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 23, 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 Meeting: i.) December 9, 2025
      ii.) December 16, 2025
      ii.) December 17, 2025

   B. Nonpublic Meeting: i.) December 12 ,2025 Sessions #1
      ii.) December 16, 2025 Session #1
      iii.) December 17, 2025 Sessions #1,2,3,4,5,

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest

5. Public Input

6. Appointments

7. Consideration of Old Business
   A. Budget Update -as needed

8. Public Hearings – 6:00 p.m.

   A. Proposed Plane View Senior Housing Project CDBG Application
   B. Residential Anti-displacement and Relocation Assistance Plan for the Proposed Plan View Senior Housing Project CDBG Project
   C. Proposed Housing and Community Development Plan

9. Consideration of New Business
   A. Proposed Planning Board Amendments 2026
   B. 2026 Town Warrant Review
   C. Acceptance of Unanticipated Revenue- Donations in memory of Wally Smith RSA 31:95-b (amount of $525) & the First Responders Assistance Non-Restricted Trust Account (amount of $300)

SUGGESTED MOTION: I MOVE TO ACCEPT THE UNANTICIPATED REVENUE FOR THE

- ***First Responders' Assistance Non-Restricted Trust Account, in the amount of $300.00 AND FOR THE***
- ***Conservation Fund (in memory of Wally Smith): $525.00, FOR A TOTAL AMOUNT OF $825.00.***

D. Water study Committee
E. 250th Committee

10. Administrative Update:

SUGGESTED MOTION: I MOVE TO ENCUMBER FUNDS INTO 2026 IN THE AMOUNT OF $35,000 FOR THE ADDED COST OF THE ADDITIONAL GUARDRAIL FOR THE WEBBER HILL PROJECT, AND THE DAMAGED GAURDRAIL ON HAIL HILL ROAD.

11. Correspondence

12. Public Input

13. Non-public session pursuant to RSA 91-A:3 II (a) and (c) or as needed

14. Adjournment

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

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   B. 2026 Town Warrant Review
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   D. Water study Committee
   E. 250th Committee

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Town of Swanzey, New Hampshire
Board of Selectmen
Budget Work Session
Meeting – December 9, 2025
Town Hall Lower Level Conference Room
620 Old Homestead Hwy, 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 09:57 a.m. at Town Hall, Old Homestead Hwy, Swanzey, NH. Present were Selectmen W. William Hutwelker III, James Tempesta and Mark Labelle. Also present was Town Administrator Lori Rautiola and Administrative Assistant Katie Collins.

OTHERS PRESENT
Theresa Louder, Chief Gonsalves, Chief Mattson, Deputy Chief Mike Burke, Ashlee Crosby, Josh Whipple and Joe Dirusso

Budget Work Sessions

Theresa Louder discussed the deferred compensation plan for retirement, noting that only current participants will be included in the budget. She also reviewed the IT support agreement. Discussion followed regarding ambulance service costs, estimated at approximately $140,000, with the intent to gradually reach the full amount by budgeting in thirds or quarters.

Police Department

Police Department Session – 10:05 a.m.
Chief Gonsalves reviewed the Police Department budget and staffing levels. He reported that the department currently has full-time personnel and would like to maintain current staffing levels, with the goal of hiring an additional one to two officers. The department currently has no part-time officers and is hopeful to add a School Resource Officer (SRO). Overtime expenses have increased; however, Chief Gonsalves noted that overtime costs would decrease if additional officers are hired.

Selectboard Chair Hutwelker suggested considering hiring a mid-year officer. Chief Gonsalves stated that interviews are expected to take place soon. Lori noted that the budget reflects only the 2% cost-of-living adjustment (COLA) and does not include merit increases. Hutwelker suggested that officers sign contracts and asked if costs could be reduced; brief discussion followed.

Lori suggested reducing the PTO budget line to $85,000. Hutwelker asked whether the phone budget line could be reduced by $100; Chief Gonsalves confirmed that it could. Lori added that the Town recently signed with a new provider, which will lower the phone bill.

