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 17, 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.) November 14, 2025
      ii.) December 3, 2025
      iii.) December 10, 2025
   B. Nonpublic Meetings:
      i.) December 3, 2025
      ii.) December 10 ,2025

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Tax Abatement – M/248 L/43
   D. Tax Exemption-M/249 L/12
   E. Tax Exemption-M/239 L/22
   F. Tax Exemption-M/235 L/75
   G. Tax Exemption-M/219 L/53
   H. Tax Exemption-M/249 L/52
   I. Tax Exemption-M/243 L/55
   J. Tax Exemption-M/227 L/28
   K. Assessment Settlement Agreement-M/254 L/58
   L. Warrant Yield Tax Levy-M/246 L/42-M/247 L/17
   M. Open Container Permit -Whitcomb Hall-12/20/25
   N. Open Container Permit-Whitcomb Hall-12/28/25
   O. Open Container Permit-Whitcomb Hall-01/04/25

5. **Public Input**

6. **Appointments**
   A. CIP Chair Steve Bittle- Presentation of 2026 CIP Recommendations & Discuss closure of SRDD TIF
   B. Building Inspector, Chris Levy- Proposal for Building/Code Enforcement Software
   C. Town Treasurer, Sue Ells – Annual Review of Investment Policy

7. **Consideration of New Business**
   A. Rescind CIP Authorization(s)
   B. Consideration of Year End Encumbrances
   C. Review of Board of Selectmen Rules of Procedure

8. **Consideration of Old Business**
   A. Budget Update

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

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   B. Nonpublic Meetings: iii.) December 10, 2025
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4. **Consent Agenda**
   A.

5. **Public Input**

6. **Appointments**
   A. CIP Chair Steve Bittle- Presentation of 2026 CIP Recommendations & Discuss closure of SRDD TIF

SUGGESTED MOTION: I move to accept the Capital Improvement Recommendations and to place them on the warrant as presented.

   B. Building Inspector, Chris Levy- Proposal for Building/Code Enforcement Software Purchase

SUGGESTED MOTION: I move to accept the proposal from GoGov for Code Enforcement, Online Permitting and Licensing in the annual amount of $14,364 with a starting contract date of April 1, 2026.

   C. Town Treasurer, Sue Ells – Annual Review of Investment Policy

SUGGESTED MOTION: I move to accept the Investment Policy as recommended by Town Treasurer, Sue Ells.

7. **Consideration of New Business**
   A. Rescind CIP Authorization(s)

SUGGESTED MOTION: I move to rescind prior year's authorization as outlined by the Finance Director in her memo dated December 15, 2025.

B. Consideration of Year End Encumbrances
C. Review of Board of Selectmen Rules of Procedure

8. **Consideration of Old Business**
   A. Budget Update

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

December 23	Board of Selectmen Meeting/Public Hearing for CDBG Funding ($500,000)
January 7	Board of Selectmen Meeting
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.
- 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.

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

- 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

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – November 14, 2025
Town Hall
620 Old Homestead Highway, 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 3pm. at Town Hall, 620 Old Homestead Highway, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola

Lori stated the following were changes made to the MS 434.

- Land Use Change Tax: increase to $20,000
- Payment in Lieu of Taxes: increase to $100,895
- Interest & Penalties on Delinquent Taxes: increase to $65,000
- Motor Vehicle Permit Fees: increase to $1,700,000
- Building Permit Fees: increase to $60,000
- Highway Block Grant: increase to $197,174
- Income from Departments: increase to $55,000
- Garbage Refuse Charges: increase to $110,000
- Interest on Investments: increase to $35,000
- Revenue from miscellaneous sources no otherwise classified: decrease to $49,700

Lori stated that there is currently $2,818,947 in the Unassigned Fund Balance. $250,000 was appropriated at Town Meeting, leaving our available Unassigned Fund Balance at $2,568,947. She explained that the Board can use some of the funds to lower the tax rate. By using the undesignated fund balance, each $100,000 would lower the rate by $0.10.

Lori added the Finance Director and Tax Collector and she concurred that after reviewing the revenues and overlay (currently at $50,000) they would recommend using $300,000 from fund balances to reduce the tax rate to $20.18, leaving the Unassigned Fund Balance at 9.16% which is within the range of 5%- 17% that the DRA recommends.

Chair Hutwelker had to leave the meeting.

LaBelle made a motion to direct the Town Administrator to set the 2025 overall tax rate at $20.18. Tempesta seconded the motion; it passed 2-0.

ADJOURNMENT

A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 2-0.

Adjournment occurred at 3:40pm.

Respectfully Submitted,

Lori Rautiola, Town Administrator

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 3, 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 5:31pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present was Recording Secretary Susan Ells.

OTHERS PRESENT

Kai Kraemer with FACT TV, Theresa Lounder – Finance Director, Jay Ward and Mark Scalera

MINUTES

The regular meeting minutes of November 18, 2025 were considered. **A motion was made by LaBelle to approve the minutes as presented. Tempesta seconded the motion, and it passed 3-0.**

The non-public session minutes of November 18, and November 25, 2025 were considered. **A motion was made by LaBelle to approve the minutes as presented (amended). Tempesta seconded the motion, and it passed 3-0.**

CONSENT AGENDA

A motion was made by Labelle to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.

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

PUBLIC INPUT

None

APPOINTMENTS

Recycling Station Solid Waste Manager, Josh Whipple – Request for electrical work

Josh Whipple reviewed the quote he had submitted from Hamblet Electric for $4029 to install (2) new 120v circuits and to divide existing receptacles at the compactors from the lighting circuits and to 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. He suggested the work can be financed from the

Revolving fund using the savings realized from the bob cat purchase. The work can be done next week.

He went on to report that a recycling company from Canada visited and was impressed with the set up at the Recycling Center. The company wants to use Swanzey as a Pilot program which means they will pick up one load at no charge; going forward they would provide a reduced rate of $20/ton which will save the Town roughly $1000 per load. This will begin mid-January. He also described improvements he is planning to make to the recycling buildings in the next year.

Hutwelker complimented the new guard shed and thanked him for his work in saving the Town money.

A motion was made by LaBelle to expend $4029 from the Recycling Center Revolving fund for the Electrical work quote. Tempesta seconded the motion, and it passed 3-0.

NEW BUSINESS

A. Update to Welfare Guidelines

A motion was made by LaBelle to approve the Welfare Guidelines with the updated appendices effective 12/3/2025. Tempesta seconded the motion, and it passed 3-0.

B. Approval of IT Contract

A motion was made by LaBelle to authorize the Town Administrator, Lori Rautiola, to sign the IT MSP contract with EmerTech. Tempesta seconded the motion, and it passed 3-0.

C. Discussion on dissolving Swanzey Revenue DD TIF District

The Board reviewed the estimated fund balance with Finance Director Lounder and discussed the possible benefit to the Town if the TIF District is closed early. More research is needed before the decision is made. The Board hopes to present a report to the residents to illustrate what projects like this one has generated for revenue for the Town.

D. Approval of Funds InvestNH

A motion was made by LaBelle ***to authorize reimbursement in the amount of $21,900 to the Trustees of the Trust Funds by transferring funds from InvestNH to the Highway and Cemetery Trust Fund for the 2024 purchase of the joystick controller (attachment for road grader).*** **Tempesta seconded the motion, and it passed 3-0.**

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

OLD BUSINESS

Review of Elderly Exemption Income/Asset & Exemption Qualification Limits

Hutwelker reviewed the recommendations made by the Town Administrator; he suggested increasing the Asset Limit from $50,000 to $70,000

A motion was made by LaBelle ***to accept the recommendation as noted in the Town Administrator Memo dated November 5, 2025 with the amended Asset Limit changed from $50,000 to $70,000.*** **Tempesta seconded the motion, and it passed 3-0.**

Stratton Library Boundary Line Adjustment
Chair Hutwelker explained that the property line between the library and the home on east side needs adjusting because it was discovered that the abutter's driveway is partly on the Town property. Hutwelker met with the Stratton Trustees, the Library Director and the homeowners. The goal for the Trustees was for a boundary line adjustment to realign the property line around the building so that the driveway is on the homeowner's property and to provide area around the library to allow access for maintenance and equipment as needed. The homeowners don't want to give up any land, so an alternative was agreed upon to have an easement provided to the abutter to allow them to use the driveway and an easement from the abutter to allow the library access to the back of the building for maintenance and equipment installation purposes. The consensus of the board was to contact the town's lawyer to discuss the feasibility of this suggested solution.

2026 Budget Discussion –
Finance Director Lounder reported that she and Town Administrator Lori Rautiola have reviewed the budget and made cuts wherever possible; the current budget is a 6.3% increase which is down from the previously reported 8.67%. The department heads have been informed. The board would like feedback from the department heads and have scheduled a working meeting on Tuesday 12/9 at 10am at Town Hall Lower level.

ADMINISTRATIVE UPDATE
The Board meetings will continue with the weekly schedule until otherwise determined; there will be no meeting on 12/24 but there will be one on 12/23 instead. There will be no meeting on 12/31/2025.

Tempesta reported that expected attendance at the Town's holiday celebration is approaching 125 people.

PUBLIC INPUT
Resident Ward said he appreciated how much the Town is working to reduce the increase in the budget and he asked if there is a way to inform voters about anticipated increased revenues; the Board agreed and would like to provide this information when the budget is put before the voters.

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
A motion was 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 the non-public session at 6:28pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 6:35pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

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
A motion was 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 the non-public session at 6:36pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 6:53pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

ADJOURNMENT
A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 7pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 10, 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 4:28pm. 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.

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

A motion was 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 the non-public session at 4:28pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells and HR Coordinator Meagan Kerris.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 4:44pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

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

A motion was 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 the non-public session at 4:44pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells and HR Coordinator Meagan Kerris.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 4:49pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

The public meeting was reconvened at 4:50pm.

LaBelle made a motion to refund the fee for a recent rental for Whitcomb Hall. Tempesta seconded the motion, and it passed 3-0.

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
A motion was 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 the non-public session at 4:51pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells and HR Coordinator Meagan Kerris.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 4:55pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

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.***
A motion **was** 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 the non-public session at 4:56pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells and HR Coordinator Meagan Kerris.

A motion **was** made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 4:57pm.

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.**
A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3 II (e) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 4:58pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 5:06pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

Non-public session(s) per RSA 91-A:3 ***(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.***

A motion **was** made by LaBelle to enter a non-public session pursuant to RSA 91-A:3 II (a) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 5:06pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion **was** made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 5:15pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

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.***
A motion **was** 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 the non-public session at 5:15pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion **was** made by LaBelle to suspend the non-public session at 5:23pm, seconded by Tempesta. All were in favor by Roll Call and the motion passed.

The public meeting was reconvened at 5:31pm.

OTHERS PRESENT
Kai Kraemer with FACT TV, Thomas Svoleantopoulos, Attorney James Fleming, members of the Swanzey Governance Committee (Ann Heffernon, Jay Ward, Scott Self, Richard Lane, Mark Scalera, Eric May, Lee Dunham, David Stinson, Dan LeClair, Michael York, Sylvester Karasinski, DPW Director Joe DiRusso and Finance Director Theresa Lounder.

CONSENT AGENDA
A motion was made by Labelle to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.
A. Payroll Manifest
B. Accounts Payable Manifest
C. Tax Collector's Warrant- Water and sewer
D. Tax Collector's Warrant – Water and sewer
E. Tax Collector's Warrant – Water and sewer
F. Tax Abatement- M/110 L/104
G. Tax Abatement- M/110/ L/114
H. Tax Abatement- M/110 L/48
I. Tax Abatement- M/219 L/3
J. Tax Abatement- M/219 L/4
K. Tax Abatement- M/224 L/20
L. Tax Abatement- M/226 L/15
M. Tax Abatement- M/233 L/59

PUBLIC INPUT

Jay Ward asked about the date change of the community block grant meeting and Chair Hutwelker said it was due to a timing issue.

Scott Self let the Board know that he noticed the fire sprinkler at the Thompson bridge was frozen.

APPOINTMENTS

A. Governance Committee – Presentation of Recommendations for Board of Selectmen

Chair Ann Heffernon started her presentation by stating that Jessica Ramsey-Sanchez, who has been very active on the committee, was sorry not to be present, but she had a prior commitment she could not reschedule. Ann then went on to read the committee's recommendation, which is to return to the Traditional Board of Selectmen/Open Town Meeting form of town government. The committee suggests adding as much communication as possible to inform the voters about Town issues to improve voter turnout, even if the Board ultimately decides to remain with SB2 form of government. David Stinson gave an example of a warrant article from the most recent ballot which could have benefited from more communication which was the West Swanzey Water Company warrant item.

The conversation continued about the need to better engage and inform the voters. Jay Ward described the vision for these meetings with an agenda published well ahead of time. Eric May said he has only participated in SB2 town meetings and had felt lost and didn't know the rules. He recommends more digital communication such as on Instagram which would further engage the voters. Ann said the videos they posted on Facebook got hundreds of hits. David told about how Lee Dunham had given a presentation about past town meetings and how much of a social community event the meetings were at that time. Richard Lane asked if the consensus of the board was to return to Town meeting and if they be voting on it this evening. Hutwelker said they would vote at this meeting. Lane then asked if the Governance Committee could stay active to help planning going forward; Hutwelker said it could and encouraged it to do so. Hutwelker explained the lack of time that the Town had to get the communication out regarding the Water Company warrant article and that the Town will be moving forward with a Water Committee and with a 250th anniversary celebration committee. He invited those interested to inform the Board or Town Administrator. Jay Ward reiterated that if the change to the Town Meeting will be on the warrant, that communication needs to start now. Michael York expressed appreciation for Ann Heffernon's leadership, and the members of the committee for their commitment.

