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

December 3, 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**
   A. Regular Meetings: i)

   B. Nonpublic Meetings: i)

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Tax abatement-M/248/L/43/CG0/68
   D. Tax abatement-M/248/l43/CG0/73
   E. Tax abatement-M/241/L/13
   F. Tax abatement-M/241/L/12
   G. Intent to Cut-M/255/L/24
   H. MRSD Payments

5. **Public Input**

6. **Appointments**
   A. Recycling Station Solid Waste Manager, Josh Whipple – Request for electrical work

7. **Consideration of New Business**
   A. Update to Welfare Guidelines

SUGGESTED MOTION: I move to approve the Welfare Guidelines as reviewed and presented.

   B. Approval of IT Contract

SUGGESTED MOTION: I move to authorize the Town Administrator, Lori Rautiola, to sign the IT MSP contract with EmerTech.

   C. Discussion on dissolving SRDD TIF District

D. Approval of Funds InvestNH

SUGGESTED MOTION: I move to authorize the transfer of funds from InvestNH for the 2024 purchase of the joystick controller (attachment for road grader) in the amount of $21,900.

E. Rescind CIP Authorization(s) **TABLE**

8. Consideration of Old Business

A. Review of Elderly Exemption Income/Asset & Exemption Qualification Limits

SUGGESTED MOTION: I move to accept the recommendation as noted in the Town Administrator Memo dated November 5, 2025.

9. **Administrative Update: ****Please discuss upcoming Board meetings. (Back to normal -every other week meetings or weekly until Budget hearing)

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

January 13	Public Budget Hearing & Bond (if needed) Hearing at Whitcomb Hall
January 9	Last day for petition warrant articles
February 3	Deliberative Session (last day to hold 2/7)
March 10	Second Session (Town Meeting/voting day)

CURRENT EMPLOYMENT OPPORTUNITIES:

- Detective - Full time and/or Part time ○ Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers ○ Posting Date: Dec 30, 2024, 03:08 PM End Date: Open until filled
- On-Call Firefighters and EMTs positions ○ Posting Date: 03-04-2025 End Date: Open until filled

PENDING BOARD MATTERS / PROJECTS

- Wastewater Solar Array – The project is complete and is on the grid! Staff is currently seeking grants and exemptions to decrease the loan amount.
- Swanzey Lake Dam – Engineering Services have been awarded to Fuss & O'Neil.
- Rail Trail Improvements – We are currently reviewing the scope and design for the Rail Trail improvements under the TAP grant.

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

- 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

PA-7

NOTICE OF INTENT TO CUT WOOD OR TIMBER

(Assigned by Municipality)

YR TOWN OP# — [ ][ ] - [ ][ ][ ] - [ ][ ] - [T]

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

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.
   Map 255 Lot 24
3. Intent Type: Original (✓) Supplemental ( ) _____ (Original Intent Number)
4. Name of Access Road: Rabbit Hollow
5a. Acreage of Lot: 124 Acreage of Cut: 5
5b. Anticipated Start Date: 11/20/2025
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.

[signature] 11/19/25

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

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

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

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

390 Old Homestead Hwy
MAILING ADDRESS

Richmond | NH | 03470
CITY OR TOWN | STATE | ZIPCODE

— None —
E-MAIL ADDRESS

603-239-6782 | 603-398-9195
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	35 MBF
Hemlock	25 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	20
Hemlock	100
Biomass Chips	
Miscellaneous	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	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] 11/19/25

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Steven A Hard, Jr.
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

PO Box 311
MAILING ADDRESS

West Swanzey | NH | 03469
CITY OR TOWN | STATE | ZIPCODE

757-2010 | E-MAIL ADDRESS
PHONE NUMBER

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. $ Ø Date: 11/21/25
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 | SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE | SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE | SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

RECEIVED
NOV 19 2025
SWANZEY TAX COLLECTOR

PA-7
Rev 04/2019

Town of Swanzey, NH ABATEMENT# 2025-42

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
Earl, Derek 248/43/0/CG0/68
Property owner name(s) Map/Lot

We have abated the amount of $ 151.00

Cause of abatement: To abate 2nd issue tax bill – proof of registration has been received.

Per order, _____

_____

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

Town of Swanzey, NH ABATEMENT# 2025-41

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
Ripley, Patrick / Ripley, Mary 248/43/0/CG0/0
Property owner name(s) Map/Lot

We have abated the amount of $ 232.00

Cause of abatement: To abate 2nd issue tax bill - duplicate camper bill - also billed on 248/43/0/CGO/73

Per order, _____

_____

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

Town of Swanzey, NH ABATEMENT# 2025-44

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
East Coast Evangelical Conf 241/13
Property owner name(s) Map/Lot

We have abated the amount of $ 86.00

Cause of abatement: To abate 2nd issue tax bill – Parcel is part of PILOT agreement.

Per order, _____

_____

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

Town of Swanzey, NH ABATEMENT# 2025-43

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
East Coast Evangelical Conf 241/12
Property owner name(s) Map/Lot

We have abated the amount of $ 1.00

Cause of abatement: To abate 2nd issue tax bill – Parcel is part of PILOT agreement.

Per order, _____

_____

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

MRSD Payments - Balance of 2025 by Town of Swanzey

Based on final apportionment for FY 2025/2026

School Taxes Remitted by Town to District		
Local Education Taxes		11,203,707
State Education Taxes		1,225,744
School Apportionment Set FY 2024/2025	**$**	**12,429,451**
(Includes local & state education taxes)		
Payments (July thru December 2025)		
July		954,380
August		954,380
September		954,380
October		954,380
November		954,380
December		954,380
Total Payments (July thru December 2025)	**$**	**5,726,280**
Balance Due 2025/2026	**$**	**6,703,171**
Payments (January 2026 thru June 2026)		
January		1,117,195
February		1,117,195
March		1,117,195
April		1,117,195
May		1,117,195
June		1,117,196
Total Payments (January 2026 thru June 2026)	**$**	**6,703,171**

Monthly payments to be remitted by the 10th of each month.

Approved by Board of Selectmen:

_____

_____

_____

Date:

Vendor Number: MO0095
Posting Account: 01-0000-2075-1-001

Fred H. Hamblet, LLC
ELECTRICAL CONTRACTORS
www.HambletElectric.com

29 VICTORIA STREET, KEENE, NH 03431
(603) 352-2330
info@HambletElectric.com

November 17, 2025

Town of Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446-7411
Attn: Josh Whipple

Reference: Town of Swanzey – Recycling Center Electrical Repairs

Josh,

Item 1 – Provide labor and material for the following items:

Install (8) new high bay lights in the existing transfer station. The new lights will be LED. Midstream rebate has already been applied as part of this quote.

Install (2) new 120v circuits and divide existing receptacles at the compactors from the lighting circuits.

LED lighting replacement: $3,054.00
(2) new circuits: $975.00

Please note the following clarifications.

- Permit fee by Town of Swanzey.
- All work is to be performed during normal business hours.
- Lighting rebates applies to quote.
- Includes lift.
- Existing lights are to be recycled by the town.

Thank you for this opportunity to quote you on this work. If you have any questions or comments, please feel free to contact me at (603) 352-2330 x118 or email me at hrichardson@hambletelectric.com

Sincerely,

Ham Richardson

Hamilton Richardson
Executive Vice President