Dues and subscriptions were reviewed and reduced from $5,500 to $3,000. Office supplies were reviewed and remained unchanged. The vest program budget was increased to $4,000. Professional development expenses were reviewed and remained unchanged.

Ammunition expenses were reviewed and remained at $7,000. Case expenses remained unchanged. Lori stated she would look into the internet services, noting that the department currently uses two different providers; this line item will remain unchanged pending further investigation. Fuel costs were discussed and will be reduced. Supplies, new equipment, custodial expenses, and vehicle maintenance were reviewed and will remain unchanged.

The Police Department budget work session concluded at 10:42 a.m.

Recreation Department

Recreation Department -10:42 a.m.
Discussion was held regarding department expenditures and upcoming events.

Staffing: The part-time employee is planned to transition to full-time status in mid-June when summer camp begins. For half of the year, the employee will work 30 hours per week, and for the remaining half, 40 hours per week.

Recruitment: It was noted that more was spent on recruitment last year than budgeted. Ashlee stated that recruitment expenses will not be needed next year and the budget can be lowered.

Electricity: Hutwelker noted that the electricity line items do not match the figures provided by Theresa. The department will ensure the numbers are reconciled.

Maintenance: The maintenance budget line was reviewed and will remain unchanged.

Lifeguard: The lifeguard budget was briefly discussed and will remain unchanged.

Plumbing: Ashlee noted that the holding tanks at South Road and Richardson Park will need pumping.

Revenue: Revenue was reviewed. Funds sit in the revolving fund, and $14,000 was generated from sponsor donations.

Events: Old Home Day will continue to be managed by the Recreation Department next year. The 250th Town Anniversary was discussed, and it was suggested to form a committee. Hutwelker stated that he knows at least four or five people interested in serving. Hutwelker also asked whether the Old Home Day budget could be reduced; this was briefly discussed.

The Recreation Department budget work session concluded at 10:58 a.m.

Recycling Center

Recycling Center Budget Session – 10:58 a.m.
Josh reviewed the Recycling Center budget and potential adjustments for the upcoming year:

Glass: The budget can be reduced to $2,200, reflecting anticipated savings next year.

Gas & Vehicle Equipment: This line can be reduced to $100.

Maintenance & Repairs: Proposed reduction of $600.

Mileage: Will remain unchanged.

Supplies: Hutwelker inquired whether the budget needed to increase; Josh stated no adjustment is necessary.

Heat: The budget will remain the same.

Electricity & Heat: Current expenses were over budget; Josh noted that savings are expected next year.

Freight/Transportation: Hutwelker asked why the line was low; discussion followed, noting there are still expenses to be incurred.

Metal Disposal: Hutwelker asked if this line could be reduced; Josh stated it cannot, due to unpredictable costs.

Recycling Center budget work session concluded at 11:15 a.m.

Fire Department

Fire Department Budget Session – 11:15 a.m.

The Fire Department budget was reviewed. Discussion was held regarding full-time salaries, and it was noted that the department will revisit the possibility of hiring an administrative assistant next year for at least 20 hours per week. The part-time salary line was reviewed and will be reduced to $67,000.

Overtime was discussed. Hutwelker asked about its use, and Eric stated that overtime should not be necessary. The on-call stipend was reviewed, and Hutwelker suggested increasing it to $2,400.

Uniform expenses were reviewed. The current budget is $8,000, with approximately $2,000 spent. Hutwelker asked whether the line could be reduced to $3,000; Mattson confirmed that it could. Service contracts for training were reviewed and reduced to $1,500. Physicals were increased due to a company coming on-site to conduct them. The retention line was reviewed and reduced to $2,500.

Protective clothing expenses were discussed, and Burke recommended keeping this line item unchanged. Hutwelker asked Theresa whether there is a reserve for gear. Theresa stated that the Town has a fire/rescue tools reserve and that she would need to check whether protective gear could be included. Hutwelker asked whether this could be amended, and discussion followed.