LaBelle made a motion to add the Swanzey Governance Committee's recommendation to return to a Traditional Board of Selectmen/Open Town Meeting as a warrant article on the 2026 ballot; Tempesta seconded; all in favor; passed 3-0.

B. DPW Director – Joe DiRusso – Fire Station Project Change Order

Director DiRusso said a temporary heater is needed to continue the construction of the Fire Station to keep the concrete from freezing while it cures. He researched and found a portable heater to rent from Grayson Smith for $2,000/month for a minimum of 3 months, which is the amount of time it would be likely to be needed. Most of the commercial rentals were double that amount. The building should be closed up in the next week, so the heating is needed by then. The garage doors will be installed within about 3 weeks. The permanent heating system will probably be installed in February.

LaBelle made a motion to authorize the DPW Director, Joe DiRusso, to sign a change order to pay for temporary heat of the building which will be approximately $8,000 to $9,000 a month

through March of 2026 and to further authorize Swanzey Oil to deliver fuel. Tempesta seconded the motion, and it passed 3-0.

DiRusso reported that the paving proposal for Simoneau Lane and Cedar Street is $52,250. He had previously requested the Board to allow the remaining funds in the 2025 paving line to expend as a deposit for 2026. He would like to amend that previous authorization.

LaBelle made a motion to amend the prior authorization for All State Construction to pay $52,250 for the paving projects. Tempesta seconded the motion, and it passed 3-0.

C. Thomas Svoleantopoulos- Property at 3 North Winchester Street

Attorney James Fleming represents Thomas Svoleantopoulos who owns the property at 3 North Winchester Street. They believe there are severe restrictions on the property that was tantamount to a taking. Access to the 3-family property has been restricted because his client was told that the Town entered into an agreement with the State of NH regarding building of a boat ramp and that Joe DiRusso told him the access was cut off by the State. Joe DiRusso responded that the access was not cut off, but that it had never been authorized. The Town has researched the deeds and there has never been access granted. Fleming said it had been used for decades. His client paid to have the parking area elevated to meet code. DiRusso explained he has been involved in this since July and that the buyer was not made aware of the parking issue. The property owner has received a curb cut and has a Certificate of Occupancy. Fleming is asking for reimbursement to his client for $30K for the cost of the parking area that was built which they cannot now use.

LaBelle made a motion that Attorney James Fleming contact the Town Administrator and arrange a meeting with the Town Attorney. Tempesta seconded the motion, and it passed 3-0.

NEW BUSINESS

A. Proposal for Whitcomb Hall Sound System

Kai Kraemer with FACT TV described the proposal for $1743.28 to provide a sound system for Whitcomb Hall. This system would connect the camera and the PA system and would use the current microphones. He also included the cost for cabling for the system and a handheld mike and stand which could be handed out to the audience. Hutwelker asked if more than one handheld could be added for larger meetings. This could be accomplished; Tempesta confirm the microphones could be used without the camera system. Scott Self asked how visible the cabling would be since esthetics was important when the building was being restored. Kai said there would be a cable between one speaker and the sound board; the other speaker would be wireless. Both speakers would have power cords. The sound board could go on the stage, or on a table on the side of the room. Ward suggested permanently installing the cabling, so it doesn't have to be moved. Hutwelker asked how long it would take once ordered and Kai said it could be installed in about 2 weeks.

LaBelle made a motion to spend up to $2,000 from the IT budget to purchase the sound system as proposed. Tempesta seconded the motion, and it passed 3-0.

B. Federal Aid Program Three Party Project Amended Agreement for City of Keene & Town of Swanzey

Rautiola shared that the project which was approved August 2021 is being amended due to inflation to increase by 4.4% for 6 years.

LaBelle made a motion to authorize the Select Board Chairman, Bill Hutwelker to sign the Federal Aid Program Three Party Project Amended Agreement for the City of Keene and the Town of Swanzey. Tempesta seconded the motion, and it passed 3-0.

C. Rescind CIP Authorization(s) – Tabled

D. Approval of Funds – Webber Hill Slope Stabilization (overage) from the Town Roads, Rehab & Reconstruction ETF

LaBelle made a motion to authorize the withdrawal of $8,700 from the Town Roads, Rehab and Reconstruction Expendable Trust Fund due to the Webber Hill Slope Stabilization Project overage expenditures. Tempesta seconded the motion, and it passed 3-0.

E. Approval of Town Hall Holiday Hours

Rautiola requested that in addition to Christmas and New Year's Day that the Town Hall be closed the day after Christmas. Several employees will be gone that day. It was the consensus of the Board to close Town Hall at 2pm on Christmas Eve, to close the day after Christmas, and to close at 4pm on New Year's Eve.

OLD BUSINESS

A. Proposed 2026 Budget Update

Theresa Lounder reported the recommended budget has been trimmed down to a 5.04% increase which is less than the default budget. This does not include any merit increases for 2026.

Hutwelker discussed adding a warrant article to close the TIFF in 2026 since the bond will be paid in September. The additional revenue would go into the general fund.

The board reviewed the proposed budget to identify more areas to reduce wherever possible.

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

A motion was 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 the non-public session at 8:38pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 8:42pm.

ADJOURNMENT

A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 8:42pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, NH ABATEMENT# 2025-58

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
Mann, Robert & Campbell, Gabriella 248-43-0-CGO-144
Property owner name(s) Map/Lot

We have abated the amount of $ 161.00

Cause of abatement: To abate second issue tax bill – Camper is registered – Registration received.

Per order, _____

_____

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

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP ____ BLOCK ____ LOT ____

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-c *($50 up to $500)*		○	○	

☐ Reviewed documents submitted by applicant (list documents reviewed)

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category

65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	9024	☒	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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Municipal Notes

12/8/25 Application reveiwed by Assessor.

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
W. William Hutwelker		
James Tempesta		
Mark LaBelle		

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP ____ BLOCK ____ LOT ____

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-c *($50 up to $500)*		○	○	

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☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category

65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	34,320	☒	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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James Tempesta		
Mark LaBelle		

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP ____ BLOCK ____ LOT ____

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-c *($50 up to $500)*		○	○	

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☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category	
65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	12,600	☒	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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Municipal Notes

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W. William Hutwelker		
James Tempesta		
Mark LaBelle		

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP | BLOCK | LOT

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-c *($50 up to $500)*		○	○	

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☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption — GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category

65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	33,930	⊗	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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Municipal Notes

12/8/25 Application reveiwed by Assessor.

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
W. William Hutwelker		
James Tempesta		
Mark LaBelle		

FORM
PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 249 BLOCK LOT 52

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☒ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*	500	⊗	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-C *($50 up to $500)*		○	○	

☒ Review Applicable Discharge Papers Form(s) DD214

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption ○ Veteran ○ Surviving Spouse GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category	
65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS *(If adopted by the City/Town)*

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Solar Energy Systems Exemption		○	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	

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Municipal Notes

12/8/25 Application reveiwed by Assessor.

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	DATE
W. William Hutwelker		
James Tempesta		
Mark LaBelle		

FORM
PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 243 BLOCK LOT 55/0/MH0/15

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☒ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*	500	☒	○	
☐ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*		○	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-C *($50 up to $500)*		○	○	

☒ Review Applicable Discharge Papers Form(s) DD214

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption ○ Veteran ○ Surviving Spouse GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category	
65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS *(If adopted by the City/Town)*

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Solar Energy Systems Exemption		○	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	

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Municipal Notes

12/8/25 Application reveiwed by Assessor.

W. William Hutwelker
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

James Tempesta
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

Mark LaBelle
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

FORM
PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 227 BLOCK LOT 28/0/BG0/76

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☒ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*	4000	☒	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-C *($50 up to $500)*		○	○	

☒ Review Applicable Discharge Papers Form(s) DD214 & Letter

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption ○ Veteran ○ Surviving Spouse GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category	
65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS *(If adopted by the City/Town)*

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Solar Energy Systems Exemption		○	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	

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Municipal Notes

12/8/25 Application reveiwed by Assessor.

W. William Hutwelker
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

James Tempesta
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

Mark LaBelle
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

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ASSESSMENT SETTLEMENT AGREEMENT

Russell Family Revocable Trust

vs.

Town of Swanzey

Docket No. 31479-24PT

The parties agree:

1) The parties met on 12/1/25, and agreed the property assessment for Tax Years 2024 and 2025 shall be $ 413,700.00 on the property located at 39 Katie Lane, and identified as Tax Map 254, Lot 58.

2) The Municipality shall abate, with 6% interest from the date the taxes were paid on the property to the refund date, all property taxes for the Tax Years 2024 and 2025 based on an assessment higher than $413,700.00.

3) The docket shall be marked: "Case settled, no further action required."

Municipality Signatures:

Selectmen: Date:

Selectmen: Date:

Selectmen: Date:

Taxpayer(s) Signatures:

Taxpayer: Date:

Taxpayer: Date:

Taxpayer: Date:

cc: NH Board of Tax and Land Appeals

ORIGINAL WARRANT
YIELD TAX LEVY
December 17, 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 ***Town of Swanzey***,

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

DATE OF BILLING: December 17, 2025

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Gorgulu, Logan PO Box 1453 Jamesport, NY 11947	**Map 246 Lot 42 & Map 247 Lot 1**	**25-441-13-T**	**$6,840.56**
		DATE YIELD TAX DUE:	**January 16, 2026**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 202X to March 31, 202X

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: December 17, 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 %**	
Gorgulu, Logan	WHITE PINE	73.555				$152.90	$11,246.56	$1,124.66	
PO Box 1453	HEMLOCK	152.535				$41.50	$6,330.20	$633.02	**Subtotal of TAXES Due (Col. #9)**
Jamesport, NY 11947	RED PINE					$48.10			
	SPRUCE & FIR					$109.70			
#2	HARD MAPLE	9.670				$249.00	$2,407.83	$240.78	
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	3.690				$99.60	$367.52	$36.75	**$6,840.56**
	YELLOW BIRCH	18.715				$189.30	$3,542.75	$354.28	
	OAK	88.925				$332.00	$29,523.10	$2,952.31	
MAP & LOT NUMBER	ASH	12.585				$196.10	$2,467.92	$246.79	**Less bond or amount previously paid, *if applicable***
	SOFT MAPLE	7.275				$124.50	$905.74	$90.57	
Map 246 Lot 42 & Map 247 Lot 17	BEECH/PALLET/TIE LOGS	31.550				$69.60	$2,195.88	$219.59	
	PINE BOX / PALLET					$18.20			
	OTHER: MATS	21.395				$69.60	$1,489.09	$148.91	
	OTHER: BLACK CHERRY	0.055				$189.30	$10.41	$1.04	
#3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 0.66				**Total Amount Due**
25-441-13-T	HARDWOOD & ASPEN		866.54		$ 3.15		$2,729.60	$272.96	
	PINE				$ 0.33				
	HEMLOCK		754.30		$ 0.99		$746.76	$74.68	**$6,840.56**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		5,567.52		$ 0.17		$946.48	$94.65	
	HIGH GRADE SPRUCE				$ 14.64				
	CORDWOOD			277		$ 12.62	$3,495.74	$349.57	
							$68,405.58	**$6,840.56**	

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

OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-26 *(will be provided)*

Applicant Margaret Richmond

Address 155 Partridgeberry Ln Swanzey NH

Contact Person Margaret (Peg) Richmond Phone Number 603-313-5440

Event Date Dec. 20, 2025 Event Time 11:00 am - 4:00 pm

Signature of Responsible Party Margaret Richmond

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT

Town of Swanzey, New Hampshire

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

_____

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) 355-8099
WWW.SWANZEYNH.GOV

OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-27 *(will be provided)*

Applicant Matthew Hastings

Address 176 Marcy Hill Rd

Contact Person Matthew Hastings Phone Number 603-313-3313

Event Date 12/28/25 Event Time 10:00 - 6:00

Signature of Responsible Party _____

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT
Town of Swanzey, New Hampshire

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

_____

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) 355-8099
WWW.SWANZEYNH.GOV

OPEN CONTAINER PERMIT APPLICATION

Permit # 2025 · 29 *(will be provided)*

Applicant Mackenzie Joslyn

Address 49 Billings Ave Keene NH

Contact Person Mackenzie Joslyn Phone Number 603-762-6196

Event Date 01/04/26 Event Time 9:30am - 2:30pm

Signature of Responsible Party Mackenzie Joslyn

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT
Town of Swanzey, New Hampshire

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

_____

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

_____

_____

_____ Date _____

Selectmen of Swanzey

RECOMMENDATIONS for 2026 CAPITAL FUNDING
SUMMARY and DETAIL SCHEDULES

December 11, 2025

As Approved by the Committee

Committee Members

Steven Bittel, Chair — **Pat Ambrosio**
Bruce Bohannon, Vice Chair — **Mark Scalera**
Larry Crowder — **Michael York - Planning Board's Rep.**
James Tempesta - Selectmen's Rep.

