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

September 16, 2025

Non public Session – 5:00 p.m.

1. **Call to Order – 5:30 p.m.**
   https://www.youtube.com/@townofswanzey7377/streams - For live streaming

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meetings:
      i.) September 03

   B. Nonpublic Meetings:
      i.) September 03 Sessions #1, #2

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Raffle Permit-Monadnock Football
   D. Event Permit-Motorcycle Swap

5. **Public Input**

6. **Appointments**
   A. NH House Rep - Barry Faulkner
   B. County Administrator - Chris Coates
   C. DPW Director, Joe DiRusso – Bridge Maintenance

7. **Consideration of New Business**
   A. Discussion on 2026 Budget Preparation
   B. Emergency Management – Proposal for New Radios (2)

SUGGESTED MOTION: I move to authorize the purchase of two (2) XXX radios in the amount of $5,651.00 for the Emergency Management Department, with the funds to come from the Emergency Management Facilities & Equipment Expendable Trust Fund (ETF) and to further authorize the Emergency Management Director to sign all documents pertaining to the purchase.

   C. Request for Proposal – IT Management Services

SUGGESTED MOTION: I move to approve the RFP for IT Management Services.

D. Signing of the Kathy A Nicholson Living Trust Deed

SUGGESTED MOTION: I move to approve and sign the Quitclaim Deed for the Town of Swanzey for consideration paid, grants to Kathy A. Nicholson, Trustee of the Kathy A. Nicholson Living Trust dated March 24, 2022, of Eaton Road, Swanzey NH.

8. **Consideration of Old Business**
9. **Administrative Update**
10. **Correspondence**
11. **Public Input**
12. **Non-public session pursuant to RSA 91-A:3 II (if needed)**
13. **Adjournment**

UPCOMING AGENDA ITEMS AND MEETINGS

10-1-2025	Board of Selectmen Meeting
10-22-2025	Board of Selectmen Meeting
10-29-2025	Board of Selectmen Meeting

Current Employment 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
- Police Officers
  - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled

PENDING BOARD MATTERS / PROJECTS

- 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 – seeking grant funding for the repayment of loan.
- 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

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

- 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 –September 3, 2025
Richardson Park
60 East Shore Rd

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 5:35 p.m. at Richardson Park, East Shore Rd, Swanzey, NH. Present were Selectmen James Tempesta, and Mark Labelle. Also present was Town Administrator Lori Rautolia and administrative assistant Katie Collins.

OTHERS PRESENT
Sylvester Karasinski, Michael York, Cathy Bergstrom, Jay Ward, Liam Magen, Mark Scalera, Jennifer Rhodes

MINUTES
- The regular meeting Minutes of August 6, 2025, and August 20, 2025 were considered. There was a **motion** by Labelle to approve the regular meeting Minutes of August 6 & 20 2025. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***
- The non-public meeting Minutes Sessions # 1,2,3,4,5 of August 6 and August 20 were considered. There was a **motion** by Labelle to approve the non-public meeting Minutes #1, # 2, 3 and #4 and #5 of August 6 & August 20 2025. 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. All were in favor. ***Motion passed.***
- Payroll Manifest
- Payables Manifest
- Personnel Action Report(s)
- Raffle Permit -Jack & Jill

PUBLIC INPUT
Jay Ward expressed his concerns regarding Wilson Pond overgrowth. Ward stated he spoke with NH Fish & Game and was advised the State has Wilson Pond classified as private. Therefore, is not involved with Wilson Pond. Ward would like the Town Administrator to contact Fish and Game to see what the pros and cons of Wilson Pond being classified as public versus private. Ward added he also has concerns with people taking water out of Wilson Pond and would like the Board to consider possibly making a town ordinance to stop it.

Michael York suggested the Board consider establishing a budget committee. Hutwelker informed York that the select board is the budget committee.