Office supplies were reviewed. Hutwelker noted that only 25% of the budget had been used. Burke recommended keeping the line item as budgeted due to upcoming outfitting needs for the new fire station and stated that a list of required items will be provided.

Equipment maintenance and repair was discussed, noting that the line is currently over budget. Burke stated that ladder maintenance accounted for a significant portion of the cost.

Vehicle maintenance was discussed. Burke stated that the ladder truck will continue to be in service.

Hutwelker suggested speaking with the Trustees regarding establishing a dedicated fund to address vehicle maintenance costs rather than managing significant year-to-year fluctuations. Hutwelker asked whether the vehicle maintenance line could be reduced from $50,000 to $35,000, with $10,000 placed into an expendable trust. Mattson agreed.

Tires were discussed. Burke noted that tires have a shelf life and require periodic replacement. Hutwelker requested a report on tire replacement to determine whether establishing a separate trust fund would be appropriate.

Dues and subscriptions were reviewed and will remain unchanged. Codes and standards were reviewed and will remain unchanged. Tools and equipment were discussed. Burke stated that a new hose is needed. Hutwelker asked whether the hose could be purchased in the current year due to remaining funds. Burke stated that he will purchase the hose this year, allowing the tools and equipment line to be reduced to $5,000 for next year.

Training expenses were discussed and reduced to $1,400. Cell phone and internet expenses were reviewed. Lori stated that costs will be reduced due to the removal of one phone line. Hutwelker asked whether radio repair expenses could be reduced to $6,000; Mattson stated that this reduction is not feasible.

Building maintenance was discussed. Burke stated that a new door is needed. Dirusso requested that Burke send an email so the matter can be discussed further regarding replacement. Department supplies were reviewed and will remain unchanged.

IT expenses were discussed and reduced to $10,000. Lori noted that some IT costs will be covered through the Town's IT budget.

The Fire Department budget work session concluded at 12:25 p.m.

Department of Public Works

Dirusso reviewed the Department of Public Works budget and proposed adjustments for the upcoming year. Changes to sewer line maintenance were discussed, noting that flushing wastewater previously covered nearly all of West Swanzey and cleaning in North Swanzey. The prior budget of $15,000 has been reduced to $7,500. Manholes were reviewed, and Dirusso stated that existing infrastructure is adequate.

Full-time salaries and the highway line were level funded. The part-time line decreased due to the elimination of a position. Phones and internet were briefly discussed, with no changes proposed. The increase in the outside labor line was explained by the need to clean catch basins, screen road sand, and perform street sweeping. Heating fuel and building maintenance will remain unchanged. Training expenses can be reduced by half to $750. Gas and diesel costs were reviewed and reduced to $2,500 and $3,500, respectively. Tires, culverts, and repair and maintenance lines were discussed, and Dirusso noted that these items must remain at their current funding levels.

Waste Water

Dirusso reviewed the Department of Public Works budget and proposed adjustments for the upcoming year. Changes to sewer line maintenance were discussed, noting that flushing wastewater previously covered nearly all of West Swanzey and cleaning in North Swanzey. The prior budget of $15,000 has been reduced to $7,500.

Manholes were reviewed, and Dirusso stated that existing infrastructure is adequate.

Full-time salaries and the highway line were level funded. The part-time line decreased due to the elimination of a position. Phones and internet were briefly discussed, with no changes proposed. The increase in the outside labor line was explained by the need to clean catch basins, screen road sand, and perform street sweeping. Heating fuel and building maintenance will remain unchanged. Training expenses can be reduced by half to $750. Gas and diesel costs were reviewed and reduced to $2,500 and $3,500, respectively. Tires, culverts, and repair and maintenance lines were discussed, and Dirusso noted that these items must remain at their current funding levels.

Cemeteries

Dirusso reviewed the Cemeteries budget. He stated that the part-time line needs to be reviewed and noted that the department should only have one part-time employee; this line can be reduced to $20,000. Overtime expenses will remain as budgeted. Property maintenance was reduced due to paving being removed from the budget.