SUMMARY and DETAIL SCHEDULES
INDEX

		PAGE
Year over Year Summary		3
Six Year Summary with Debt Service		4
DPW:	Equipment	7
	Facilities	8
	Cemetery Expansion/Maint.	9
	Road Reconst.	10
	Muni Trans & W.S. Sidewalks	11
	Road GF Repairs	12
	Town Sidewalks	13
	Town Dams	14
	Town Bridges	15
	Covered Bridges	16
Emergency Mgmt.:	Facilities	17
	Communications	17
Fire:	Trucks	18
	Ponds	19
	Tools	20
	Fire Station Reserve	21
Police:	Cruisers	22
	IMS	23
	Facilities	23
Recreation		24
Recycling Center		25
Sewers:	North	26
	West	27
West Swanzey Water	NEW	28
Town Hall:	Repairs & Expansion	29
	IMS	30
Other Accounts:	Mt. Caesar Library	31
	Stratton Free Library	32
	Rail Trails	33
	Grange Hall	34
	Carpenter Home	36
	Whitcomb Hall	37
	Conservation Land Acquisition	38

Swanzey CIPC
CASH CAPITAL BUDGET YEAR OVER YEAR

Department	Actual 2025	Contributions 2026 Recommend	Incr.(Decr.)		Comments
DPW:				15,000	DPW Net Increase (Decrease)
Equipment	200,000	200,000	-		
Facilities	15,000	5,000	(10,000)		
Cemetery Expansion/Maint.	-	5,000	5,000		
Road Reconst.	400,000	400,000	-		
Town Sidewalks	35,000	35,000	-		
Town Dams	-	10,000	10,000		
Town Bridges	25,000	25,000	-		
Covered Bridges	-	10,000	10,000		
Emergency Mgmt.:				-	EM Increase (Decrease)
Facilities	-	-	-		
Communications	10,000	10,000	-		
Fire:				-	Fire Net Increase (Decrease)
Trucks	30,000	30,000	-		
Ponds	20,000	20,000	-		
Tools	10,000	10,000	-		
Fire Station Reserve	10,000	10,000	-		
Police:				-	Police Net Increase (Decrease)
Cruisers	75,000	75,000	-		
IMS	5,000	5,000	-		
Facilities	5,000	5,000	-		
Recreation	20,000	20,000	-	-	Recreation Net Increase (Decrease)
Recycling Center	75,000	50,000	(25,000)	(25,000)	Recycling Net Increase (Decrease)
Sewers:					
North	-	Self Funding	-		Appropriations made from other funds
West	-		-		
West Swanzey Water (NEW)	-	10,000	10,000		
Town Hall:				210,000	TH Net Increase (Decrease)
Repairs & Expansion	-	200,000	200,000		
IMS	-	10,000	10,000		
Other Accounts:				(47,500)	Other Net Increase (Decrease)
Conservation Land	-	-	-		
Grange Hall	-	7,500	7,500		
Mt. Caesar Library	50,000	-	(50,000)		
Rail Trails	10,000	10,000	-		
Stratton Free Library	15,000	30,000	15,000		
Carpenter Home - NEW	-	-	-		
Whitcomb Hall	20,000	-	(20,000)		
	1,030,000	**1,192,500**	**162,500**	15.8%	Total Cash Increase(Decrease)

Swanzey CIPC
7 YEAR CAPITAL INCLUSIVE BUDGET SUMMARY

Department	2025	1 2026	2 2027	3 2028	4 2029	5 2030	6 2031
CR/ET Direct Cash Appropriations:	*(Actual)*						
DPW:							
Equipment	200,000	200,000	200,000	250,000	250,000	250,000	250,000
Facilities	15,000	5,000	5,000	5,000	5,000	5,000	5,000
Cemetery Expansion/Maint.	-	5,000	5,000	5,000	5,000	5,000	5,000
Road Reconst.	400,000	400,000	400,000	500,000	500,000	500,000	500,000
Town Sidewalks	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Town Dams	-	10,000	10,000	10,000	10,000	10,000	10,000
Town Bridges	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Covered Bridges	-	10,000	10,000	10,000	10,000	10,000	10,000
Emergency Mgmt.:							
Facilities	-	-	-	-	-	-	-
Communications	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Fire:							
Trucks	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Ponds	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tools	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Fire Station Reserve	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Police:							
Cruisers	75,000	75,000	75,000	75,000	75,000	75,000	75,000
IMS	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Facilities	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Recreation	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Recycling Center	75,000	50,000	75,000	75,000	75,000	75,000	75,000
West Swanzey Water - NEW	-	10,000	10,000	-	-	-	-
Town Hall:							
Repairs & Expansion	-	200,000	150,000	10,000	10,000	10,000	10,000
IMS	-	10,000	10,000	10,000	10,000	10,000	10,000
Other Accounts:							
Conservation Land	-	-	-	-	-	-	-
Grange Hall	-	7,500	-	-	-	-	-
Mt. Caesar Library	50,000	-	75,000	5,000	5,000	5,000	5,000
Rail Trails	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Stratton Free Library	15,000	30,000	15,000	15,000	5,000	5,000	5,000
Carpenter Home - NEW	-	-	-	-	-	-	-
Whitcomb Hall	20,000	-	-	-	-	-	-
Total Warrant Article Direct Cash	**1,030,000**	**1,192,500**	**1,220,000**	**1,150,000**	**1,140,000**	**1,140,000**	**1,140,000**

Swanzey CIPC
7 YEAR CAPITAL INCLUSIVE BUDGET SUMMARY

Department	2025	1 2026	2 2027	3 2028	4 2029	5 2030	6 2031
Annual Bond Debt Service (P+I):	*(Actual)*						
Authorized Debt Service:							
2014 - Safford Dr. TIF *	275,000	-	-	-	-	-	
2017 - Police Station (last year is 2027)	47,000	47,000	24,000	-	-	-	-
2018 - Fire Truck/Dams (last year is 2029)	75,000	75,000	75,000	75,000	75,000	-	-
2019 - 2020 Rehab. Roads	187,500	187,500	187,500	187,500	187,500	187,500	187,500
2022 - Wilson Dam/Webber Hill	92,000	86,000	84,000	81,000	79,000	80,000	80,000
2025 - DES (N. W'chest. & Calif. Sts.)	-	65,883	65,883	65,883	65,883	65,883	65,883
2025 - DES (WS WWTP Solar)	-	11,083	11,083	11,083	11,083	11,083	11,083
2025 - Station 2	-	130,000	130,000	130,000	130,000	130,000	130,000
	676,500	602,466	577,466	550,466	548,466	474,466	474,466
Proposed Debt Service:							
2026 - Fire Trucks - Engine 2	-	-	51,507	51,507	51,507	51,507	51,507
2026 - DPW Building	-	-	77,261	77,261	77,261	77,261	77,261
2027 - Swanzey Lake Dam	-	-	-	36,791	36,791	36,791	36,791
2027- SCBA Lease	-	-	-	29,698	29,698	29,698	29,698
2028 - Fire Trucks - Ladder 1	-	-	-	-	55,186	55,186	55,186
2030 - Fire Trucks - Engine 1	-	-	-	-	-	-	-
	-	-	128,768	195,257	250,443	250,443	250,443
Total CAPEX Debt Service	**676,500**	**602,466**	**706,234**	**745,723**	**798,909**	**724,909**	**724,909**
Cash (prior page) + Debt Service (Tax Impact)	**1,706,500**	**1,794,966**	**1,926,234**	**1,895,723**	**1,938,909**	**1,864,909**	**1,864,909**
						7 yr. avg.	*1,856,022*
Yr./Yr. Increase (Decrease)		88,466	131,268	(30,511)	43,186	(74,000)	-
Percent		5.2%	7.3%	-1.6%	2.3%	-3.8%	0.0%

Budget Deltas:

All CAPEX (Cash + Debt Service):	2025	2026	2027	2028	2029	2030	
2026 Budget, above	1,706,500	1,794,966	1,926,234	1,895,723	1,938,909	1,864,909	
2025 Budget	1,637,071	1,813,623	1,943,104	1,889,977	1,857,694	1,798,268	
Yr./Yr. Increase (Decrease)	69,429	(18,657)	(16,870)	5,746	81,216	66,641	
Relevance: (NH average for 8k pop is 20%)							
Town Operating Budget (2.50% growth)	8,370,000	8,579,250	8,793,731	9,013,575	9,238,914	9,469,887	9,706,634
All CAPEX (Cash + Debt Service)	1,706,500	1,794,966	1,926,234	1,895,723	1,938,909	1,864,909	1,864,909
Percent CAPEX	20.4%	20.9%	21.9%	21.0%	21.0%	19.7%	19.2%

NOTE: Interest is not acrued on town financials. First July sale NHMBB bond payment is in January of the year issue on the town's cash basis.

* Amount represent estimated net tax increments used to extinguish debt, and thus withheld from town General fund revenues.

Swanzey CIPC
7 YEAR CAPITAL INCLUSIVE BUDGET SUMMARY

BOND SUMMARY:

	Term/Yrs.	Rate	Original Par Value	Level Annual Debt Serv.	Last Payment
Authorized Debt:					
2017- Police Station	10	2.59%	415,000	47,000	2027 (24,300)
2018 - Fire Truck/Lower Wilso Dam	10	2.24%	680,000	75,000	2029
2019 - 2020 Rehab. Roads	20	2.18%	2,455,000	187,500	2039 - 2040
2023 - Upper Wilson Dam	10	2.98%	395,000	51,000	2033
2025 - DES (N. W'chest. & Calif. Sts.)	10	1.00%	624,000	65,883	2036
2025 - DES (WS WWTP Solar)	20	1.00%	200,000	11,083	2036
2025 - Station 2	30	4.86%	2,000,000	130,000	2055
			6,769,000	567,466	
Proposed Debt:					
2026 - Fire Trucks - Engine 2	20	4.00%	700,000	51,507	
2026 - DPW Building	20	4.00%	1,050,000	77,261	
2026 - Town Hall					
2027 - Swanzey Lake Dam	20	4.00%	500,000	36,791	
2027 - SCBA Lease	7	4.50%	175,000	29,698	
2028 - Fire Trucks - Ladder 1	20	4.00%	750,000	55,186	
2030 - Fire Trucks - Engine 1	20	4.00%	-	-	
			3,175,000	250,443	
			9,944,000	817,909	
			Reduced over time		

Future Town Debt Service Notes:

Warrant Article new debt for 2026:

Engine 2

DPW Building

Future known, but unknown amounts: Swanzey Lake Dam; West Swanzey waste water treatment, West Swanzey water.

Other Town Debt:

In 2026 TIF Annual Debt Service will be eliminated.

In 2027 Police Annual Debt Service will be reduced by $24k, and in 2028 will be eliminated.

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: HIGHWAY and CEMETERY EQUIPMENT

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
F550 Small Dump Truck	Road Maint	66,000				150,000				
Backhoe	Replacement	104,000								
Road Grader	Replacement	262,000								
Loader				300,000						
International Dump Truck	Net of Grant				275,000					
Mowers, etc.	2 mowers		14,000				15,000			
1 ton pickup			80,000					80,000		
International Dump Truck	Road Maint						275,000			
									TOTAL	
	Totals	432,000	94,000	300,000	275,000	150,000	290,000	80,000	1,541,000	-
									0	
									1,541,000	
Balance, Beginning of Year		216,000	6,000	112,000	12,000	(13,000)	87,000	47,000	7	yrs.
CIP Cash Contributions		200,000	200,000	200,000	250,000	250,000	250,000	250,000	220,143	
Grants		-	-	-	-	-	-	-		
Snow Sidewalk Fund (50%)		-	-	-	-	-	-	-		
Other		22,000	-	-	-	-	-	-	Disbursement correction from Invest NH funds.	
Disbursements		(432,000)	(94,000)	(300,000)	(275,000)	(150,000)	(290,000)	(80,000)		
Balance, End of Year		6,000	112,000	12,000	(13,000)	87,000	47,000	217,000		
TTF 9/30/25		(14,700)	Before 'Other' disbursement correction.							

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: DPW FACILITIES

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Major Facility Upgrade	Design									
Major Facility Upgrade	Construction		1,200,000							
Purchase 110 Pine Street										
Fire Alarm System										
									TOTAL	
	Totals	-	1,200,000	-	-	-	-	-	1,200,000	

Balance, Beginning of Year	145,000	160,000	15,000	20,000	25,000	30,000	35,000
CIP Cash Contributions	15,000	5,000	5,000	5,000	5,000	5,000	5,000
Grants (Invest NH)	-	-	-	-	-	-	-
Bonding	-	1,050,000		-	-	-	-
Disbursements	-	(1,200,000)	-	-	-	-	-
Balance, End of Year	160,000	15,000	20,000	25,000	30,000	35,000	40,000
TTF 9/30/25	159,000						

CEMETERIES

Item	Comment/Purpose	Current 2025	1 2026	2 2027	3 2028	4 2029	5 2030	6 2031	Later Year Items over $25,000 Item	Amount
Various cemeteries	Tree removals and other improvements		5,000	5,000	5,000	5,000	5,000	5,000		
Road Improvements	Mountainview		5,000	5,000	5,000	5,000				
Road Improvements	Mt. Caesar		25,000			TBD				
									TOTAL	
	Totals	-	35,000	10,000	10,000	10,000	5,000	5,000	70,000	

Purpose of fund changed to include maintenance. 2021 WA 9.									Other Funds:	
	Balance, Beginning of Year	11,000	11,000	6,000	3,000	-	(3,000)	-	Carlton MC Cem	44,000
	CIP Cash Contributions	-	5,000	5,000	5,000	5,000	5,000	5,000		
	Common Funds		25,000	2,000	2,000	2,000	3,000	3,000		
	Disbursements	-	(35,000)	(10,000)	(10,000)	(10,000)	(5,000)	(5,000)		
	Balance, End of Year	11,000	6,000	3,000	-	(3,000)	-	3,000		
	TTF 9/30/25	12,000								

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: DPW Road Rehab Reconstruction

