TOWN OF SWANZEY

6 20 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZE Y, NH 03446-0009
T OWN HALL (603) 352-741 1 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Lori Rautiola, Town Administrator

RE: October 22, 2025, Agenda

DATE: October 21, 2025

CC: Katie Collins, Administrative Assistant

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

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meetings:
      i.) October 1
      ii.) March 19
      iii.) April 9 & April 16
      iv.) May 19 &21
      v.) June 11
   B. Nonpublic Meetings:
      i.) October 1
      ii.) July 9 & July 23 Sessions #1,2,3,4
      iii.) June 23
      iv.) August 12 & 13
      v.) May 7 Sessions #1,2,3
      vi.) March 19 Sessions #1,2,3,4

4. **Consent Agenda**
   A. Payroll Manifest

B. Accounts Payable Manifest
C. Junkyard License – Buffum's
D. Open Container Permit -Whitcomb Hall
E. Event Permit-Halloween Block Party
F. Event Permit-Trunk or Treat
G. Raffle Permit-Northern Lights- 2
H. Tax Abatement- M/248 L/43
I. Yield Tax Levy-M/220 L/176
J. Yield Tax Levy-M/220 L/181

5. Public Input

6. Appointments
A. Fire Chief, Eric Mattson - 2026 Budget Proposal
B. Recycling Center Manager, Josh Whipple – 2026 Budget Proposal
C. Police Chief, Joe Gonsalves – Officer Retention Strategies

7. Consideration of New Business
A.) Funding for Police Cruiser
B.) Update to Welfare Guidelines

SUGGESTED MOTION: I move to adopt the Welfare Guidelines as updated and reviewed by legal counsel, with a date of October 23, 2025.

C.) Communication with regard to the Rail Trail Washout
D.) Health Officer Appointment

SUGGESTED MOTION: In accordance with RSA 128:1, I move to appoint Stephon Mehu as Health Officer to resume the duties as the Town's Health Officer as stated in RSA 128:5.

8. Consideration of Old Business

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

10-22-2025	Board of Selectmen Meeting
10-29-2025	Board of Selectmen Meeting
11-05-2025	Board of Selectmen Meeting
11-12-2025	Board of Selectmen Meeting

CURRENT EMPLOYMENT OPPORTUNITIES:

- 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

PENDING BOARD MATTERS / PROJECTS

Updates from the last meeting:

- **Budget Schedule**

October 15	BOS Meeting (tentative)
October 22	Fire Department, Recycling & Libraries & other Cultural
October 29	DPW, Sewer, Police Dept.,
November 5	Health & Emergency Management, Recreation & Town Hall
November 12	Follow up meeting (as needed)
November 19	No Meetings – NH Municipal Association Annual Conference
November 29	Thanksgiving Holiday (No meeting)
January 13	Public Budget Hearing & Bond Hearing (if needed) at Whitcomb
January 9	Submissions for Annual Report Due (All departments)
February 3	Deliberative Session (last day to hold 2/7)
March 10	Second Session (Town Meeting/voting day)

- IT Request for Proposal – the deadline was extended to October 23 and at least three proposals have been submitted.
- General Assessing Services Request for Proposals – This was posted on Tuesday on the Town website and NHMA classifieds and will be mailed to all of the local certified assessing firms that are listed on the Department of Revenue's website.

- Wastewater Solar Array – The project is almost complete, pending paperwork and Eversource phase of the project. It will be connected to Grid soon!

- Swanzey Lake Dam – Board to award Engineering Service on October 1, 2025 ○ 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 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.

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WWW.SWANZEYNH.GOV

Board of Selectmen Meeting Agenda

Whitcomb Hall, 17 Main Street

October 22, 2025

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

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
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   B. Accounts Payable Manifest
   C. Junkyard License – Buffum's
   D. Open Container Permit -Whitcomb Hall
   E. Event Permit-Halloween Block Party
   F. Event Permit-Trunk or Treat
   G. Raffle Permit-Northern Lights- 2
   H. Tax Abatement- M/248 L/43
   I. Yield Tax Levy-M/220 L/176
   J. Yield Tax Levy-M/220 L/181

5. **Public Input**

6. **Appointments**
   A. Fire Chief, Eric Mattson - 2026 Budget Proposal
   B. Recycling Center Manager, Josh Whipple – 2026 Budget Proposal

