so it is being requested of the Town. Tempesta responded, adding it was also brought to the Board's attention that residents were letting their dogs in the field, not cleaning up after them, and parents complaining of children stepping in dog feces while playing ball. Rautiola

explained she has spoken with the Town's Recreation Director about both issues, the dog feces and the need to raise the fence to stop balls from landing in neighbors' yards. Hutwelker mentioned the Town's good relationship with the Cal Ripkin League and the need to work together. The Agreement between the Town and the League was bought up, which clearly states the Town is not responsible to pay for damages, and that the Cal Ripkin League should pay for his damages. It was also noted the agreement was coming due for renewal.

APPOINTMENTS

A. Cody Morrison, Exec Director – MEDC

Mr. Morrison introduced himself and gave a brief overview of MEDC and explained the organization was expanding into other towns and wanted to make the Town of Swanzey aware of their services such as tactical assistance to businesses and expansion planning processes. He added the Organization has approved over a million dollars in improvements within the region and are building a pipeline of grants to offer to local municipalities and small business within the community. They are also a commercial lender and have funds to assist with affordable housing and childcare expansion projects. The Organization is hoping to improve their partnership with local municipalities and the community. Mr. Morrison will follow up with the Town Administrator. He complimented the work of Stephon Mahu and Adam Paquette in the Planning Office.

A few questions were asked by Hutwelker, Scalera and Rautiola:

- Hutwelker asked for more information on the housing benefit. Mr. Morrison explained the Organization wished "shore up the funding" adding that the infrastructure is more for rental facilities, versus single family homes.
- Scalera, on behalf of the Wilson Pond Association, stated the needs of Wilson Pond which include a water management study and grant funding. Mr. Morrison responded, stating that water management is not their expertise, but he is interested in talking more about it with them and he might be able to give ideas about other contacts.
- Rautiola asked for clarification on how to assist with the needs of home childcare in Swanzey. Mr. Morrisson explained if there was an entrepreneur home-based childcare provider in Swanzey who wanted to become licensed, MEDC would be able to provide grants to make improvements, give lessons on QuickBooks, regulatory hurdles, etc.

B. Dan LeClair – Warmac Road

Mr. LeClair stated that he was present with concerns regarding the direction that Swanzey is going in. He explained it started years ago, when all the houses on Route 32 were built looking alike, then FW Webb built where they did instead of using the industrial park. He added that he doesn't complain about property taxes; he said he was upset about the new security doors in the Town Hall and feared the Town has lost its sense of community.

Hutwelker explained the doors were installed for two reasons: safety and productivity of employees' work. He encourages scheduling appointments; this allows for confidentiality of personnel files, grants, etc. and limits unnecessary interruptions for employees. Hutwelker also added the Board is responsible for protecting staff and this allows them to be more efficient.

Hutwelker continued by adding that the building projects LeClair mentioned had gone through the Planning Board. He said FW Webb did try to build at the industrial park but there were too many obstacles to their plan. They met all the zoning and planning criteria. The Town's vision is to maximize the infrastructure where prudent and keep the rural nature as much as possible.

There was a brief discussion on the infrastructure of the Town and further discussion on security.

Tempesta added that they must look at the big picture and at the safety of town employees. Tempesta questioned why LeClair didn't come to the Board and have a conversation instead of posting about it on Facebook.

Mr. Tenney supported the changes.

Mr. York explained his Republican group is inviting different department heads to meet in a non-partisan way to explain about their jobs in the Town.

Hutwelker addressed a question from LeClair of adding a scale at the recycling center by explaining they are trying to reduce the burden on the property tax payers and charge appropriately.

The Board thanked Mr. LeClair for coming in.

C. Josh Whipple, Recycling Center Solid Waste Manager – Skid Steer Proposal

Whipple explained the need for a second Bobcat Skid Steer for the Recycling Center. He added that the new one would be the same model, so the parts are interchangeable. In addition, he requested a rock bucket attachment.

He reported the cost of the Bobcat Skid Steer is $66,000 after a $4,000 municipal discount, which is below budget. The cost of the rock bucket attachment is $3,140 which is also under budget. The total amount requested is $69,140. Whipple noted that the current balance in Recycling Center Capital Reserve is $131,880.93.