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Christan Hill	Reclaim and Pave		200,000							
West Street (West of Rt. 10)	Pave		200,000							
Sugar Hill	Reconstruction/Repave		200,000							
Marcy Hill	Overlay/Pave			450,000						
Whitcomb Road	Reconstruction					750,000				
N. W'chester / Calif. St. / Calif. Brook Road	Reconstruction	1,700,000					190,000			
Webber Hill	Stabilization & Engineering	1,950,000								
Rail Road St. Side Walk		38,000								
Fox Run	Mill and Pave				200,000					
TBD								500,000		
Base Hill	Mill and Pave				200,000				TOTAL	
All items are inclusive of design costs.	**Totals**	3,688,000	600,000	450,000	400,000	750,000	190,000	500,000	6,078,000	-
									7	yrs
									868,286	Spend Rate

Balance, Beginning of Year	890,000	15,597	15,597	(34,403)	65,597	(184,403)	125,597
CIP Cash Contributions	400,000	400,000	400,000	500,000	500,000	500,000	500,000
Northern Borders Grant (Winchester)	300,000	-	-	-	-	-	-
Homeland Security (Weber Hill)	815,700	-	-	-	-	-	-
CWSRF Loan	624,000	-	-	-	-	-	-
CWSRF Loan & Grant	181,000	-	-	-	-	-	-
Sewer Fund Offset	-	-	-	-	-	-	-
MAST Grant	75,000	-	-	-	-	-	-
Use of Prior Bond Proceeds	-	-	-	-	-	-	-
Use of Muni Trans CR	125,000	200,000	-	-	-	-	-
Snow Sidewalk Fund	240,000	-	-	-	-	-	-
HB 2 Road Funds	52,897	-	-	-	-	-	-
Disbursements	(3,688,000)	(600,000)	(450,000)	(400,000)	(750,000)	(190,000)	(500,000)
Balance, End of Year	15,597	15,597	(34,403)	65,597	(184,403)	125,597	125,597
TTF 9/30/25	1,225,000						
Balance Muni Trans	165,000	5,000	45,000	85,000	125,000	165,000	205,000
Balance Snow S/W Fund	88,000	133,000	178,000	223,000	268,000	313,000	358,000

CIP DEPARTMENT INFORMATION REQUEST FORM

DEPARTMENT: DPW Municipal Transportation and Snow Sidewalk Funds

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
									TOTAL	
	Totals	-	-	-	-	-	-		-	

Muni Trans:								
Balance, 6/30/25	181,000	165,000	5,000	45,000	85,000	125,000	165,000	
Contributions	20,000	40,000	40,000	40,000	40,000	40,000	40,000	Via MV Reg. Fees
Disbursements	(125,000)	(200,000)	-	-	-	-	-	
Balance, End of Year	165,000	5,000	45,000	85,000	125,000	165,000	205,000	
TTF 9/30/25	194,000							
Snow Sidewalk Fund:								
Balance, 9/30/25 (TTF)	115,000	88,000	133,000	178,000	223,000	268,000	313,000	
Income - Q4	11,000	45,000	45,000	45,000	45,000	45,000	45,000	
Disbursements:								
Plow Tractor	-	-	-	-	-	-	-	
Sidewalks	(38,000)	-	-	-	-	-	-	
Balance, End of Year	88,000	133,000	178,000	223,000	268,000	313,000	358,000	
TTF 9/30/25	113,000							

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: DPW ROAD MAINTENANCE - GF

		1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**Item**	**Amount**
Forest	Repave	215,000							
Spring	Repave	75,000							
Prospect	Repave	40,000							
Patridgeberry / Foxglove	Repave		315,000						
Cedar	Repave		54,000						
Simeneau Lane	Repave		35,000						
Troy Hill	Repave			87,000					
Old Richmond Road	Repave			250,000					
Carlton	Repave				295,000				
Cobble Hill	Repave					340,000			
Trotter	Repave						64,000		
Goodale	Repave						198,000		
Shirly	Repave						33,000		
Meadow Rd	Repave								40,000
Blake Rd	Repave								183,000
Crack Sealing	New Account	10,000	11,000	10,000	10,000	10,000	10,000		
Supplies DPW (NEW)	New Account		15,000	15,000	15,000	15,000	15,000		
Adjustment to paving		(40,000)	(100,000)					TOTAL	
	Totals	300,000	330,000	362,000	320,000	365,000	320,000	1,721,500	
									-
									1,721,500
									7 yrs.
									245,929

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: SIDEWALKS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Sidewalk Expansions	From existing sidewalk on Rt. 32 South to Brick Church		75,000							
Sidewalk Expansions	From existing Rt. 32 sidewalk north past post office towards Swanzey Neighbors store			100,000						
Rt. 10 / Lower Winchester Street	Sidewalk & corridor improvements by Market Basket & Winchester Woods				200,000					
Sidewalk Expansions	Extensions of existing sidewalk system along Rt. 12					150,000				
Sidewalk Expansions	Extensions of existing sidewalk system along Rt. 12 / Rt. 32						200,000	100,000		
									TOTAL	
All amounts are net town share.	**Totals**	-	75,000	100,000	200,000	150,000	200,000		725,000	-

Balance, Beginning of Year	70,000	105,000	115,000	125,000	85,000	45,000	(45,000)	
CIP Cash Contributions	35,000	35,000	35,000	35,000	35,000	35,000	35,000	This fund covers sidewalks not
Other	-	-	-	-	-	-	-	eligible for the Snow (West Swz)
Grants	-	50,000	75,000	125,000	75,000	75,000	75,000	Sidewalk Fund.
Disbursements	-	(75,000)	(100,000)	(200,000)	(150,000)	(200,000)	-	
Balance, End of Year	105,000	115,000	125,000	85,000	45,000	(45,000)	65,000	
TTF 9/30/25	105,000							

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: TOWN DAMS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Upper Wilson Pond Dam	Engineering (35% Town, 65% FEMA)									
Upper Wilson Pond Dam	Improvements (35% Town, 65% FEMA)	69,000								
Swanzey Lake Dam	Engineering. DES is requiring that we engage a consultant to review the dam and assess its condition		140,000							
Swanzey Lake Dam	Constuction of improvements (cost is guess)			500,000						
									TOTAL	
	Totals	69,000	140,000	500,000	-	-	-		709,000	-

Balance, Beginning of Yea	209,000	140,000	10,000	20,000	30,000	40,000	50,000
CIP Cash Contributions	-	10,000	10,000	10,000	10,000	10,000	10,000
State/Federal Funding	-	-	-	-	-	-	-
FEMA Grant	-	-	-	-	-	-	-
Bonding	-	-	500,000	-	-	-	-
Disbursements	(69,000)	(140,000)	(500,000)	-	-	-	-
Balance, End of Year	140,000	10,000	20,000	30,000	40,000	50,000	60,000
TTF 9/30/25	144,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: BRIDGES - OTHER THAN COVERED

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Christian Hill Road	Reconstruction will be fully funded by federal bi-partisan infrastructure funds			1,600,000						
Christian Hill Road	Town share of engineering									
Denman Thompson (Steel)	Replace Decking									
Estimated net of state/federal funding.									TOTAL	
	Totals	-	-	1,600,000	-	-	-	-	1,600,000	
									7	yrs.
									228,571	

Balance, Beginning of Year	209,000	234,000	259,000	284,000	309,000	334,000	359,000
CIP Cash Contributions	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Grants	-	-	1,600,000	-	-	-	-
Bonding	-	-	-	-	-	-	-
Disbursements	-	-	(1,600,000)	-	-	-	-
Balance, End of Year	234,000	259,000	284,000	309,000	334,000	359,000	384,000
TTF 9/30/25	70,000						

CIP DEPARTMENT INFORMATION REQUEST FORM

DEPARTMENT: COVERED BRIDGES

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Carlton Bridge	Replace Decking	32,500								
Cresson Bridge Pedestrian solution	Engineering / review of options			31,000						
Cresson Bridge Pedestrian solution	Construction - exploring grants									200,000
Cresson Bridge	Replace Decking									
Slate Bridge	Replace Decking		42,500							
Various	Painting/Repairs	20,000				20,000				
Cameras	Cameras to monitor damage		15,000							
									TOTAL	
	Totals	52,500	57,500	31,000	-	20,000	-	-	161,000	200,000
									7	yrs.
									23,000	

Balance, Beginning of Year	120,000	67,500	22,000	1,000	11,000	1,000	11,000
CIP Cash Contributions	-	10,000	10,000	10,000	10,000	10,000	10,000
NRFs	-	2,000	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Disbursements	(52,500)	(57,500)	(31,000)	-	(20,000)	-	-
Balance, End of Year	67,500	22,000	1,000	11,000	1,000	11,000	21,000
TTF 9/30/25	97,000						

Other Funds:	
NRFs/Covered	5,150
NRFs/Slate Br	2,400

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: EMERGENCY MANAGEMENT

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
EM Facilities:										
Radios		6,000								
	Total EM Facilities	6,000	-	-	-	-	-			-
EM Communications:										
Portable APX 6000 - $2,200	General Use		11,000	11,000						
Fire Vehicle APX 8500 (5 units)	Excludes Replaced Vehicles		36,000							
Mobil Repeaters	3 units								TBD	
Base Stations (3)	TBD				21,000					
Police - Portable Radios			29,000	15,000						
	Total EM Communications	-	76,000	26,000	21,000	-	-			-

* New vehicle costs includes radios.

EM Facilities:							
Balance, Beginning of Year	45,000	39,000	39,000	39,000	39,000	39,000	39,000
CIP Cash Contributions	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Expenditures	(6,000)	-	-	-	-	-	-
Ending Balance	39,000	39,000	39,000	39,000	39,000	39,000	39,000
TTF 9/30/25	42,000						
Emergency Communications:							
Balance, Beginning of Year	80,000	90,000	24,000	8,000	(3,000)	7,000	17,000
CIP Cash Contributions	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Grants	-	-	-	-	-	-	-
Expenditures	-	(76,000)	(26,000)	(21,000)	-	-	-
Ending Balance	90,000	24,000	8,000	(3,000)	7,000	17,000	27,000
TTF 9/30/25	92,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: FIRE TRUCKS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Engine 2	Replacement of Engine		775,000						Utility 1 (2031)	70,000
Ranger OHRV & Trailer				40,000					Brush Trk (2035)	125,000
Ladder Truck	Used / refurbished replacement					750,000			NEEDS ASSESSEMENT	
Squad 3	Replacement		90,000						Engine 3 (2039)	850,000
Engine 1									Water Rescue Trailer	20,000
Boat w/ trailer (2030)							30,000		2033	600,000
									Tanker	600,000
									TOTAL	
	Totals	-	865,000	40,000	-	750,000	30,000	-	1,685,000	2,265,000

Balance, Beginning of Year	100,000	130,000	45,000	35,000	65,000	95,000	95,000
CIP Cash Contributions	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Bonding	-	700,000	-	-	750,000	-	-
Grants	-	50,000	-	-	-	-	150,000
Disbursements	-	(865,000)	(40,000)	-	(750,000)	(30,000)	-
Balance, End of Year	130,000	45,000	35,000	65,000	95,000	95,000	275,000
TTF 9/30/25	147,000						

Bonds
1,450,000

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: FIRE PONDS

Ignore routine facility maintenance/replacement items, which should be in your General Fund operating expense budget.
Please use amounts in even dollars; do not round to nearest thousand. Use notes to expand information when necessary.
Note major changes from your prior budget.

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Arrowcrest Drive Fire Pond	Install dry hyrdrants									
Old Homestead Highway & Martin Brook Dry Hydrant	Install dry hydrant in conjunction with NH DOT reconstruction of Martin Brook bridge	6,000	25,000							
MRHS & Sawmill Drive Dry Hydrants	Replace 2 existing dry hydrants and complete dredging, if needed	40,000								
Whittemore Farm Road Fire Pond	Construct fire pond and install dry hyrdrants					90,000				
									TOTAL	
	Totals	46,000	25,000	-	-	90,000	-	-	161,000	-
									7	
									23,000	
Balance, Beginning of Year		85,000	59,000	54,000	74,000	94,000	24,000	44,000		
CIP Cash Contributions		20,000	20,000	20,000	20,000	20,000	20,000	20,000		
Grants		-	-	-	-	-	-	-		
Private Contributions		-	-	-	-	-	-	-		
Disbursements		(46,000)	(25,000)	-	-	(90,000)	-	-		
Balance, End of Year		59,000	54,000	74,000	94,000	24,000	44,000	64,000		
TTF 9/30/25		85,000								

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: FIRE TOOLS EQUIPMENT

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Miscellaneous Equipment	Various pieces of equipment for stations and apparatus, including major replacing hose	10,000		10,000						
SCBA Fill Station/Co,pressor	New Station #2	20,000								
Airbags										
Ram Fan		7,000								
Res-Q Jacks	Additional set									
Thermal imaging cameras (3)										
SCBAs	Purchase 25 units at $11,000		LEASE WARRANT	275,000						
									TOTAL	
	Totals	37,000	-	285,000	-	-	-	-	362,000	-
									7	
									51,714	
	Balance, Beginning of Year	100,000	73,000	83,000	83,000	93,000	103,000	113,000		
	CIP Cash Contributions	10,000	10,000	10,000	10,000	10,000	10,000	10,000	Other Funds:	
	Grants	-	-	-	-	-	-	-	NRFs	15,000
	Financing		-	275,000	-	-	-	-		
	Disbursements	(37,000)	-	(285,000)	-	-	-	-		
	Balance, End of Year	73,000	83,000	83,000	93,000	103,000	113,000	123,000		
	TTF 9/30/25	69,000								

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: FIRE STATIONS CAPITAL RESERVE

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Station #3 heat pump		10,000								
Station 3 upstairs second means of egress	Construct an enclosed second means of egress from the 2nd story	15,000								
A&E Work	Stations 1 and 3		10,000							
Station #3 additional land	acquisition of additional land from Southwestern Community Services	2000000								
									TOTAL	
	Totals	2,025,000	25,000	-	-	-	-		2,050,000	-

Balance, Beginning of Year	375,000	710,000	695,000	705,000	715,000	725,000	735,000
CIPC Contributions	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Special WA Contributiom	-		-	-	-	-	-
Surplus Funds Contributions	150,000	-	-	-	-	-	-
Earmark	200,000	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Bonds	2,000,000	-	-	-	-	-	-
Disbursements	(2,025,000)	(25,000)	-	-	-	-	-
Balance, End of Year	710,000	695,000	705,000	715,000	725,000	735,000	745,000
TTF 9/30/25	46,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: POLICE CRUISERS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Annual Cruiser Replace	4.00% Increase	70,000	72,800	75,712	78,740	81,890	85,166	88,572		
Additional Cruiser										
									TOTAL	
	Totals	70,000	72,800	75,712	78,740	81,890	85,166	88,572	464,308	-

Special Duty Revolving Fund:
Est 12/31/25 Balance, 4,111
Estimated annual contribution, 5,000

Balance, Beginning of Yea	25,000	30,000	32,200	31,488	27,748	20,857	10,692
CIP Cash Contributions	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Grants	-	-	-	-	-	-	-
Expenditures	(70,000)	(72,800)	(75,712)	(78,740)	(81,890)	(85,166)	(88,572)
Ending Balance	30,000	32,200	31,488	27,748	20,857	10,692	(2,881)
TTF 9/30/25	100,000	OK - 2025 unit just rec'd.					