APPOINTMENTS
NH House Rep Jennifer Rhodes sought help setting up a meeting with someone who can point her in the direction of who owns the land and is financially responsible for the rail trail behind Holbrook Ave. The trail has collapsed (back in 2023 due to floods) and the homeowner who owns the land surrounding it has concerns for

people's safety, and people coming on his property to go around the collapsed portion of the trail. It was noted there is a concrete barrier to stop pedestrians from falling but it does not seem like it is enough. Hutwelker suggested as a temporary measure to install more concrete barriers at the beginning of the trail.

Cathy Bergstrom presented a draft of clean water regulations. Bergstrom explained the need for the regulations and that part of the regulations would be for homeowners in the watershed areas would need to have their septic systems inspected every 3-5 years. It was noted seasonal waivers for summer only residents (around the lake) would be considered. Bergstrom said that if the agreement is adopted property owners would have 180 days to show proof of inspection or would need to have it inspected.

Tempesta liked the idea. He questioned if the Town would receive copies of the inspection. It was noted they would. Liam Magan, who does septic inspections for a living, noted his company offers a discount rate for groups that sign up at the same time. Hutwelker would like Bergeron to develop a plan on how to implement and enforce, and a cost analysis for the staffing this may cost the Town. Mainly who would be responsible for sending out notices and what is required in the inspection etc.

CONSIDERATION OF NEW BUSINESS

Administrative Abatements: Map 248 Lot 43, Map 248 Lot 43, Map 233 Lot 11, Map 241 Lot 13, Map 242 Lot 9, Map 242 Lot 10, Map 242 Lot 11, map 242 Lot 12. **Motion** made Labelle to approve to above the abatements (as noted above) as requested by the Tax Collector. All were in favor. ***Motion passed.***

Lease for the Carpenter Home -Honeybee Hollow Children's Center: **Motion** made by Labelle to approve the agreement. (September 1, 2025- July 31,2026) Tempesta seconded the motion. All were in favor. ***Motion passed.***

EEC Pilot Agreement (Pilgram Pines): **Motion** made by Labelle to approve the PILOT Agreement with Evangelical Covenant Church of America, Inc (Pilgram Pines) with the terms as stated in the agreement for Payment in Lieu of Taxes. Tempesta seconded. All were in favor. ***Motion passed.***

Construction Manager Contract for Gordon Services Property Maintenance LLC: **Motion** made by Labelle to approve the Construction manager contract with Gordon Services Property Maintenance LLC as drafted by kcs Architects for the construction of Fire Station 2 with a Gross Maximum Cost of $2,632,349.00. Tempesta seconded. All in favor. ***Motion passed.*** **Motion** made by Labelle to authorize Town Administrator Rautiola to sign the contract. Tempesta seconded. All in favor. ***Motion passed.***

CONSIDERATION OF OLD BUSINESS

Charter/Spectrum Cable Franchise Renewal: **Motion** made by Labelle to approve the Franchise Agreement with Charter Communications and the Town of Swanzey as stated in the final Franchise Agreement. Tempesta seconded. All in favor. ***Motion passed.***

Elderly Exemptions Qualification Limits- Updates and Discussion: Dave Marazoff will do some research. It was noted the Board will consider increasing the income and asset limits for the Elderly Exemption Applications. If so, this would need to go before the voters on the ballot.

ADMINISTRATIVE UPDATE

Rautiola explained the need to submit the estimates for the MS 434. The Board concurred with the amounts to enter into the portal.

Public Input
Discussed on first responder non restricted trust account. Resident has medical condition and needs work done around the house. Hutwelker would like to find out the balance of the First Responder Account.

The Public Session closed at 6:57 pm.

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 any person, other than a board member, unless such person requests an open meeting.

Motion was made by Labelle to enter nonpublic session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public would likely affect adversely the reputation of any person. Seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered nonpublic session at 6:58 p.m. Present was W. William Hutwelker III, James Tempesta and Mark Labelle. Also present was Town Administrator Lori Rautiolia and Katie Collins.

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 7:37 pm.

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***.