A motion was made by LaBelle to authorize Josh Whipple to purchase the Skid Steer and Rock Bucket from the Recycling Center Capital Reserve Fund. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

Whipple then gave a Department Update: The new front gate sign was installed. He worked with the DPW director to get lines through the center of the drive-through area. The old yellow cones have been replaced; the Bobcat maintenance has been completed, and the tire and propane shed improved. He is working on finishing a shed for the attendants with supplies which were donated by residents Bryan and Jen Rudgers and Mark and Vicki Scalera. Nick Keane has been training staff. They are working on reducing the brush pile and working on the plastics pilot program for #3-7 plastics. He gave diversion rates on the amount of waste that was recycled instead of going to the landfill. Other projects that Whipple is working on include replacing the waste oil container and fixing gates.

Rautiola expressed appreciation for the work Josh and his team have done there.

D. Consideration of Appointment - Art Whipple - Deputy Emergency Management Director

Mr. Art Whipple was present and gave an overview on his attributes for the position of Deputy EMD and his desire to help in the community.

A motion was made by LaBelle to accept the appointment of Art Whipple as Deputy Emergency Management Director. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

NEW BUSINESS

A. Approval of Cardinal Surveying Estimates
This item was tabled due to lack of knowledge of a funding source

B. Special Use Permit # Trails 25-30 HQC-HA1N-N2VZ3 - Department of Natural & Cultural Resources: Rail Trail Maintenance
A motion was made by LaBelle to approve the Special Use Permit Package for the purpose of Rail Trail Maintenance to include 3 culvert replacements and to further approve the payment of $1,100 from the Rails to Trails Expendable Trust Fund, payable to the *NH Department of Natural & Cultural Resources - Division of Parks and Recreation*. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

C. West Swanzey Water System Improvement Engineering Report – Contract Agreement
A motion was made by LaBelle to enter into the contract agreement with Underwood Engineers, Inc. as stated in the contract agreement dated June 25, 2025, for the project - *West Swanzey Water System Improvements Preliminary Engineering Report*. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

A motion was made by LaBelle to authorize Town Administrator Lori Rautiola to sign the agreement. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

D. Approval of funds – Bond for Rail Trail work -Fee for shoreland PBN application
A ***motion*** was made by LaBelle to expend up to $2,000 from the Rail Trail Expendable Trust for payment of permitting, any bond(s), and necessities for maintenance work being executed along the Cheshire Rail Trail. There was a second by Tempesta. There was no further discussion. All were in favor and the motion passed.

OLD BUSINESS

A. Update of Governance Committee Appointments - Hutwelker explained what the committee was about, and suggested LeClair let the Town Administrator know if he is interested in joining the Governance Committee. Hutwelker noted another committee the Board would like to establish is a 250th Anniversary Committee. LeClair asked about getting the Old Homestead play back; Hutwelker suggested he contact Lee Dunham.

B. Hutwelker suggested naming the park by the Thompson bridge 'The Kenneth Colby Park' to honor Colby for his 24-year commitment to the Town.

The Board went through the items within the agenda packet and updated them as needed.

CORRESPONDENCE

Property Tax 72-39-a Conditions for Elderly Exemptions
There was no discussion on this agenda item.

PUBLIC INPUT
York asked when Cutler School would close; LeClair responded that it would close next winter during school break.

NON-PUBLIC SESSIONS

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

There was a motion made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Board entered a non-public session at 7:17pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

There was a motion made by LaBelle to come out of the non-public session which was seconded by Tempesta. All in favor by Roll Call and the motion passed. The Non-public session ended at 7:44pm.

There was a motion made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; the motion was seconded by Tempesta. All were in favor and the motion passed.

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

There was a motion made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Board entered a non-public session at 7:45pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

There was a motion made by LaBelle to come out of the non-public session which was seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 7:58pm.

There was a motion made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; the motion was seconded by Tempesta. All were in favor and the motion passed.

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

There was a motion made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Board entered a non-public session at 7:58pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

There was a motion made by LaBelle to come out of the non-public session which was seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 8:05pm.

There was a motion made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; the motion was seconded by Tempesta. All were in favor and the motion passed.