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: POLICE IMS and FACILITIES

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Police IMS:										
Server										10,000
Other IT	Records Mgmt System			20,000		10,000				
Mobil Data Terminals	Tablets, etc.	-	7,200	7400	7,600	7,800	8,000	8,200		
	Total Police IMS	-	7,200	27,400	7,600	17,800	8,000	8,200		
Police Facilities:										
Fence Generator/Antenna			7,000						New Station	TBD
Alarm System			3,000						See Emg. Com. for Radios	
Septic System							15,000			
	Total Police Facilities	-	10,000	-	-	-	15,000			

Police IMS:							
Balance, Beginning of Year	50,000	55,000	52,800	30,400	27,800	15,000	12,000
CIP Cash Contributions	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Expenditures	-	(7,200)	(27,400)	(7,600)	(17,800)	(8,000)	(8,200)
Ending Balance	55,000	52,800	30,400	27,800	15,000	12,000	8,800
TTF 9/30/25	56,000						
Police Facilities:							
Balance, Beginning of Year	25,000	30,000	25,000	30,000	35,000	40,000	30,000
CIP Cash Contributions	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Grants	-	-	-	-	-	-	-
Expenditures	-	(10,000)	-	-	-	(15,000)	-
Ending Balance	30,000	25,000	30,000	35,000	40,000	30,000	35,000
TTF 9/30/25	35,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: RECREATION FACILITIES IMPROVEMENTS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Reconstruct the beach and drainage at Richardson Park	Fix the eroding beach and replace the lose sand, while addressing and fixing the current drainage	5,000	25,000							
Remediation of retired restrooms	Inspection needed to estimate remediation costs and plan refurbishment		15,000							
Hook up water	Hook up water to structure	1,700								
Richardson Park Pavilion Deck	Replace rotting plywood at far end of deck		35,000							
Brown Field Phase 1	Demolish existing and construct new softball field and cook shack at Brown Memorial Field								Under Study	750,000
Brown Field Phases 2 & 3	Constuction of tennis courts, soccer field, basketball court, and playground								Under Study	750,000
Replace Roof at Richardson park	Roof needs to be placed, shingles are pealing and porch has had leaking.					55,000				TBD
Lane Fields	Foul Ball Netting		7,500							
Dock			5,000							
Misc.		5,000							TOTAL	
	Totals	11,700	87,500	-	-	55,000	-	-	154,200	1,500,000
									7	
									22,029	

Capital Fund:	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Balance, Beginning of Year	112,000	120,300	61,300	81,300	101,300	66,300	86,300
CIP Cash Contributions	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Grants/Fundraising	-	-	-	-	-	-	-
Other Funds	-	8,500	-	-	-	-	-
Expenditures	(11,700)	(87,500)	-	-	(55,000)	-	-
Ending Balance	120,300	61,300	81,300	101,300	66,300	86,300	106,300
TTF 9/30/25	132,000						

Other Funds:	
N. Stone Pavilion	8,500
Ops. Revolving Fund	25,150

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: RECYCLING

	Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Waste Oil Building		60,000							
Glass bunker blocks		4,500							
back 40 layout & clearing			10,000						
Hi-cube Oversea shipping container x2			8,000						
Material handling				4,500					
Baler- vertical baler conveyor fed		15,000							
Waste oil supplies			5,000						
Facility Fence			22,000						
Truck Scale & Scale house					80,000				
Pave main parking lot		25,000		50,000	25,000				
Pave behind new building				25,000					
Compactor pads				20,000					
Horizontal Baler						125,000			
Skid steer	60,000		60,000						
TBD							50,000		
								TOTAL	
	60,000	104,500	105,000	99,500	105,000	125,000	50,000	649,000	-
								7	yrs.
								92,714	
Balance, Beginning of Year	55,000	70,000	48,000	43,000	43,500	38,500	13,500		
CIP Cash Contributions	75,000	50,000	75,000	75,000	75,000	75,000	75,000	Revolving Fund	25,000
Grants	-	25,000	25,000	25,000	25,000	25,000	25,000		
Revovlving Fund	-	7,500	-	-	-	-	-		
Expenditures	(60,000)	(104,500)	(105,000)	(99,500)	(105,000)	(125,000)	(50,000)		
Ending Balance	70,000	48,000	43,000	43,500	38,500	13,500	63,500		
TTF 9/30/25	70,000								

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: SEWER CRs

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Sewers North:										
Keene WWTP Swanzey Portion		38,904	24,000	35,000	35,000	35,000	35,000	35,000	SELF FUNDING	
Pump Stations. Roof Replace										
Pump Replace/Maint			50,000							
Other					50,000					
	Total Sewers North	38,904	74,000	35,000	85,000	35,000	35,000	35,000		
Sewers West:										
Plant Roof Repair									SELF FUNDING	
Out Bldgs. Roof Repair										
Sludge Removal			150,000	150,000						
Blower Maintenance										
Facility Study		100,000								
Solar Array		400,000								
Plant/Treatment Upgrades										
Engineering Svs.										
	Total Sewers West	500,000	150,000	150,000	-	-	-	-		

SEWERS NORTH (General Repair/Replace):							
Balance, Beginning of Year	400,000	486,096	437,096	427,096	367,096	357,096	347,096
Sewer Fund Cash Contributior	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Grants	100,000	-	-	-	-	-	-
Expenditures	(38,904)	(74,000)	(35,000)	(85,000)	(35,000)	(35,000)	(35,000)
Ending Balance	486,096	437,096	427,096	367,096	357,096	347,096	337,096
TTF 9/30/25	412,000						
SEWERS WEST (General Repair/Replace):							
Balance, Beginning of Year	270,000	(200,000)	(320,000)	(440,000)	(410,000)	(380,000)	(350,000)
Sewer Fund Cash Contributior	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Grants	-	-	-	-	-	-	-
Expenditures	(500,000)	(150,000)	(150,000)	-	-	-	-
Ending Balance	(200,000)	(320,000)	(440,000)	(410,000)	(380,000)	(350,000)	(320,000)
TTF 9/30/25	299,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: SEWER EXTENSIONS WEST

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	Purpose	2025	2026	2027	2028	2029	2030	2031	Item	Amount
									SELF FUNDING	
	Total Sewers North	-	-	-	-	-	-	-		

SEWERS WEST (General Repair/Replace):

Balance, Beginning of Year	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Sewer Fund Cash Contributior	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-
Ending Balance	95,000	95,000	95,000	95,000	95,000	95,000	95,000
TTF 9/30/25	99,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: WEST SWANZEY WATER

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Purchase & Improve System	Costs covered by water users and/or TIF District								WIP	6,400,000
	Total Sewers North	-	-	-	-	-	-	-		

West Swanzey Water							
Balance, Beginning of Year	-	-	10,000	20,000	20,000	20,000	20,000
CIP Cash Contributions	-	10,000	10,000	-	-	-	-
Low interest loan	-	-	-	-	-	-	-
Principal forgiveness (grant)	-	-	-	-	-	-	-
Grants/TIF	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-
Ending Balance	-	10,000	20,000	20,000	20,000	20,000	20,000
TTF 9/30/25	-						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: TOWN HALL REPAIRS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Interior Redesign & HVAC	Redesign the interior of Town Hall, addressing code, improve social distancing, HVAC, and workflow challenges due to the current layout		200,000	150,000						
Fire Suppression System	Assumes use of MRSD's cisterns and/or land									
Front Entry	Replace and improve front entry area, including ramp	40,000								
Other				-	5,000	5,000	5,000	5,000		
									TOTAL	
	Totals	40,000	200,000	150,000	5,000	5,000	5,000	5,000	405,000	

Balance, Beginning of Year	-	-	-	-	5,000	10,000	15,000
CIP Cash Contributions	-	200,000	150,000	10,000	10,000	10,000	10,000
Grants/Other	40,000	-	-	-	-	-	-
Bonding	-	-	-	-	-	-	-
Expenditures	(40,000)	(200,000)	(150,000)	(5,000)	(5,000)	(5,000)	(5,000)
Ending Balance	-	-	-	5,000	10,000	15,000	20,000
TTF 9/30/25	46,000						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: TOWN HALL IMS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Software Replacement	Building Permit and Code Enforcement	25,000								
Electronic Documentation Project	Scan paper records into an electronic format for better utilization of space, preservation of records, and use by staff and public									90,000
Replacement of 2018 Servers			50,000							
									TOTAL	
	Totals	25,000	50,000	-	-	-	-		75,000	90,000

Balance, Beginning of Year	100,000	75,000	35,000	45,000	55,000	65,000	75,000
CIP Cash Contributions	-	10,000	10,000	10,000	10,000	10,000	10,000
Expenditures	(25,000)	(50,000)	-	-	-	-	-
Ending Balance	75,000	35,000	45,000	55,000	65,000	75,000	85,000
TTF 9/30/25	122,000						

CIPC DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: MT. CAESAR UNION LIBRARY

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Exterior Painting		6,000						15,000		
Bird Repair Bell Tower		11,500								
Youth Addition	2nd floor addition			150,000						
Elevator and excavation	Handicap needs			175,000						
1st floor rest room renovation	Handicap needs		20,000							
2nd flooe rest room				40,000						
Other					5,000		5,000		Total	
TOTALS		17,500	20,000	365,000	5,000	-	5,000	15,000		-

CIP Flows:

								Other Funds:	
Balance beginning of year	3,000	35,500	15,500	(17,500)	(17,500)	(12,500)	(12,500)	Carlton Fund	2,200
CIP Cash Contrib. (25% fund Raising	50,000	-	75,000	5,000	5,000	5,000	5,000	Library Funds	
MCUL Cash	-	-	7,000	-	-	-	-		
From Capital Campaign	-	-	250,000	-	-	-	-		
Disbursements	(17,500)	(20,000)	(365,000)	(5,000)	-	(5,000)	(15,000)		
End of Year Balance	35,500	15,500	(17,500)	(17,500)	(12,500)	(12,500)	(22,500)		
TTF 9/30/25	52,000								

								Other Funds:	
Capital Campaign:									
Beginning Balance (Expended: $230k)	-	-	-	-	-	-	-	Common Fund	2,250
Pledges	-	-	-	-	-	-	-		
Donations	-	-	250,000	-	-	-	-		
Expended	-	-	(250,000)	-	-	-	-		
End of Year Balance	-	-	-	-	-	-	-		
TTF 9/30/25									

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: STRATTON FREE LIBRARY

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
HVAC	$15K originally planned for 2025; increase cost/balance 2026		17,000							
Computers			12,000	3,000						
Repointing brickwork	Planned for 2026		4,000							
New heating system					20,000					
Weatherization	Split over 2026 and 2027		15,000	5,000						
Water intrusion	Split over 2026 and 2027		3,000	12,500						
Water heater	Replace large heater with a smaller one			2,500					TOTAL	
	Totals	-	51,000	23,000	20,000	-	-		94,000	-

Balance, Beginning of Year	9,000	24,000	3,000	3,000	(2,000)	3,000	8,000	
Grants/Fundraising	-	-	8,000	-	-	-	-	EverSource
CIP Cash Contributions	15,000	30,000	15,000	15,000	5,000	5,000	5,000	
Expenditures	-	(51,000)	(23,000)	(20,000)	-	-	-	
Ending Balance	24,000	3,000	3,000	(2,000)	3,000	8,000	13,000	
TTF 9/30/25	24,000	HVAC Open						

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: RAIL TRAILS

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Ashuelot Trail Improvements	Match to cover TAP grant and fundraising, amount TBD Const. (Schedule derailed due to washouts)		100,000	65,000						
Trail improvements / Maintenance		10,000	10,000	10,000	10,000	10,000	10,000	10,000		
Road Crossing Flashing Signals		54,000								
									Total	
	Totals	64,000	110,000	75,000	10,000	10,000	10,000		279,000	-