The Cemeteries budget work session concluded at 1:35 p.m.

ADJOURNMENT

Motion to adjourn the meeting was made by Labelle. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 1:49 p.m.

Respectfully Submitted,

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 16, 2025
Town Hall
620 Old Homestead Highway, Swanzey, NH

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III, at 8:21am at Town Hall, 620 Old Homestead Highway, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present was Town Administrator Lori Rautiola

OTHERS PRESENT

Mick Sanchez, Eric Mattson and Mike Burke

PUBLIC INPUT

Mike Kowalczyk would like culverts on the rail trail to be replaced.

LaBelle made a motion to expend $5800 from the Rail Trail budget and suggested the overage to be covered by the DPW Budget. 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 Hutwelker 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 8:28am. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Mick Sanchez, Mike Burke and Fire Chief Eric Mattson.

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 10am.

ADJOURNMENT

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

Adjournment occurred at 10am.

Respectfully Submitted,

Lori Routiola, Town Administrator

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 17, 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 5:33pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

OTHERS PRESENT

Kai Kraemer with FACT TV, Bruce Bohannon, Mike Kowalczyk, Michael York, Jay Ward, Mark Scalera. Steve Bittel, Finance Director Theresa Lounder, Stephon Mahu, DPW Director Joe DiRusso

MINUTES

The regular meeting minutes of November 14, December 3, and December 10, 2025 were considered. A motion was made by LaBelle to approve the minutes as amended. Tempesta seconded the motion, and it passed 3-0.

The non-public session minutes of December 3 #1 and 2 and December 10 #1, 2, 4- 8, 2025 were considered. A motion was made by LaBelle to approve the minutes as presented. 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
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. Warrant Yield Tax Levy-M/246 L/42-M/247 L/17
L. Open Container Permit -Whitcomb Hall-12/20/25
M. Open Container Permit-Whitcomb Hall-12/28/25
N. Open Container Permit-Whitcomb Hall-01/04/25

PUBLIC INPUT

Mike Kowalczyk gave updates regarding the rail trail projects. He said that he met with Joe DiRusso, the DPW crew and Stephon Mehu regarding Cheshire Rail trail where 3 miles of the trail have been graded and had fill and hard pack applied; he said it turned out beautifully. He expressed his appreciation for their work. On the Ashuelot trail there were 3 culverts in a row near the utility lines that were rusted out and now have been replaced. There is a plan for a culvert at the Eversource and Christian Hill Bridge area and a plan is in place to move pieces of the historical bridge for use on the rail trial. The remaining 2 areas are being covered by a TAP grant in 2027. He asked for an update on the Holbrook Road crossings; Hutwelker has encouraged the State to install jersey barriers since the State is responsible for that trail. There was a discussion about the scope of the work; Rautiola said there would be an article on the warrant which will reimburse all but about $320K; the rest will be covered by a grant.

APPOINTMENTS

A. CIP Chair Steve Bittel- Presentation of 2026 CIP Recommendations and Discuss closure of SRDD TIF

Steve Bittel provided the committee's Recommendations for 2026 Capital Funding Summary and Detail Schedules and explained the reason to fund the town hall renovation over 2 years instead of bonding the cost which will greatly reduce the overall cost.

Bittel advised the Board that when looking at large capital expenses, such as the West Swanzey Water and Sewer, it's important to look at how that will fit into the debt pattern and how it impacts that, and investigate what revenues will be generated - look at an economic plan as well as an engineering plan. Bittel praised Joe DiRusso and DPW; the 3 major projects (Webber Hill, N Winchester Street, and the Fire Station) are all on budget. He went on to say that although road maintenance is not a direct responsibility of CIP, he cautioned that if road maintenance budgets go down, then road rehab budgets will go up. As an example, crack filling is critical and it had been removed from the previous year's budget. The committee suggests using trust funds instead of the Town's money whenever possible.