C. Police Chief, Joe Gonsalves – Officer Retention Strategies

7. **Consideration of New Business**
   A.) Funding for Police Cruiser
   B.) Update to Welfare Guidelines
   C.) Communication w regard to Rail Trail Washout
   D.) Health Officer Appointment

8. **Consideration of Old Business**

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**

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

ORIGINAL WARRANT
YIELD TAX LEVY
October 22, 2025
THE STATE OF NEW HAMPSHIRE

COUNTY OF: Cheshire

TO: ***Kevin Westcott*** , Collector of Taxes for Town of: Swanzey , in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed $1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at ***Swanzey,***

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

DATE OF BILLING: October 22, 2025

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Lampinen, Shane & Renae PO Box 10084 Swanzey, NH 03446	**220/181**	**25-441-10-T**	**$946.62**
		DATE YIELD TAX DUE:	**November 21, 2025**

ORIGINAL WARRANT
YIELD TAX LEVY
October 22, 2025
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Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

DATE OF BILLING: **October 22, 2025**

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Phillips, Travis M. & Leah K. 6 Morningside Ln Swanzey, NH 03446	**220/176**	**24-441-13-T**	**$190.40**
		DATE YIELD TAX DUE:	**November 21, 2025**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2024 to March 31, 2025

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: October 22, 2025

SEND SIGNED COPY TO:
NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
Phillips, Travis M. & Leah K. 6 Morningside Ln Swanzey, NH 03446	WHITE PINE	3.200				$100.00	$320.00	$32.00	**Subtotal of TAXES Due (Col. #9)**
	HEMLOCK					$25.00			
	RED PINE					$25.00			
	SPRUCE & FIR					$75.00			
# 2	HARD MAPLE					$150.00			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH					$60.00			**$190.40**
	YELLOW BIRCH					$115.00			
	OAK	8.000				$175.00	$1,400.00	$140.00	
MAP & LOT NUMBER	ASH					$150.00			**Less bond or amount previously paid, *if applicable***
220/176	SOFT MAPLE	1.200				$75.00	$90.00	$9.00	
	BEECH/PALLET/TIE LOGS					$25.00			
	PINE BOX / PALLET					$5.00			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
24-441-13-T	SPRUCE & FIR				$ -				**Total Amount Due**
	HARDWOOD & ASPEN		6.00		$ 1.00		$6.00	$0.60	
	PINE				$ -				
	HEMLOCK		5.00		$ -				**$190.40**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS				$ -				
	HIGH GRADE SPRUCE				$ 12.00				
	CORDWOOD			11		$ 8.00	$88.00	$8.80	
							$1,904.00	**$190.40**	

Town of Swanzey, NH ABATEMENT# 2025-40

CR: _____
DB: 01-4999-4999-1-990

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
Daniels, Fulton & Debbie 248/43/0/CG0/26
Property owner name(s) Map/Lot

We have abated the amount of $ 222.18

Cause of abatement:. To abate tax bill - camper has been removed per Tax Collector.

Per order, _____

_____

Date _____ _____
White = tax collector Yellow = finance Pink = book Swanzey Board of Selectmen

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EVENT PERMIT – #2025-23

Carlise Wide Plank Flooring

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

An Event Known As: Trunk or Treat

To Be Held At: 41 Safford Dr. Carlise Wide Plank Floors

On the date of: October 24,, 2025

Expected attendance:

Contact Person: Maya King

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

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EVENT PERMIT – #2025-18

Swanzey Recreation Department

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

An Event Known As: Halloween Block Party

To Be Held At: Brown Memorial Field

On the date of: October 25, 2025

Expected attendance: 400

Contact Person: Ashlee Crosby / Ashley Nash

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: _____

PLEASE SEE REVERSE FOR CONDITIONS

TOWN OF SWANZEY

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OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-25 *(will be provided)*

Applicant Kurt and Sarah Madden

Address 55 Perry Lane, Swanzey, NH 03446

Contact Person Sarah Madden Phone Number (802)497-7541

Event Date Saturday, 11/22/25 Event Time 2pm

Signature of Responsible Party SarahMadden

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT

Town of Swanzey, New Hampshire

Sarah Madden 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):

November 22, 2025 From 1:00 pm.