Balance, Beginning of Year	10,000	6,000	6,000	6,000	6,000	6,000	6,000
CIP Cash Contributions	10,000	10,000	10,000	10,000	10,000	10,000	10,000
NRFs	-	-	-	-	-	-	-
Grants	50,000	100,000	65,000	-	-	-	-
(2020 WA 9)	-	-	-	-	-	-	-
Other Fund Balances	-	-	-	-	-	-	-
Disbursements	(64,000)	(110,000)	(75,000)	(10,000)	(10,000)	(10,000)	-
Balance, End of Year	6,000	6,000	6,000	6,000	6,000	6,000	16,000
TTF 9/30/25	19,000						
NRFs:							
Balance, Beginning of Year	14,000	19,000	24,000	29,000	34,000	39,000	44,000
Fund Raising	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Disbursements	-	-	-	-	-	-	-
Balance, End of Year	19,000	24,000	29,000	34,000	39,000	44,000	49,000

Other Funds:	
GF - Kingsbury	20,000
NRFs	19,000

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: GRANGE HALL - CR

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
To support grant funding			7,500							
Roof Repair		20,000								
Windows and Insulation - NET of Grants	All window frames and glass will be restored/replaced, electrical inspected, first floor insulated with rockwool, drywall & paint, partial drainage repair, and gaps in bricks at foundation spray-foamed. (Total Cost $45,000, $20K to come from grants)			25,000						
Installation of Foundation & Drainage - NET	Structure will be jacked up, frost wall will be constructed, and fissures in foundation filled with hydraulic concrete/bolted. (Total Cost estimated: $150,000, 50% to come from grants)			160,000	TBD					
Utility Infrastructure, Plumbing, and Restrooms - NET	Installation of septic system, dig well, install plumbing for water/sewage, and finish constructing restrooms (Total Cost $144,000, $69K to come from grants and fundraising)				TBD					
Exterior Painting				55,000						
									Total	
	Totals	20,000	7,500	240,000	-	-	-	-		-

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: GRANGE HALL - CR

	Current	1	2	3	4	5	6
	2025	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
Balance, Beginning of Year	76,000	56,000	111,000	(129,000)	(129,000)	(129,000)	(129,000)
CIP Cash Contributions *	-	7,500	-	-	-	-	-
Contributions/Grants *	-	55,000	-	-	-	-	-
LCHIP	-	-	-	-	-	-	-
Disbursements	(20,000)	(7,500)	(240,000)	-	-	-	-
Balance, End of Year	56,000	111,000	(129,000)	(129,000)	(129,000)	(129,000)	(129,000)
TTF 9/30/26	55,000						
Total Town Investment	100,000	107,500	107,500	107,500	107,500	107,500	107,500

Other Funds:	
SPS	7,500
NRFs	1,400

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: CARPENTER HOME

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Roof	Roof	10,000		15,000						
Heating repairs		5,000								
Incidentals	Other		5,000	5,000	5,000	5,000	5,000	5,000		
									TOTAL	
	Totals	15,000	5,000	20,000	5,000	5,000	5,000		55,000	

Balance, Beginning of Year	4,000	-	-	-	-	-	-	
CIP Cash Contributions	-	-	-	-	-	-	-	Other Funds:
NRFs and others	11,000	5,000	20,000	5,000	5,000	5,000	-	NRFs 8,500
Other Donations	-	-	-	-	-	-	-	Common Fd Tr 39,000
Expenditures	(15,000)	(5,000)	(20,000)	(5,000)	(5,000)	(5,000)	-	47,500
Ending Balance	-	-	-	-	-	-	-	
TTF 9/30/25	4,000							

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: WHITCOMB HALL

		Current	1	2	3	4	5	6	Later Year Items over $25,000	
Item	**Comment/Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Item**	**Amount**
Exterior painting				40,000						
Exterior lighting Improvements										
Incidentals			5,000	5,000	5,000	5,000	5,000	5,000		
Roof		20,000							TOTAL	
	Totals	20,000	5,000	45,000	5,000	5,000	5,000		85,000	

Balance, Beginning of Year	4,000	10,000	10,000	-	-	-	-	Other Funds:	
CIP Cash Contributions	20,000	-	-	-	-	-	-	NRFs	20,000
NRFs and others	6,000	-	25,000	-	-	-	-	P. Johnson Fd	29,000
Other Donations	-	5,000	10,000	5,000	5,000	5,000	-	Revolving Fund	6,472
Expenditures	(20,000)	(5,000)	(45,000)	(5,000)	(5,000)	(5,000)	-	Common Fd Tr	41,500
Ending Balance	10,000	10,000	-	-	-	-	-		96,972
TTF 9/30/25	22,000								

CIP DEPARTMENT INFORMATION REQUEST FORM
DEPARTMENT: CONSERVATION LAND ACQUISITION

		Current	1	2	3	4	5	6
Item	**Purpose**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
	Totals	-	-	-	-	-	-	

Balance, Beginning of Year	210,000	210,000	210,000	210,000	210,000	210,000	210,000
Fundraising/Donations	-	-	-	-	-	-	-
CIPC	-	-	-	-	-	-	-
Disbursements	-	-	-	-	-	-	-
Balance, End of Year	210,000	210,000	210,000	210,000	210,000	210,000	210,000
TTF 9/30/25	216,000	Interest Income					

CIPC COMMENTS on the 2026 BUDGET

YEAR OVER YEAR
(The Cash Budget)
(Workbook p. 3)

$162k increase (15.8%)
Town Hall renovation: $200k in 2026, followed by $150k in 2027, no borrowing
Offset by other minor net decreases
We need more current reporting of fund balances

SIX YEAR BUDGET
(The Global Budget: Cash + Annual Debt Service)
(Workbook p. 5)

This is the Cash Budget extended through 2031 with annual debt service (P + I) included
- After the Town Hall cash bubble, cash reserve contributions settle to ~$1.4 million, without inflation

Debt Service is projected through 2031, and then added to the Cash Budget to derive the impact upon Town taxes.
- This is the true capital cost to the Town.
- Need for good Balance Sheet debt management
  - Not a single debt issue, but the flow of issues
- Debt Service does not generally commence until the year following issuance. Hence a cash-basis lag
  - Fire station and road borrowing will hit in 2026, causing a 5.2% increase ($88k)
  - This happens again in 2027 with Fire Truck and DPW Facilities bonds
- Increases in global needs in 2027 trough2028, then level

The town needs to better understand and factor tax increments from development
- During 2025 Safford Drive TIF eliminated $275k in tax revenues which were not reflected in the 2025 tax rate
- By 2028 that number would exceed $750k

CIPC budget projections are on track
- We are actually $19k under last year's projection

The Global capital budget is consistently within the norm of 20% total expenditures
Our debt per capita in less than average for peer towns. One-third of Keene's

MAJOR PROJECTS

All three 2025 major project s appear to be on budget: Webber Hill, North Winchester/Calif and Fire Station
The largest future project(s) -- West Swanzey water and sewer is not reflected in CIPC's budget

ROADS

Maintenance expense in the GF is the prime determinative of Road Rehab
- Skipping crack filling accelerates deteriorations of roads

DAMS

Swanzey Lake is an open issue pending engineering study

FIRE TRUCKS	CIPC recommends $700k Warrant Article bonding for a new combination Engine/Heavy Rescue apparatus However, we note the need for father analysis of specifics by BOS Time sensitive due to long-lead time delivery and/or need for funding source to access the used market History of Engine2's frame, motor and tanks Need to show support SFD CIPC also recommends a thorough, perhaps independent, analysis of Ladder Truck status during 2026
SEWERS/WATER	CIPC notes the need for increase hook-up and impact fees dedicated to capital cost/improvements
GRANGE	$7,500 allocated to assist in grant application(s) process
MT. CAESAR LIBRARY	Zero allocated for 2026, but a large grant matches are expected in 2027-2028
STRATTON LIBRARY	Elevated 2026 contribution of $30k due to deferred maintenance/replacement items
CARPENTER HOME	Zero allocated, $47,500 of trust funds available
WHITCOME HALL	Zero allocated, $97,000 of trust funds available We again note the lack of use of other available trust funds Recreation, covered bridges, cemeteries, etc.
MAJOR KNOWN-UNKNOWNS NOT REFLECTED	West Swanzey Utilities Water and Sewer Swanzey Lake Dam

SRDD TIF Fund Balance (2025 Estimated)

Fund Balance as of 1/01/25:	(68,527.42)	
Tax Increment Earned 2025:	279,685.63	
Interest Earned 2025:	16.93	thru 11/30/25
Less Debt Service Payments:	(187,241.16)	
Fund Balance (est) 12/31/25:	23,933.98	
Tax Increment Earned 2025:	279,685.63	
Prepayments thru 12/03/25:	(257,243.71)	
2025 Earned less Prepaid:	22,441.92	
Cash Balance:	1,492.06	
Fund Balance (est) 12/31/25:	23,933.98	

Swanzey Revenue Development District (SRDD)

Financial Report 2025 (as of December 3, 2025)

Tax Increment Financing District established 1999 & Expanded 2003

Calculation of Assessed Value for SRDD Increment	
Assessed Values of District Tax Year 2025	20,029,964.00
Less: Original Assessed Value (1999 & 2003 Expansion)	6,443,112.00
Assessed Value of District Increment 2025	13,586,852.00
Accumulated SRDD Increments	
Balance (Deficit) of Accumulated Increments 12/31/2024	(81,488.45)
Tax Increment Created Tax Year 2025	279,685.63
Interest Earned 2025 (thru November)	16.93
Less: 2025 Debt Service	(187,241.16)
Balance (Deficit) of Accumulated Increment 12/03/2025	10,972.95

CY Revenue less Debt Service	92,461.40	
Estimated Balance (Town Report)	10,972.95	2025
Estimated Balance (System)	23,933.98	
Variance	(12,961.03)	
Town Report	(81,488.45)	2024
Audited (System)	(68,527.42)	
Variance	(12,961.03)	

Town Report	(160,710.88)	2023
Audited (System)	(147,749.85)	
Variance	(12,961.03)	
Town Report	(162,183.17)	2022
Audited (System)	(149,222.14)	
Variance	(12,961.03)	
Town Report	(130,993.36)	2021
Audited (System)	(118,032.33)	
Variance	(12,961.03)	
Town Report	(96,249.30)	2020
Audited (System)	(83,288.27)	
Variance	(12,961.03)	
Town Report	(67,420.64)	2019
Audited (System)	(54,459.61)	
Variance	(12,961.03)	
Town Report	(37,628.60)	2018
Audited (System)	(24,667.57)	
Variance	(12,961.03)	
Town Report	(29,410.75)	2017
Audited (System)	(16,449.72)	
Variance	(12,961.03)	

TOWN OF SWANZEY

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SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.TOWN.SWANZEY.NH.US

MEMORANDUM - OFFICE OF THE CODE ENFORCEMENT OFFICER

TO: Swanzey Selectboard

FROM: Christopher Levy, Code Enforcement Officer

RE: Purpose for Implementing a New Building/Code Enforcement Permitting System (GoGov)

DATE: 12/10/2025

CC: Lori Rautiola

The purpose of this memo is to recommend the implementation of a new building and code enforcement permitting system through GoGov to replace the Town's current system, AVITAR.

The proposed GoGov system will allow residents to apply for building permits, pay associated fees, and submit complaints through a secure, user-friendly online portal. This transition is intended to significantly improve accessibility, efficiency, and transparency for both residents and Town staff.

The current AVITAR system has proven to be woefully inadequate and cumbersome. It lacks modern functionality, requires excessive manual processing, and does not provide residents with a streamlined, online self-service option. As a result, staff time is unnecessarily consumed by administrative tasks, and residents experience delays and frustration when attempting to complete routine permitting and enforcement actions.

By adopting GoGov, the Town of Swanzey will modernize its permitting and code enforcement processes, reduce administrative burden, improve record accuracy, and enhance overall service delivery to the public.

A total of three permitting systems were evaluated and GoGov was clearly the most user friendly and advanced system on the market. Although the adoption of this system would represent an increase in costs over AVITAR, there are many ways to offset that increase through impact fees and increased employee efficiencies that make this proposal more lucrative.

This memo serves to formally state the purpose of moving forward with the GoGov system as a necessary modernization of municipal operations.

Respectfully Submitted,

Christopher L Levy
Swanzey Code Enforcement Officer

Attachments:

1) GoGov Quote
2) Town of Swanzey total amount of building fees collected over the past 12 months.

Town of Swanzey, NH

Code Enforcement, Online Permitting & Licensing

December 9, 2025

Prepared By:

Samantha Lockel

(631) 861-5815

Samantha.lockel@gogovapps.com

Prepared For:

Chris Levy

Code Enforcement Officer

code@swanzeynh.gov

Subscriptions & Services

Description	Amount
GOEnforce Code Enforcement Case Management (CE) - Unlimited Subscription	**$6,180** /year
GOPermit Online Permitting & Licensing (Permits) - Unlimited Subscription	**$9,780** /year
CRM-Code Citizen Request Management (CRM) - Code Enforcement Topics	**$0** /year
Discount	-$1,596 /year

Services: $0 **Annually: $14,364**

Order Details

Primary Contact	
Contact Name:	**Phone:**
Title:	**Email:**

Billing Information	
Contact Name:	**Phone:**
PO #: (Optional)	**Email:**

Contract Term Information

Initial Subscription Period: 12 months starting: **4/1/2026**

Terms & Conditions

The following terms are the latest version of the GOGov Master Terms & Conditions that is maintained and updated. No part of these terms may be modified other than the "Special Terms & Exceptions" section.

1. **Ownership & License:** GOGov, Inc. (dba "GOGov") owns all intellectual property in the software products listed in the Subscription and Services section (collectively "Software" or "Subscription Services") in the Order Form. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. The following terms and conditions (this "Agreement") will be effective as of the date of last signature of the Order Form ("Effective Date") and will be governed by the laws in force in the State of New York.