DRAFT

ADJOURNMENT

There was a motion by LaBelle to adjourn the meeting which was seconded by Tempesta; there was no further discussion. All were in favor and the motion passed. Adjournment occurred at 8:13pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

TOWN OF SWANZEY

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BOX 10009
SWANZEY, NH 03446-0009
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OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-21 *(will be provided)*

Applicant Alexis Fredette

Address 652 Centre St Sullivan NH 03445

Contact Person Alexis Fredette Phone Number 603-209-8408

Event Date August 10th, 2025 Event Time 12pm - 5pm

Signature of Responsible Party Alexis Fredette

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT
Town of Swanzey, New Hampshire

Alexis Fredette is hereby granted a permit to consume alcoholic beverages or possess any open container having alcoholic beverages therein, at 17 Main St. Whitcomb Hall located in Swanzey, NH. This permit is valid for the following time period (date/time):

August 10, 2025 12pm - 5pm

This permit is valid only for the date and time specified above and is not transferable.

_____

_____

_____ Date _____

Selectmen of Swanzey

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
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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# 2025.21

Name of Organization: Connecticut River Sportsmen's Club
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: 125 Whitcomb Rd.
located in Swanzey, New Hampshire.

Name of contact person: Chuck Munson

Address: 270 Marcy Hill Rd. Swanzey NH 03446

Phone# 603 7576161 Email: Munsocc@gmail.com

Items(s) to be raffled (attach list if necessary): Cash + firearms

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

08/01/25 to 01/01/26

Date of raffle drawing: 01/01/26

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

Print Form | Reset Form

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

RECEIVED JUL 28 2025 TOWN OF SWANZEY

For Tax Year April 1, 25 to March 31, 26

(Assigned by Municipality)

YR | TOWN | OP# | T

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.
228006 , 228007
3. Intent Type: Original [X] Supplemental [ ] (Original Intent Number)
4. Name of Access Road: OLD LEONARD FARM RD
5a. Acreage of Lot: 16 Acreage of Cut: 10
5b. Anticipated Start Date: 2025 - ASAP
6. Type of ownership (check only one):
   a. Owner of Land and Stumpage (Sole Owner) [X]
   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 [X]

BY MAIL [X] OR E-MAIL [X]

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.

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

Joseph Belmore Shannon Bissell

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

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

Joseph Belmore

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

66 Old Leonard Farm Road

MAILING ADDRESS

Swanzey | NH | 03446

CITY OR TOWN | STATE | ZIPCODE

JBelmore611@Gmail.com

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)
	603 451 3899

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	15	MBF
Hemlock	15	MBF
Red Pine	—	MBF
Spruce & Fir	—	MBF
Hard Maple	5	MBF
White Birch	0	MBF
Yellow Birch	0	MBF
Oak	5	MBF
Ash	2	MBF
Soft Maple	2	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	0	MBF
Other (Specify)	0	MBF
Pulpwood	**Tons**	
Spruce & Fir	0	
Hardwood & Aspen	0	
Pine	0	
Hemlock	0	
Biomass Chips	100	
Miscellaneous		
High Grade Spruce/Fir	0	**Tons**
Cordwood & Fuelwood	0	**Cords**

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

Species	Amount:
CORDwood	20

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.

SIGNATURE OF PERSON RESPONSIBLE FOR CUT — DATE 7/15/25

DEREK REDFIELD

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

101 SUGAR HILL RD

MAILING ADDRESS

SWANZEY | NH | 03446

CITY OR TOWN | STATE | ZIPCODE

PHONE NUMBER	E-MAIL ADDRESS
313-8605	BHLANDCLEARINGLLC@GMAIL.COM

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: 7/30/25
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	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE		

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

STEP 1- LAND USE CHANGE TAX TO BE BILLED TO:

☐ PROPERTY OWNER(S) OR ☐ RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:

PLEASE TYPE OR PRINT

LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
BROWN	HANNA	E
BROWN	JESSE	B

MAILING ADDRESS: 365 SAWYERS CROSSING RD

MUNICIPALITY	STATE	ZIP CODE
SWANZEY	NH	03446

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT

(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED

(b) ACCESSIBLE STREET LOCATION	MUNICIPALITY	COUNTY
SAWYERS CROSSING RD	SWANZEY	CHESHIRE

(c) TOTAL ACRES OF PARCEL	PARCEL TAX MAP AND LOT #		DEED BOOK AND PAGE #	
39	211	1	730	61

(d) CHECK ONE BELOW:

☒ PARTIAL RELEASE ☐ FULL RELEASE ☐ RIGHT OF WAY LAND USE CHANGE TAX

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #	
DAVID N. HILLS	730	61
(b) Total Number of Acres Originally Enrolled in Current Use	39	
(c) Total Number of Acres Previously Released Since The Original Recording	0	
(d) Number of Acres Subject to the LUCT Per This Assessment	1.1	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	37.9	

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

(continued)

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: **LOT LINE ADJUSTMENT PLAN NO. 23116**	
(b) Actual Date of Change in Use (MM/DD/YYYY)	**05/06/2024**
(c) Full and True Market Value at Time of Change in Use	$ **2500**
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	$ **250**

STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
W.WILLIAM HUTWELKER III		
JAMES TEMPESTA		
MARK LABELLE		

STEP 6 - BILL LAND USE CHANGE TAX TO: (COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
BROWN	**HANNA**	**E**

MAILING ADDRESS		
365 SAWYERS CROSSING RD		
MUNICIPALITY: **SWANZEY**	STATE: **NH**	ZIP CODE: **03446**

(b) Actual Date of Change in Use (MM/DD/YYYY)	**05/06/2024**
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)	**07/23/2025**
(d) Full and True Market Value at Time of Change in Use	$ **2500**
(e) Land Use Change Tax Due	$ **250**

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

MUNICIPALITY LAND USE CHANGE TAX BILL

(continued)

STEP 7 - CHECKS PAYABLE AND MAILED TO: (COMPLETED BY MUNICIPAL TAX COLLECTOR)

(a) MAKE CHECKS PAYABLE TO: **TOWN OF SWANZEY**		
(b) MAIL TO: **PO BOX 10009**		
MAILING ADDRESS: **620 OLD HOMESTEAD HWY**		
MUNICIPALITY **SWANZEY**	STATE **NH**	ZIP CODE **03446**
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION:		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS:		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): ☐ Yes ☐ No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF $ **20.00**		
PAYABLE TO: **CHESHIRE COUNTY REGISTRY OF DEEDS**		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: _____		

STEP 8 - ACKNOWLEDGEMENT OF PAYMENT (COMPLETED BY MUNICIPAL TAX C OLLECTOR)

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE OF MUNICIPAL TAX COLLECTOR (in black or dark blue ink)	DATE OF PAYMENT

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF SWANZEY, NEW HAMPSHIRE		
STREET ADDRESS PO BOX 10009		
ADDRESS (continued)		
TOWN/CITY SWANZEY	STATE NH	ZIP CODE+4 03446

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of CHESHIRE	
To KEVIN WESTCOTT	Collector of Taxes
for the Town/City of SWANZEY	in said County.
In the name of said State you are directed to collect the **LAND USE CHANGE TAX** in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	$ 250.00
Given under our hands at	TOWN OF SWANZEY
This day of	8/6/2025
OWNER NAME BROWN, HANNA E. / BROWN, JESSE B.	
OWNER ADDRESS SAWYERS CROSSING RD	
MAP 39	LOT 211

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
W. WILLIAM HUTWELKER		08/06/2025
JAMES TEMPESTA		08/06/2025
MARK LABELLE		08/06/2025

RECEIVED
JUL 25 2025
TOWN OF SWANZEY

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

For Tax Year April 1, 25 to March 31, 26

(Assigned by Municipality)

YR | TOWN | OP# | T

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

1. Town/City of: Swanzey, NH
2. Tax Map/Block/Lot or USFS Sale Name & Unit No.: 209-1-1
3. Intent Type: Original ☒ Supplemental ○ (Original Intent Number)
4. Name of Access Road: Safford Drive
5a. Acreage of Lot: 3.831 Acreage of Cut: 2.0
5b. Anticipated Start Date: 7/17/2025
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.