LaBelle made a motion to accept the Capital Improvement Recommendations and to place them on the warrant as presented. Tempesta seconded the motion, and it passed 3-0.

Bittel then made a recommendation to close the SRDD TIF; it is due to be paid off by September but if it is able to be paid off sooner, it would add money to the tax base. Attorney Johnston has approved the wording of the warrant article. The DRA still must review the article. This would be included with the Budget hearing. Rautiola reviewed some concerns she had; pros and cons were discussed. Ward suggested there be a statement on the article explaining that it will not be a burden but a benefit to the taxpayers.

LaBelle made a motion to place the warrant article on the March 2026 ballot to ask the voters to allow the Town to dissolve the Swanzey Revenue Development District TIF. Tempesta seconded the motion, and it passed 3-0.

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

Chris Levy could not attend so Rautiola explained that reasons behind changing to the proposed software for the building permit process. Jay Ward asked if it would help property owners to understand the need for a permit; Rautiola said it would be a good resource.

LaBelle made a motion 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. Tempesta seconded the motion, and it passed 3-0.

C. Town Treasurer, Sue Ells – Annual Review of Investment Policy
No changes were recommended for the Investment Policy

LaBelle made a motion to accept the Investment Policy as recommended by Town Treasurer Susan Ells. Tempesta seconded the motion, and it passed 3-0.

NEW BUSINESS

A. Rescind CIP Authorization(s)
The purpose of rescinding is to make funds available that were either leftover or not used for specific projects and remove the restrictions in the fund where it had been earmarked for use. This will make the funds available for other projects within those funds.

LaBelle made a motion to rescind prior years' authorization as outlined by the Finance Director in her memo dated December 15, 2025. Tempesta seconded the motion, and it passed 3-0.

B. Consideration of Year End Encumbrances
None currently.

C. Review of Board of Selectmen Rules of Procedure
Provided for the Board to review. No action needed.

OLD BUSINESS

A. Budget Update
Finance Director Theresa Lounder explained that there were many changes made to the budget last week; the overall draft budget increase is now at 5.77%; the default is 6.23%. Theresa provided a spreadsheet which displayed different options of merit increases. The model for 2% above the 2.5% COLA would bring the increase to 6.52%; with 2.5% it would change the increase to 6.72%. The group will discuss this again at the next meeting.

Chair Hutwelker thanked Theresa for all her work and her presence at the meetings.

ADMINISTRATIVE UPDATE

Schedule for January; continue with weekly meetings in January; meeting on the 13th at 5pm for non-public sessions regarding reviews for department heads.

PUBLIC INPUT

Jay Ward thanked the board for their work.

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 7:35pm. 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 7:47pm.

Non-public session(s) per RSA 91-A:3, II ***(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 7:50pm. 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 7:58pm.

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 8:01pm. 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 8:12pm.

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 8:13pm. 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 8:14pm.

Public session reopened at 8:14pm.

The Board discussed the possibility of adding an Administrative Assistant for the Fire Station and Code Enforcement.

The non-public session minutes December 10, 2025 #3 were considered. A motion was made by LaBelle to approve the minutes as amended. 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 8:42pm. 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 8:59pm.

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 9:01pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Article 2 To vote by ballot on the following amendments proposed by the Swanzey Planning Board to the Town of Swanzey Zoning Ordinance (new text in *italics*, deleted text in ~~strikethrough~~):

Amendment No. 1 Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board to replace Section VII of the Town of Swanzey Zoning Ordinance with a new Section VII, in order to amend the definition of the Wetlands Conservation District, establish revised provisions for permitted uses, and adopt a procedure for conditional uses?

The full language of this amendment is available for inspection at the Town Clerk's office.