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Motion was made by Labelle to enter nonpublic session pursuant to RSA 91-A:3, II(b) Hiring of any person as a public employee seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered nonpublic session at 7:39 p.m. Present was W. William Hutwelker III, Mark Labelle James Tempesta. Also, present was Town Administrator Lori Rautiolia and Katie Collins.

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 7:45 pm.

Motion was made by Labelle to seal the minutes for 6 months 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.*** Adjournment occurred at 7:57 p.m.

Respectfully Submitted,

Administrative Assistant
Katie Collins

Approved on

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Board of Selectmen
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Approved on

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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# 2025-24

Name of Organization: Monadnock Football
is hereby licensed and authorized to operate and/or conduct a raffle at

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

Name of contact person: Becky Avery

Address: 36 South Rd Swanzey

Phone# 603-801-5628 Email: rebeccaavery1880@gmail.com

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

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

9/5/25 to 11/15/25

Date of raffle drawing: Every home game

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

Quitclaim Deed

Town of Swanzey, a New Hampshire municipal corporation, having a principal place of business address of 620 Old Homestead Highway, Swanzey, New Hampshire 03446, acting by and through its Board of Selectmen, for consideration paid, grants to **Kathy A. Nicholson, Trustee of the Kathy A. Nicholson Living Trust dated March 24, 2022**, of 28 Eaton Road, Swanzey, New Hampshire 03446

With ***QUITCLAIM COVENANTS***

See attached Exhibit A

Not Homestead Property.

Executed as a sealed instrument this _____ day of September, 2025.

Town of Swanzey
Board of Selectmen

_____
W. William Hutwelker, III
Duly Authorized Chairman

State of New Hampshire
County of Cheshire

The foregoing instrument was acknowledged before me on this _____ day of September, 2025 by W. William Hutwelker, III, duly authorized Chairman of the Board of Selectmen for the Town of Swanzey.

_____
Notary Public/Justice of the Peace
Commission expiration:

Executed as a sealed instrument this _____ day of September, 2025.

_____
James Tempesta
Duly Authorized
Board Member

State of New Hampshire
County of Cheshire

The foregoing instrument was acknowledged before me on this _____ day of September, 2025 by James Tempesta, duly authorized Board Member of the Board of Selectmen for the Town of Swanzey.

_____
Notary Public/Justice of the Peace
Commission expiration:

Executed as a sealed instrument this _____ day of September, 2025.

_____
Mark LaBelle
Duly Authorized
Board Member

State of New Hampshire
County of Cheshire

The foregoing instrument was acknowledged before me on this _____ day of September, 2025 by Mark LaBelle, duly authorized Board Member of the Board of Selectmen for the Town of Swanzey.

_____
Notary Public/Justice of the Peace
Commission expiration:

Exhibit A - Property Description

Two certain tracts of land with any improvements thereon, situated in SWANZEY, County of Cheshire and State of New Hampshire, bounded and described as follows:

Being show as "Area A" and "Area B" on a certain plan entitled "Boundary Line Adjustment Plan Between Lands of The Town of Swanzey located at Tax Map Parcel No. 41-008 – 34 Eaton Road, Swanzey, NH recorded in Book 1127, Page 828 & Steven A. Nicholson located at Tax Map Parcel No. 41-007 – 28 Eaton Road, Swanzey, NH recorded in Book 2762, Page 530", dated October 11, 2019, prepared by Huntley Survey & Design, PLLC, Approved by the Swanzey Planning Board on December 12, 2019, recorded in the Cheshire County Registry of Deeds as Plan No. 20003. Reference is hereby made to said plan for a more particular description.

Being a portion of the premises acquired by deed of The Swanzey Post #84 The American Legion dated April 7, 1986, recorded in the Cheshire County Registry of Deeds in Book 1127, Page 828.