Christopher J Norton — 7/21/25
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED

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

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

CJ Norton, LLC
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

149 Valley Park Drive
MAILING ADDRESS

Spofford | NH | 03462
CITY OR TOWN | STATE | ZIPCODE

CJNorton@eai-inc.com
E-MAIL ADDRESS

603.352.3888 | (CELL PHONE (Enter number without dashes))
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	4000 MBF
Hemlock	1000 MBF
Red Pine	MBF
Spruce & Fir	MBF
Hard Maple	MBF
White Birch	MBF
Yellow Birch	MBF
Oak	MBF
Ash	MBF
Soft Maple	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	MBF
Other (Specify)	MBF
Pulpwood	**Tons**
Spruce & Fir	
Hardwood & Aspen	
Pine	
Hemlock	
Biomass Chips	
Miscellaneous	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	10 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.

[signature] — 7/21/25
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT — DATE

Jon Driscoll
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

PO Box 504
MAILING ADDRESS

Marlborough | NH | 03455
CITY OR TOWN | STATE | ZIPCODE

603-899-5866 | jon@philstraservices.com
PHONE NUMBER | E-MAIL ADDRESS

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: 7/21/25
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 within 30 days.

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

CARDINAL
SURVEYING & LAND PLANNING

Estimate
5/22/2025

P.O. Box 160
Sullivan, NH 03445
(603) 209-1989

"Know your Boundaries"
Thank you for using a locally owned small business

Town of Swanzey
PO BOX 10009
Swanzey NH 03446

Property Address: 823 Old Homestead Highway, Swanzey NH 03446

Description of Services
Boundary Line Agreement Plan between map 235 lot 72 & 73

Prepare an boundary line agreement plan between Mead & Town of Swanzey
Prepare a boundary plan suitable for recording at Registry of Deeds
Copies, spikes, discs, paint, flagging
Attend up to two planning board meetings
Correspondence with client, city, and others

Total due: $1,000.00

A 3.5% Convenience fee will be assessed on top of the Total if paying with a credit card
All bills must be paid in full before work will continue on the next phase, plans are submitted for approval or recording. There is no guarantee expressed or implied of Approval from Town and/or State agencies, if the project requires such approvals. This is a good faith estimate based on conversations with the client. This estimate is valid for 90 days, after which it will be reassessed for current conditions

Wendy Pelletier 5/22/2025

Wendy Pelletier, LLS #975 Date

Signature Date

Work will be done according to NH Board of Licensure Rules, New Hampshire Land Surveyors Association Ethics and Standards, State Department of Environmental Rules, and local City/Town regulations. Bills will be submitted at the completion of work as stated above and are to be paid upon receipt. Plans will not be released or submitted for approvals until the balances are paid in full. If legal services are required to collect an outstanding balance, the client will be responsible for fees incurred by the firm. Electronic data and files remain the property of Wendy S. Pelletier PLLC and Cardinal Surveying & Land Planning. There is not intent or obligation, expressed or implied, that the files generated in completion of the proposed work belong to anyone other than Wendy S. Pelletier, PLLC.

July 7, 2025

Town of Swanzey
Office of Selectman
620 Old Homestead Hwy
Swanzey, NH 03446

Dear Mr. Tempesta, Mr. Hutwelker, III and Mr. LaBelle:

The property tax year 2024/2025 brought forth with it a new level of property tax assessments. Some of which either doubled or tripled in value. This re-evaluation could be a plus for some if selling, however a detriment to others.

This tax increase has created a strain for many of the elderly living on a limited monthly income. It places them in a very vulnerable place, which creates fear of loss of their one and only forever home. Believe me, I have heard these words verbatim.

The elderly exemption which once assisted them in releasing their tax burden is no longer the effective covering it once was.

They are now concerned and worried about loss and how to pay this additional expense. If not paid, they are warned about a lien being placed on their home. They do not understand why this exemption process is no longer viable. Now they are even more fearful.

Which is why I am asking the Town of Selectman to review the net figures stated in the DRA-Property Tax 72-39-a Conditions for Elderly Exemptions. Based on this document it states the town has the authority to review and recalculate a net result that will protect the elderly from what little they have left.

Thank you for your time in this matter!

I look forward to your response!

Sincerely,

Doni-Anne Way

Doni-Anne Way
93 Lat Lane
Swanzey, NH 03446