Amendment No. 2 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III-AA, Article A.3 and A.6 to read as follows:

> **A. Attached** accessory dwelling units (AADU) shall be permitted as an accessory use in all zoning districts that permit single-family dwellings. One attached accessory dwelling unit shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single-family dwelling without an attached accessory dwelling unit.
>
> ~~3. An interior door shall be provided between the principal dwelling unit and the attached accessory dwelling unit. A second means of egress from the AADU shall be provided.~~
>
> 6. Adequate off-street parking shall be provided to serve the combined needs of the principal dwelling unit and the AADU. The principal dwelling unit shall provide two parking spaces; the AADU shall provide one parking space. ~~for each bedroom contained in the AADU.~~
>
> **Required by HB 577. If this fails, we need to insert technical note into ordinance.**

Amendment No. 3 Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III-AA, Article B and B.6 to read as follows:

> **B. Detached** Accessory Dwelling Units (DADU) shall be permitted ~~by Special Exception only~~ in all zoning districts that permit single-family dwellings. Only one DADU shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single-family dwelling without a ~~detached accessory dwelling unit~~ *DADU.*
>
> ~~Requirements/Limitations~~
> ~~In granting a Special Exception for a DADU, the Zoning Board of Adjustment must find that:~~
> 6. Adequate off-street parking shall be provided to serve the combined needs of the principal dwelling unit and the DADU. The principal dwelling unit shall provide two parking spaces; the DADU shall provide one parking space. ~~for each bedroom contained in the DADU.~~
>
> **Required by HB 577. If this fails, we need to insert technical note into ordinance.**

Amendment No. 4 Are you in favor of the adoption of Amendment No. 4 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section IV, Article A.1.b to read as follows:

1. ~~PERMITTED USES~~ USES PERMITTED. In the Rural/Agricultural District, no buildings or premises shall be erected, altered or used and no land shall be used for any purposes except:

> b. ~~(Item moved to Section IV.A.2.j. Amended March 10, 1998)~~ *Two-family dwelling;*

Amend Section IV, Article A.2.g to read as follows:

2. In addition to the aforementioned permitted uses, the following are permitted after the issuance of a Special Exception by the Board of Adjustment:

> ~~g. Two-family dwelling. The Density requirement for a two-family dwelling shall be three and one-half (3-1/2) acres, unless connected to public sewer;~~

Amendment No. 5 Are you in favor of the adoption of Amendment No. 5 as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance as follows:

Amend Section III, Article Q.1 to read as follows:

1. Off-street parking shall be provided as shown in the following table:

One-family dwelling & two-family dwelling	~~2 spaces per unit~~ *1 space per unit*
Multi-family dwelling	~~1.5 spaces for 1st bedroom plus 0.5 spaces for each additional bedroom~~ *1 space per unit*

Required by SB 284. If this fails, we need to insert technical note into ordinance.

Amendment No. 6 Are you in favor of the adoption of Amendment No. 6 as proposed by the Planning Board, to amend the Swanzey Zoning Map as follows:

Rezone the following parcels by moving them to the Residence District:

Map 210, Lots 12, 13, 14.

Map 219, Lots 38, 39, 40, 41, 42, 43, 44, 46, 50, 51, 58, 59, 60, 61, 62, 63.

Map 220, Lots 56, 57, 64, 118, 121, 127, 133.

2026 WARRANT
Town of Swanzey, State of New Hampshire

To the inhabitants of the Town of Swanzey in the State of New Hampshire qualified to vote in Town affairs:

FIRST SESSION You are hereby notified to meet for the First (Deliberative) Session of the annual Town Meeting, to be held at Whitcomb Hall, 17 Main Street, Swanzey, NH on **Tuesday, the 3rd day of February 2026 at 7:00 p.m**. The First Session will consist of explanation, discussion and debate of articles and will afford those voters who are present the opportunity to propose, debate and adopt amendments to each warrant article, except election of officers and warrant articles whose wording is prescribed by state law.

SECOND SESSION You are also notified to meet for the Second Session of the annual Town Meeting on **Tuesday, the 10th day of March 2026, at the Monadnock Regional High School Gymnasium, 600 Old Homestead Hwy, Swanzey NH between the hours of 8:00 a.m. and 7:00 p.m.** to vote by official ballot to elect Town officers, to vote by official ballot on warrant articles as they may have been amended at the First Session and to vote on those other official ballot questions whose wording is prescribed by state law.