R&R Communications, Inc.
526 Old Homestead Hwy.
PO Box 10383
Swanzey, NH 03446

1.800.339.1825 FAX 1.603.352.5697
www.randrcomm.com EMAIL office@randrcomm.com

Quote

Date	Quote No.
8/28/2025	5730

Swanzey Emergency Mgt.
PO Box 10009
Swanzey, NH 03446

FAX	Phone #

Qty	Item	Description	Rate	Total
2	VP5230F2	Kenwood Viking VP5230 VHF P25 Portable Radio	2,040.00	4,080.00
2	KWD-DE31F	DES Encryption Module	236.70	473.40
2	835VP5000PK001	VP5000 Packing Kit	0.00	0.00
2	KRA-26M	VHF Antenna Helical (148-162)	22.00	44.00
2	KNB-L2M	Li-Ion Battery- 2600 mAh	186.00	372.00
2	KMC-70M	Speaker Mic - 3PF Keys, Black, VP-T	174.00	348.00
2	8322000002	P25 Conventional	0.00	0.00
2	8322000005	8322000005 P25 Phase 1 Trunking	0.00	0.00T
2	8326000006	1024 CH	0.00	0.00
2	8323000005	ARC4 (ADP Compatible)	0.00	0.00
2	8326000015	25KHz Disabled USA NB	0.00	0.00
2	8326000002	MDC-1200/GE Star Signaling -Prog&Data	60.00	120.00
2	KSC-52BK	Rapid Rate Single Unit Battery Charger Includes 110 / 220V auto-switching AC adapter. Replaces KSC32 on NX Series CEvo #5132575	107.00	214.00
			Subtotal	$5,651.40
			Sales Tax	$0.00
			Total	$5,651.40

TERMS: Net 30

Acceptance by: _____ Date _____

Submitted by: James Barnes Date 8/28/2025
R & R Communications, Inc.

Quality Solutions for Radio Professionals

Taxes to be Raised by County, 2019-2025

	Belknap	Carrol	Cheshire	Coos	Grafton	Hillsborough	Merrimack	Rockingham	Strafford	Sullivan
2019	-0.007	0	0.73	0	3	0	1.92	1.57	3.3	-1.5
2020	0	4.5	1.39	5	4	0	0.31	2.38	3.3	2.4
2021	-11	6.7	0	0.004	-0.005	4	-1	-1.2	2.9	0
2022	18	0.007	1.31	0	0	3	0	0.7	4.7	3.8
2023	33	29	0	0	-1.2	16	1.36	0	5.8	8.9
2024	12	0	-0.009	0	-0.007	0	7.6	3.1	4.2	9.9
2025	5.6	5	3.4	2.4	11.5	20	5.5	4	3	6.3
Average	8.2	6.5	0.97	1	2.5	6.1	2.2	1	3.9	4.3

Swanzey Tax Breakdown Per Every $1,000

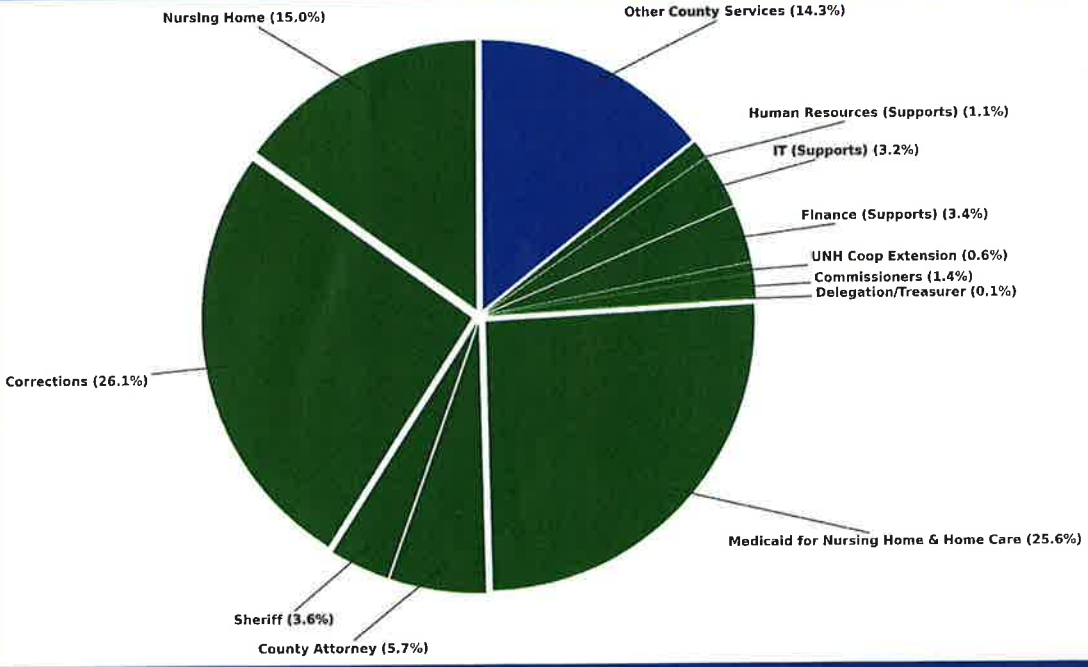
	Net Valuation	Equalized Valuation*	Percentage
Town:	$5.16	$4.69	27.07%
Local Education	$10.26	$9.35	53.83%
State Education	$1.17	$1.07	6.14%
County	$2.47	$2.26	12.96%
Total	$19.06	$17.37	100%