2. **Software License.** The Software subscription and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may use the Software if you maintain your annual subscription.

3. **Continued Services**

3.1 *Hosting.* GOGov agrees to maintain Customer data in a secure datacenter and is committed to providing 99.5% uptime and availability. GOGov will perform nightly backups of your hosted data to an alternate physical location.

3.2 *Ownership of Data.* All hosted data specific to Customer is owned by the Customer. Within thirty (30) calendar days following termination of this Agreement, the Customer can request and GOGov will provide a complete copy of Customer's data without additional charge through a downloadable zip file provided the customer is current on payments.

4. **Payment Terms & Fees**

4.1 *Subscription Term and Termination.* The initial Subscription Term of this Agreement begins on Effective Date (last signature) and will continue to the end of the Initial Subscription Period listed in the Order Form. At the end of the initial Subscription Term, Customer's subscription and this Agreement will renew for an additional twelve (12) month term and for subsequent twelve (12) month periods thereafter. Quotes for budgeting purposes will be sent 6 months prior to subscription renewal. Invoices are sent approximately 60 days prior to subscription renewal. To cancel this agreement, Customer should submit written notice to GOGov at Billing@GOGovApps.com not less than sixty (60) calendar days prior to the end of the then-current Term. GOGov reserves the right to increase the annual fees by 7% on the anniversary date of each annual term.

4.2 *Payment Terms.* Initial payment is due at the beginning of the subscription term. Each subsequent annual billing will be due on the anniversary date of the initial term. Payment Terms are **NET 30** Days from the invoice date.

4.3 *Taxes & Obligations.* Customer agrees to pay the amounts specified in the Order, which are non-cancelable and non-refundable, based on services purchased, not usage. Fees do not include any applicable taxes (e.g. sales, VAT, or withholding). For non-tax-exempt customers, Customer is responsible for paying all Taxes associated with its purchases hereunder and may be invoiced separately by GOGov.

4.4 *Convenience Fees.* For GOGov products that manage credit card processing, GOGov will add a Convenience Fee of $3.00 plus 3% per transaction to offset the costs of online processing.

4.5 *Voice & SMS.* For customers using Voice and SMS services only. Customer must purchase a minimum of 10,000 credits per year to keep the Voice & SMS subscription active. Credits are non-refundable but will carry forward as long as the subscription remains active. Each SMS message uses 1-credt for each segment (160 characters) sent or received. Voice services use 1-credit per minute of outbound or inbound calls, except for calls to Alaska (907 area code) which cost 7-credits per minute (credit costs are subject to change). Upon cancellation of the Voice & SMS subscription any unused credits are forfeit and the leased Phone Number will be released and no longer available. Customer must abide by all federal and state laws and regulations for SMS & Voice calling usage including following a proper opt-in process (gogovapps.com/terms#sms).

5. **Limitation of Liability.** GOGov will, at all times during the Agreement, maintain appropriate insurance coverage. In no event will GOGov's cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed 50% of the annual contract value at the point in time when the circumstances came about to such claim(s) of liability, even if GOGov or its agents have been advised of the possibility of such damages.

6. **Updating of Terms.** Upon each renewal of this Agreement, the latest Master Terms & Conditions that GOGov has published within the software ninety (90) days prior to the renewal date shall replace these terms. Any Special Terms & Exceptions listed in the original document shall carryover to the renewal terms. We reserve the right to change our Master Terms & Conditions at any time. If the changes are material, GOGov will advise the Customer by email or posting a notice on the site before changes go into effect. If the Customer does not agree to the new terms, Customer may contact Support@GOGovApps.com to have objections considered.

7. **Other Provisions**

7.1 *Other Public Agency Orders.* Other public agencies may utilize the terms and conditions established by this Agreement if agreeable to all parties. Customer does not accept any responsibility or involvement in the purchase orders or contracts issues by other public agencies.

7.2 *Alternate Terms Disclaimed.* The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

8. **Special Terms & Exceptions.** None.

This Order Form is entered into between Customer and GOGov. Customer accepts and agrees to adhere to the Terms and Conditions with this order form, will be referenced as the "Agreement." This Agreement between Customer and GOGov, which Customer hereby acknowledges and accepts, constitutes the entire agreement between GOGov and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

GOGov, Inc.	**Town of Swanzey, NH**
Sign:	**Sign:**
Name: Daryl Blowes	**Name:**
Title: CEO	**Title:**
Date:	**Date:**

Additional Customer Signatures (Optional)

Sign:	**Sign:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

TOWN OF SWANZEY

Report of Collected Fees

Summary of Collected Fees Between 12/10/2024 And 12/10/2025

Summary of Collected Fees:

IMPACT FEE		
GARAGE	206	$ 0.00
	206	$ 0.00
INSPECTION		
FOUNDATION	1	$ 0.00
ELECTRICAL ROUGH	1	$ 0.00
FINAL	1	$ 0.00
	3	$ 0.00
PERMIT FEE		
BUILDING PERMIT	43	$ 54,689.15
ELECTRICAL PERMIT	35	$ 2,190.00
PLUMBING PERMIT	4	$ 255.00
MECHANICAL PERMIT	42	$ 2,680.00
CERTIFICATE OF OCCUPANCY	61	$ 125.00
DEMOLITION PERMIT	8	$ 360.00
RES. ELECTRICAL PERMIT	4	$ 230.00
SINGLE FAMILY DWELLING	1	$ 1,202.25
RESIDENTIAL ADDITION	8	$ 2,683.30
RESIDENTIAL RENOVATION	16	$ 3,669.00
RESIDENTIAL DECK	4	$ 240.00
COMMERCIAL RENOVATION	7	$ 4,847.93
COMMERCIAL ADDITION	2	$ 518.00
SOLAR	24	$ 1,605.00
COMMERCIAL CONSTRUCTION	6	$ 10,513.20
RESIDENTIAL GARAGE	1	$ 0.00
PORCH	2	$ 247.00
MOBILE HOME INSTALLATION	1	$ 748.00
DADU	4	$ 1,611.20
TEMP CERT OF OCC.	1	$ 0.00
OUTBUILDING	12	$ 662.40
	286	$ 89,076.43
Total of All Fees:	495	$ 89,076.43

INVESTMENT POLICY
TOWN OF SWANZEY, NEW HAMPSHIRE

STATEMENT OF INTENT: The Town of Swanzey is a municipality with a population of 7,270 (2020 US Census) located in the southwestern portion of New Hampshire. It operates with a Board of Selectmen (3 members) Town Meeting form of government and an appointed Town Treasurer in accordance with RSA 41:26-e and the actions of Town Meeting 2008. A Deputy Treasurer is appointed by the Treasurer with the approval of the Selectmen. In accordance with RSA 41:9,VII, the Board of Selectmen adopt the following investment policy for funds of the Town held in custody of the Town Treasurer. This policy shall be reviewed annually by the Board of Selectmen.

SCOPE: The following investment policies of the Town of Swanzey, New Hampshire, shall apply to all funds in trust of the Town Treasurer. This will include, but is not limited to, the financial assets of the General Fund, Capital Project Funds, Special Revenue Funds, Enterprise Funds and Agency Funds.

OBJECTIVES:

1. Safety
2. Liquidity
3. Return on investment without compromising 1 & 2

Safety of principal is the foremost objective of the Town. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they be from securities defaults or erosion of market value.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. They shall avoid any transaction that might impair public confidence in the government of the Town of Swanzey in its ability to govern effectively.

AUTHORITY: The Treasurer of the Town of Swanzey has the sole authority to deposit and invest the Town funds in accordance with RSA 41:29, IV which states: "Whenever the Town Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Town Treasurer shall invest the same in accordance with the investment policy adopted by the Selectmen under RSA 41:9, VII. The Treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government…" For the purpose of expediently managing the cash flow, the Treasurer and Deputy shall have the authority to execute transfers of funds between the checking/savings accounts of the Town's Funds and the various NH Public Deposit Investment Pool accounts.

PRUDENCE: The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. All investments by authorized personnel will be conducted in accordance with conflict of interest policies established by the Town of Swanzey.

INTERNAL CONTROLS: The Selectmen shall establish a system of internal controls. The internal controls shall be reviewed by the Selectmen with the independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Town of Swanzey.

REPORTING: The Treasurer shall submit reports to the Selectmen at least monthly showing account balances and returns for each period.

INSTRUMENTS: Monies of the Town of Swanzey shall only be invested in the following types of instruments: a) certificates of deposit; b) checking and savings accounts; c) public deposit investment pool established pursuant to RSA 383:22; and d) US Government Securities – T Bills.

When choosing the type of investment, the Treasurer shall consider the following: a) length of time; b) financial institution rating; and c) collateralization.

A) Length of Time: The Treasurer, working with town staff, shall establish a cash flow projection to be used as a guideline for determining maturity lengths. This cash flow projection will be monitored by the Treasurer and town staff.

B) Financial Institution: When choosing a financial institution, the Treasurer shall consider the following:

1. The amount of investment in each institution is limited to $1,000,000.00 unless there is a third party collateralization program set up.
2. The Treasurer may, at his or her discretion, place any or all excess funds into the purchase of US Treasury Bills, Certificates of Deposit, or New Hampshire Public Deposit Investment Pool.
3. The Treasurer may deposit funds in participation units in a combined investment fund or funds established pursuant to RSA 383:22.

DEPOSITORIES: Depositories shall be selected through the Town's banking services procurement process, which shall include a formal request for proposals issued periodically. In

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selecting depositories, the credit worthiness of institutions shall be considered. The Treasurer shall conduct a comprehensive review of the prospective depositories' credit characteristics, financial history, and ability to service the Town's accounts.

Banks seeking to establish eligibility for the Town's competitive certificate of deposit purchase programs shall submit information required which shall be reviewed by the Treasurer and Selectmen.

DIVERSIFICATION: It is the policy of the Town to diversify its investment portfolio. Investment of assets held in the common cash fund and any other investment shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically by the Town Treasurer and reviewed by the Town Selectmen.

RISKS: The Town recognizes that investment risk can result from issuer defaults, market price changes, or various technical complications leading to temporary loss of liquidity. Portfolio diversification is to be employed as a way to control risk. The Treasurer is expected to display prudence in the selection of securities to minimize default risk.

SAFEKEEPING AND CUSTODY: The investment official shall be bonded to protect the public against possible embezzlement and malfeasance.

Reviewed and Adopted by:

_____
W. William Hutwelker III

_____
James M. Tempesta

_____
Mark R. LaBelle

BOARD OF SELECTMEN

Date: December 17, 2025

Reviewed and Accepted by:

_____
Susan P. Ells
TREASURER

Date: _____

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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

MEMORANDUM - OFFICE OF THE FINANCE DIRECTOR

TO: Board of Selectmen

FROM: Theresa Lounder, Finance Director

RE: Rescinding Prior Funding Authorizations

DATE: December 15, 2025

CC: Lori Rautiola, Town Administrator

Below please find a list of Board authorizations from Capital Reserve and Expendable Trust Funds where all of the money approved was not needed. When less than 10% of an authorization is unspent, staff considers the project finished and no further action is needed. However, the Board should formally rescind larger amounts so the funds can be freed up to be used for other purposes.

Type & Purpose of Fund	Date of Minutes	Time Table / Details for Authorized Expense	Amount Authorized	Amount Expended *	Balance to Rescind	Explanation
Conservation Land Acquisition CRF	10/16/2024	28 Main St acquisition	3,750.00	2,875.00	875.00	Cost came in under total not-to-exceed
Covered Bridges Restoration CRF	9/14/2022	paint Thompson Bridge	70,000.00	54,985.38	15,014.62	Cost came in under total not-to-exceed
Fire Pond ETF	9/14/2022	Arrowcrest Dr. design & permitting	25,000.00	22,400.00	2,600.00	Cost came in under total not-to-exceed
Fire Stations CRF	12/1/2021	site work @ 321 Old Homestead Hw	5,000.00	3,905.65	1,094.35	Cost came in under total not-to-exceed
Fire Stations CRF	6/8/2022	new antenna at West Station	2,500.00	2,230.39	269.61	Cost came in under total not-to-exceed
Fire Stations CRF	10/16/2024	28 Main St acquisition	3,750.00	2,875.00	875.00	Cost came in under total not-to-exceed
Highway & Cemetery Equipment CRF	3/30/2022	additional authorization for bucket truck	10,000.00	5,491.25	4,508.75	Cost came in under total not-to-exceed
Municipal Transportation CRF	10/23/2024	Denman Thompson Bridge repair	85,000.00	71,108.00	13,892.00	Cost came in under total not-to-exceed
Police Information Management System ETF	10/27/2021	server replacement	12,865.00	0.00	12,865.00	used funds from 2022 operating budget
Recreational Facilities CRF	11/8/2023	Richardson Park drainage & egress improvements	5,000.00	4,427.50	572.50	Cost came in under total not-to-exceed
Road Rehab, Reclaim, Reconst ETF	9/23/2020	oversight of Talbot Hill Rd Reconstruct	17,750.00	10,430.00	7,320.00	Cost came in under total not-to-exceed
Town Hall Information Management System ETF	7/6/2022	electronic document project	40,000.00	0.00	40,000.00	Project put on hold
Town Hall Repairs, Maintenance, & Improvements ETF	3/16/2022	fix Human Resources Office floor	2,800.00	947.02	1,852.98	Cost came in under total not-to-exceed
Town Hall Repairs, Maintenance, & Improvements ETF	11/2/2022	new offices	17,000.00	6,411.21	10,588.79	Cost came in under total not-to-exceed
Town Hall Repairs, Maintenance, & Improvements ETF	11/1/2023	heat pump system	48,000.00	42,208.82	5,791.18	Cost came in under total not-to-exceed
Town-owned Dams CRF	1/10/2024	Upper Wilson Pond Dam construction	150,000.00	68,700.00	81,300.00	Additional funding from other sources
West Swanzey Sewer CRF	1/10/2024	new fence & pump for Spring St. pump station	13,500.00	10,268.15	3,231.85	Cost came in under total not-to-exceed

* does not include expenditures posted to other accounts or operating budget

Board of Selectmen
TOWN OF SWANZEY, NEW HAMPSHIRE

RULES OF PROCEDURE

The Board of Selectmen of the Town of SWANZEY, New Hampshire adopts the following Rules of Procedure:

Article 1 - Title; Adoption; Amendment

1.1 These rules may be cited as the SWANZEY Board of Selectmen Rules of Procedure.

1.2 These rules shall be adopted following a public hearing by the Board of Selectmen. The hearing shall be noticed by a legal notice posted not less than seven (7) days prior to the hearing and said notice shall contain a summary of the provisions herein, together with the notation that the full text is available upon request.