Article 1 To choose by ballot all necessary Town Officers for the ensuing year.

Board of Selectman (2 seats)	3-year term
Board of Selectman (1 seat)	1-year term
Planning Board (2 seats)	3-year term
Trustee of Trust Funds (1 seat)	3-year term
Trustee of Trust Funds (1 seat)	1-year term
Zoning Board of Adjustment (2 seats)	3-year term
Supervisor of the Checklist (1 seat)	6-year term
Mt. Caesar Union Library (1 seat)	1- year term

Article 2 To vote by ballot on the following amendments proposed by the Swanzey Planning Board to the Town of Swanzey Zoning Ordinance (new text in *italics*, deleted text in ~~strikethrough~~):

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PLANNING/ZONING BOARD ARTICLES TO BE PLACED HERE

Amendment No. 1

Article 4 New Public Works Facility

To see if the Town will vote to raise and appropriate the sum of One Million, Two-Hundred Thousand Dollars ($1,200,000) for the purpose of preparing plans and specifications, and constructing, equipping and furnishing a new Public Works building on Town owned property located at 98 Pine Street; Fifty Thousand Dollars ($50,000) to be raised by general taxation and One Hundred Thousand Dollars ($100,000) from other available grants and/or aid, ~~Public Works Facilities Capital Reserve Fund,~~ and One Million and Fifty Thousand Dollars ($1,050,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the Municipal Finance Act, RSA 33:1 et seq., as amended; to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectmen to take any other action or to pass any other vote relative thereto.

(RECOMMENDED BY SELECTMEN – 3/5 Ballot Vote Required)

Article 4 Operating Budget

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the First Session, for the purposes set forth therein, totaling $8,853,078? Should this article be defeated, the default budget shall be $8,891,785, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (RECOMMENDED BY SELECTMEN)

Article 4 Shall the Town vote to raise and appropriate the sum of Five Hundred and Twenty-two Thousand and Five Hundred Dollars ($522,500) **Five Hundred and Twenty-Two Thousand and Five Hundred ($522,500)** by general taxation to be placed ~~in~~ the following expendable trust and capital reserve accounts of the Town?

Expendable Trust Funds	Amount	Capital Reserve Funds	Amount
Revaluation & Updates	$40,000	Fire Stations	$10,000
TH Repairs/Maint. /Improvement	$200,000	Fire Trucks	$30,000
Emergency Communications	$10,000	Police Cruisers	$75,000
Fire Dept. Tools & Equip.	$10,000	Recreation Facility Improvements	$20,000
Fire Ponds	$20,000	Recycling Center Improvements	$50,000
Police Facilities Maintenance	$5,000	Golden Rod Grange Hall	$7,500
Police IMS	$5,000		
Stratton Free Library	$30,000		
Town Hall IMS	$10,000		

(RECOMMENDED BY SELECTMEN)

Article x Shall the Town vote to raise and appropriate the sum of ($700,000) by general taxation to be placed in the following expendable trust and capital reserve accounts of the Town?

Expendable Trust Funds	Amount	Capital Reserve Funds	Amount
Public Works Facilities	$5,000	Highway & Cemetery Equipment	$200,000
Road Rehab & Reconstruction	$400,000	Sidewalk	$35,000
Rail Trails	$10,000	Town Bridges	$25,000
Cemetery Expansion Fund	$5,000	Town Dams	$10,000
		Covered Bridges	$10,000

(RECOMMENDED BY SELECTMEN)

Article xx To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars ($100,000) to be placed in the Ambulance Expendable Trust Fund with such sum to be raised from the undesignated fund balance.