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
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.SWANZEYNH.GOV

Junkyard License
Town of Swanzey, N.H.

Applicant: Buffum Auto Parts Tax Map: 204 Lots: 7&9

Location: 1A West Swanzey Road, Swanzey, NH 03446

License Period: July 1, 2025 to June 30, 2026

The above applicant is hereby licensed, pursuant to RSA 236, to operate a junkyard subject to compliance with statutory and administrative rules related to its operation and conformance to applications received by the Town of Swanzey June 6, 2007, February 11, 2008, February 3, 2009, February 4, 2010 and April 14, 2011 and maps detailing the approved location of the operation dated July 2007.

Certificate of Approval – Zoning Board of Adjustment: See Notice of Decision dated September 26, 2007.

Pursuant to RSA 236, this approval is personal to the applicant and not assignable and is subject to compliance with statutory and administrative rules related to its operation, that the junkyard does not become a public nuisance under common law or is not a nuisance under RSA 236:119 and the applicant is not convicted of any type of larceny or of receiving stolen goods. Applicant shall also operate in compliance with best management practices established by the NH Department of Environmental Services for the automobile salvage industry.

Board of Selectmen

_____
W. William Hutwelker III

_____
James Tempesta

_____
Mark Labelle

Date: October 7, 2025
License #2025-01

TOWN OF SWANZEY

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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 hall be sold only to person 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. Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for prize to be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2025-26

Name of Oranization Northern Lights Allstars
(is hereby licensed and authorized to operate and/or conduct a raffle at)

Location where drawing will be conducted 17 Troy Hill Rd located in Swanzey, New Hampshire.

Name of contact person Tonya Hopkins Phone# 639035898

Address 9 Ridgeview Rd

Email hopkinst@msagroup.com

Items(s) to be raffled (attach list if necessary) Grand in your Hand

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

10/23/25 to 11/18/25

Date of raffle drawing: 11/20/25

Approved by: _____

_____

_____
Swanzey Selectmen

Date: _____

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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 hall be sold only to person 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. Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for prize to be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2025-27

Name of Oranization Northern Lights Allstars
(is hereby licensed and authorized to operate and/or conduct a raffle at)

Location where drawing will be conducted 17 Troy Hill Rd located in Swanzey, New Hampshire.

Name of contact person Tonya Hopkins Phone# 6039035898

Address 9 Ridgeview Rd

Email hopkinst@msagroup.com

Items(s) to be raffled (attach list if necessary) Holiday Season Meat Bundle Raffle

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

11/1/25 to 11/24/25

Date of raffle drawing: 11/25/25

Approved by: _____

_____

_____
Swanzey Selectmen

Date: _____

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2025 to March 31, 2026

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: October 22, 2025

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
Lampinen, Shane & Renae	WHITE PINE	9.755				$124.75	$1,216.94	$121.69	
PO Box 10084	HEMLOCK	24.550				$34.90	$856.80	$85.68	**Subtotal of TAXES Due (Col. #9)**
Swanzey, NH 03446	RED PINE					$34.90			
	SPRUCE & FIR					$93.15			
# 2	HARD MAPLE					$191.25			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	0.475				$76.50	$36.34	$3.63	**$946.62**
	YELLOW BIRCH	1.155				$148.00	$170.94	$17.09	
	OAK	16.105				$249.25	$4,014.17	$401.42	
MAP & LOT NUMBER	ASH	0.560				$199.50	$111.72	$11.17	**Less bond or amount previously paid, *if applicable***
	SOFT MAPLE	8.725				$99.75	$870.32	$87.03	
220/181	BEECH/PALLET/TIE LOGS	2.085				$49.75	$103.73	$10.37	
	PINE BOX / PALLET					$11.60			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 0.33				**Total Amount Due**
25-441-10-T	HARDWOOD & ASPEN				$ 1.83				
	PINE				$ 0.17				
	HEMLOCK		362.68		$ 0.50		$181.34	$18.13	**$946.62**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		1,377.78		$ 0.08		$110.22	$11.02	
	HIGH GRADE SPRUCE				$ 13.98				
	CORDWOOD			174		$ 10.31	$1,793.94	$179.39	
							$9,466.46	**$946.62**	