1.3 The rules shall be effective upon adoption by a majority of the Board and when they have been signed by a majority of the Board and filed with the office of the Town Clerk.

1.4 These rules may be amended in the same manner as the initial adoption.

1.5 The Board of Selectmen may waive these rules of procedure contained herein when the Board deems it appropriate.

Article 2 - Membership; Terms of Office, Officers, Vacancies

2.1 Pursuant to State Stature, the Board of Selectmen shall consist of three (3) members.

2.2 Terms of the office shall run in accordance with state statute.

2.3 The Board of Selectmen shall elect annually the following officers from its members, Chairman, Vice-Chairman, and Secretary.

2.4 The Board of Selectmen shall appoint annually a Board member or other individual to serve as the Selectmen's ex-officio member on the Planning Board. (Amended 4/10/1996) As an alternative to appointing a member to serve as the Selectmen's ex-officio member, the Board may elect to establish a schedule by which designation of the Selectmen's ex-officio member to the Planning Board rotates among board members during the year.

2.5 The officers of the Board and ex-officio representative to the Planning Board shall be elected for one year terms (unless the method of filling by rotation the Selectmen's ex-officio Planning Board member is selected) at the first regular meeting following the Annual Meeting of the Town, provided all members of the Board have been sworn into office.

2.6 Positions established to provide Selectmen's representation on other statutory, standing or ad-hoc committees that may be created to facilitate conducting the business of the Town shall be designated or appointed annually by Selectmen in the manner detailed in section 2.4 and 2.5 (ex-officio member on the Planning Board).

2.7 Vacancies in the membership of the Board of Selectmen shall be filled by appointment by the remaining members to a term which expires at the next Annual Town Meeting.

Article 3 - Duties of Officers; Minutes

3.1 The Chairman shall preside over all meetings and shall be responsible for the conduct and decorum of the meeting. The Chairman shall have the responsibility to ensure that all parties receive a full and fair hearing before the Board and enforcement of the rules herein and applicable state laws.

3.2 The Vice-Chairman shall preside over meetings and assume the duties of the Chairman in the absence of the Chairman.

3.3 The Secretary shall be responsible for the maintenance of the Board minutes and records in the event that the recording secretary or other staff is not available. However, the Board may designate a recording secretary or other staff members whose records shall be reviewed by the Board for accuracy.

3.4 Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91-A. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Once adopted by the Board, approved minutes shall be posted on the Town's web site.

Article 4 - Meeting, Special Meetings, Place; Hours

4.1 The Board regularly holds meetings on Wednesday evenings, except that the Board may set other dates by majority vote.

4.2 Special meetings of the Board shall be held at the call of the Chairman or written request of a majority of the Board members.

4.3 Regular or special meetings of the Board may be recessed to a time and place certain as a continuation of said meeting without further notice.

4.4 Regular meetings of the Board shall be held at Whitcomb Hall (17 Main Street) or as otherwise posted.

4.5 Regular meetings of the Board shall commence at 5:30 p.m. unless the Board shall vote to fix some different meeting time for a particular meeting.

Article 5 - Quorums; Voting; Conduct of Meetings

5.1 A quorum of two (2) members shall be required to conduct business. In accordance with the provisions of RSA 91-A:2 III, participation by members of the Board by electronic or other means of communication is authorized.

5.2 An affirmative vote of a majority of members voting on a question shall be sufficient for adoption of the question. Members of the Board present (in accordance the provisions of with Section 5.1 including those participating by electronic or other means of communication) may be counted to determine whether a quorum is present if they abstain from voting affirmatively or negatively. Persons abstaining shall not be considered "members voting" in determining whether a question has been adopted.

5.3 When a vote on a question is evenly divided, the question shall be deemed to have been defeated.

5.4 A motion to reconsider a previous vote by the Board shall be in order only if made by member who voted with the prevailing side, or if the member did not vote on the original question.

5.5 The Board may conduct the meeting according to the following Order of Business:

a) Call to Order
b) Adoption of previous meetings minutes
c) Consent Agenda
d) Public Input
e) Appointments
f) Nominations
g) Public Hearings
h) Consideration of New Business
i) Consideration of Old Business
j) Public Input
k) Non-public session
l) Adjournment

5.6 The Chairman shall enforce such order and decorum as may be necessary for the sufficient conduct of the Board's business, guided by a desire to maximize public input on matters before the Board.

5.7 The Chairman shall establish such rules of parliamentary procedure as are necessary, subject to the provision that the Chairman may be overruled by a majority vote of the Board.

Article 6 - Sitewalks

6.1 A sitewalk is defined as a visit by the Board or member of the Board to a location which is the subject of business before the Board, where the visit is in the company of the owner or their agent or employees and involves going onto the property or visiting areas which are not customarily available for public inspection. **(This does not include a view of a site from adjoining public highways or other observations that can be made without entering the property).**

6.2 When the Board deems it necessary for the adequate consideration of a matter, the Board shall request the property owner to allow a sitewalk by the Board.

6.3 When the Board of Selectmen schedules a sitewalk for the majority of the Board's membership, it shall be posted as a meeting of the Board in accordance with RSA 91-A.

6.4 The Board shall ask the property owner where it deems a sitewalk is advisable as to whether members of the public at large may accompany Board members. While the Board shall have the authority to conduct sitewalks where general public permission is not granted, such refusal may constitute grounds for the Board to decline to conduct a sitewalk.

6.5 The practice of a property owner directly calling a member to invite that member to visit a property without prior Board notice shall be discouraged as an inappropriate course of conduct.

6.6 When the Board meets to consider an issue the Board and/or individual members of the Board shall disclose whether they have conducted a sitewalk on the location under consideration.

6.7 Minutes of sitewalks shall be kept only if there is a quorum of the Board conducting the sitewalk. Minutes shall be in accordance with Article 3.4.

Article 7 – Joint Meetings with other Boards of the Town

7.1 Joint meetings of the Board of Selectmen and other Boards or Commissions of the Town shall be presided over by the Chairman of the Board of Selectmen.

7.2 A quorum of the membership of each Board shall be required in order to conduct a joint meeting.

7.3 Separate minutes shall be kept of all joint meetings by the Secretary and/or Recording Secretary of the Board of Selectmen.

Article 8 – Public Hearings

8.1 The Board shall follow the statutory provisions for holding all public hearings required by New Hampshire State Statute or Town Ordinance.

8.2 Public Hearings conducted by the Board shall not commence prior to 6:00 p.m. nor shall any new hearings commence after 9:00 p.m. provided however, the Board may continue to the conclusion of a public hearing on a question which commenced prior to 9:00 p.m. A majority vote of the Board may suspend this rule allowing a hearing (s) to be scheduled to commence before 6:00 p.m.

Article 9 – Standards of Conduct

9.1 The primary obligation of Selectman is to serve the public interest, and to conduct himself/herself so as to maintain public confidence in the Board of Selectmen and the conduct of its business.

9.2 Members shall not directly or indirectly solicit any gifts of accept or receive any gift(s) (whether in money, services, loans, travel, entertainment, hospitality, promises or in some other form), under circumstances in which it could be reasonably inferred that the gift (s) was intended to influence them on the performance of their duties or was intended as a reward for any recommendation or decision on their part.

9.3 To avoid conflict of interest or even the appearance of impropriety, any member who may receive some private benefit from a board decision must not participate in that decision. The private benefit may be direct or indirect; create a material personal gain or provide an advantage to relations, friends, groups or association that hold a significant share of the official's loyalty. An official with a conflict of interest must make that interest public, abstain from voting on the matter, and except as specified below, leave the table or podium area when Board members deliberate and vote on a matter. Further, the Board member may not discuss the matter privately with any other Board member or otherwise communicate directly or indirectly with Board members regarding the matter in question so as to attempt to influence the vote on said matter.

9.4 In circumstances where the number of Board members who may not participate in a given decision (as a result of the provisions of Article 9.3) results in less than a quorum being able to participate in a given decision, abstaining members may be

counted as "present" for purposes of determining whether a quorum is present even though they are not allowed to participate. Only for the purpose of being counted for the presence of a quorum shall they be entitled to sit at the podium, provided that the board member(s) does not participate, comment, or make any indication of his/her position.

9.5 A Board member must not disclose or improperly use information obtained in the course of his duties for financial gain or to further a personal interest.

9.6 All Board members share a responsibility to enforce adherence to the standards of conduct herein. If a member believes that one or more members may either by intention or inadvertence be in violation of these standards, that fact shall be called to the attention of the Chairman who shall in turn call it to the attention of the member in question. In the event of a dispute as to whether a member should or should not participate, the question shall be posed to the Board. Such vote shall be advisory and non-binding and cannot be requested by anyone other than a Board member.

Article 10 – Agenda Management

10.1 The purpose of agenda management is to allow for the conducting of efficient and effective meetings and providing elected officials with an informed decision making process.

10.2 To advance that goal, the Selectmen's Office must be in receipt of any requests from the general public or department heads by 12:00 p.m. on the Friday preceding the next business meeting to be considered for inclusion on the upcoming meeting agenda. An "agenda management form" to facilitate the development agenda submissions aimed at advancing effective and efficient conduct of town business has been developed. Attachment A is aimed at facilitating requests from the public and or town committees and Attachment B is for use of town departments. Documents or supplementary material concerning the request must also be received no later than 12:00 p.m. on Friday preceding the business meeting for which the matter is scheduled.

10.3. The Town Administrator shall be authorized to exercise discretion and judgment in scheduling agenda requests with the goal of efficient and effective board operations. Requests may be referred to appropriate departments or boards to allow investigation or development of background material to facilitate the Board's decision making process prior to being scheduled on the agenda.

10.4 The agenda will be closed at 12:00 p.m. on Friday. Staff shall strive to distribute packets containing the agenda (with supplementary materials) by the close of business on Monday. The agenda will be posted on the Town's web site and made available to the public upon request by noon on Monday.

10.5 Agenda packets (agenda memo and supplemental information packet provided to the Board, excluding any documents exempt from disclosure) may be obtained upon request in accordance with the provisions of RSA 91-A subject to the Town's standard copy charges. Staff will strive to meet requests received forty-eight (48) hours prior to the scheduled meeting. The purpose of this rule is to allow for the packet to be assembled and copied in advance of a meeting and not take time away from the agenda preparation process or meeting's purpose which is to conduct the business of the Board.

10.6 The Board may vote to suspend the rules concerning agenda management upon majority vote. Nothing contained in this Article 10 shall preclude the Board from considering issues that are not on the agenda.

10.7 The purpose of the agenda item entitled "Public Input" is to allow members of the public to bring issues of concern to the Board which are not on that evening's agenda through the agenda request form process (Section 10.2). During "Public Input" members of the public shall be granted three minutes to speak, with additional time able to be granted by consensus of the Board. For the purposes of this section, the public shall include residents or tax payers in Swanzey. Others may be granted the opportunity to speak as authorized by consensus of the Board. Issues raised by the public under the agenda item "Public Input" will be placed on the agenda of the next business meeting as a new business item unless a majority of the Selectmen vote to suspend the agenda management rules and address the item(s) of concern immediately.

10.8 Board agendas shall include (on a rotating basis – and at least quarterly) written reports and oral presentations by department managers for the purpose of informing the Selectmen (and public) on department activities and issues pertaining to a department requiring decision making by the Board. Submissions under this provision shall be received no later than close of business on the Friday preceding the scheduled business meeting.

10.9 The agenda for the first meeting following closing of a monthly expenditure period shall include a brief review of budgeted expenditures.

10.10 As part of the agenda management process, staff shall maintain listing (to be included in member's agenda packets) of future agenda items and pending board matters.

Article 11 – Nominations; Confirmations

11.1 A list of all appointed members of committees or boards of the Town shall be maintained. It shall indicate the date of term expirations for appointees.

11.2 Upon vacancy or expiration of a term or the filling of a newly created appointed member of a committee or board to be filled by the Board of Selectmen, a notice

of vacancy shall be posted in at least 2 public places and on the web site of the Town.

11.3 Individual members of the public may nominate themselves for consideration. The affected board of committee may submit nominations for consideration (as well as the Selectmen) for at least 10 days after posting of the vacancy. The Selectmen may, by majority vote when time is of the essence, reduce the time period for submitting nominations to 5 days.

Town of Swanzey Board of Selectmen

Sylvester R. Karasinski, Chair

W. William Hutwelker, III

James Tempesta

April 10, 2024

Adopted May 19, 1993
Amended April 10, 1996
Amended April 17, 2012
Amended April 8, 2014
Amended July 6, 2016
Amended March 22, 2017
Amended April 10, 2019