(RECOMMENDED BY SELECTMEN)

Article xx Tax Increment Finance District Closure

To see if the Town shall vote to amend the Swanzey Revenue Development District Plan, established in 1999 pursuant to RSA 162-K, to terminate the Swanzey Revenue Development District upon the payment in full of all outstanding debts and obligations; and to authorize the Board of Selectmen to take all actions related to and necessary to effectuate such termination, including, but not limited to, payment of outstanding obligations, disposition of remaining funds in accordance with RSA 162-K:10, and notification to the New Hampshire Department of Revenue Administration.

Article xx Rescind Bond Authority

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To see if the Town shall vote pursuant to RSA 33:8-f to rescind bonding authority for Nine Hundred Thousand Dollars ($900,000) for the Municipal Economic Development and Revitalization Districts approved by Warrant Article 7 of the 2019 Town Meeting?

Article xx Return to Traditional Town Meeting

To see if the Town shall vote to rescind the official ballot town meeting (SB2) form of meeting adopted pursuant to RSA 40:14-a and RSA 40:14-b, and to return to the traditional open town meeting form of government, to take effect beginning with the next annual town meeting; or take any action relative thereto.

Article xx Elderly Tax Exemptions Modifications

To see if the Town shall vote to modify the Elderly exemptions for property tax, pursuant to N.H. RSA 72:27-a, based on assessed value, for qualified taxpayers, to be as follows: for a person 65-74 years of age increase to $50,000 (currently $25,000); for a person 75-79 years of age increase to $75,000 (currently $35,000); for a person 80 years of age or older increase to $100,000 (currently $40,000), and additionally adjust the income level of the single filer to $35,000 (currently $24,000), married filing jointly to $60,000 (currently $32,000).
To qualify the person must have been a New Hampshire resident for at least three (3) consecutive years preceding April 1st, must own the real estate individually, or jointly, or if the real estate is owned by his or her spouse, they must have been married and living together for at least three (3) years, in addition the taxpayers must have a net income of not more than $35,000 (currently $24,000) if single, or if married, a combined net income of $60,000 (currently $32,000), and own net assets not in excess of $70,000 (currently $50,000) excluding the value of the person's primary residence which must be in the Town of Swanzey.

Article xx

To see if the Town will vote to modify the provisions of RSA 72:35, Optional Tax Credit for Service-Connected Total Disability, by increasing the amount of the credit from $4,000 to $4,500, to take effect for the 2026 property tax year.
(Majority vote required.)

Article xx To see if the Town will vote to rescind the expenditure in 2020 Warrant Article 9 and to raise and appropriate $1,740,000 for improvements to the Ashuelot Rail Trail. The Town will be reimbursed 80% in the amount of $1,392,000 by the NH Department of Transportation's Transportation Alternatives Program and $348,000 from the undesignated fund balance or other grants and fundraising. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2032, whichever is sooner.
(RECOMMENDED BY SELECTMEN)

Article xx To see if the Town will vote to raise and appropriate $XYZ for the Lower Winchester Street / Rt. 10 improvement project. The Town will be reimbursed 80% in the amount of $XYZ by the State of New Hampshire and $XYZ from the undesignated fund balance or other grants and fundraising.

This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2032, whichever is sooner.

(RECOMMENDED BY SELECTMEN)

Article xx Petition Article

Shall the Town vote to delay the removal and replacement of historic town owned Christian Hill Road Bridge over the Ashuelot Rail Trail (NH DOT Bridge NO. 098/ 122) for one year; and to furthermore, authorize the Selectman to appoint a committee to study any impact the removal replacement will have on the West Swanzey historical district it is located in; and to report back to the selectmen, its recommendations for the future of the bridge no later than October, 2026.

Article xx Petition Article

Shall the Town vote to preserve the historic, town owned Christian Hill Road bridge over the Ashuelot Rail Trail (NHDOT Bridge No. 098/122) in its current location.

Given under our hand and seal this XX day of January in the year two thousand twenty-six.

Swanzey Board of Selectmen

_____
W. William Hutwelker, III

_____
James Tempesta

_____
Mark LaBelle

A true copy – Attest:

_____
W. William Hutwelker, III

_____
James Tempesta

_____
Mark LaBelle

DRAFT