*Equalization adjusts property valuations within each municipality against current market values (Department of Revenue Admin.)



Statutorily Required Services (Green) = 85.7% of County Taxes

Other County Services (Blue) = 14.3% of County Taxes



Projects Completed Without Utilizing Taxes

Sheriff's Department: Replaced the dispatch center's analog network with a wide-area digital radio system, including engineering studies and rural coverage enhancements. Funded $4.4 million.

Southwest NH District Fire Mutual Aid: Helped fund their inter-emergency services communications infrastructure replacement that had needed to be updated for 10-15 years. Total project cost, $4.8 million, funded $2.7 million.

Courthouse Renovations: Updated the Old Courthouse in Keene to be utilized as the central administration building. Funded $1.6 million.

Historical Window Renovations: Rehabilitated 82 windows in the Old Courthouse. Funded $200 thousand.

Energy/HVAC Upgrades: Performed necessary energy efficiency upgrades across multiple county campuses, as well as HVAC replacements. Funded $2.3 million.

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SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

EVENT PERMIT – #2025-17

Jimmy Murdough

The above named is hereby licensed and authorized by the Swanzey Board of Selectman to conduct:

An Event Known As: Motorcycle Swap Meet

To Be Held At: Cheshire Fairgrounds, 247 Monadnock Highway

On the date of: September 29, 2025

Expected attendance: 1000

Contact Person: Jimmy Murdough

This permit is valid only for the above-named event to be held on the above date(s) and is subject to the specific requirements, restrictions, and/or conditions attached (if any).

_____

_____

_____
Swanzey Board of Selectmen

Date: _____

TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: Motorcycle Swap meet

Date(s) of Special Event: Sep 28 2025

Time(s) of Special Event: 9Am 4pm

***Outdoor Concert or Performing Arts Series: provide a complete schedule with proposed dates and times as an attachment.**

Location of the Special Event: Cheshire Fair grounds

MAXIMUM DAILY No. of Volunteers/Workers: 15 Spectators: 1000 Vendors: 100

NAME(S) OF OWNER OF PROPERTY: Cheshire Fair

Address (physical): 247 Monadnock Hwy (mailing): Same

Telephone: 603 357 4740 Email: _____

Contact Person: _____ Phone (s): _____

NAME(S) OF APPLICANT/ SPONSOR: Jimmy Murdough

Address (physical): 32 Jones Rd Swanzey (mailing): Same

Telephone: 603 352 7140 Email: _____

Contact Person: Jimmy Murdough Phone: Same

Mail Permit to (Check one): [ ] **Applicant/Sponsor** [ ] **Property Owner**

DESCRIBE (in detail) **THE PROPOSED SPECIAL EVENT:**

Motorcycle Swap meet buy and selling of motorcycle parts and related items