Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 16, 2026
Whitcomb Hall
17 Main Street, Swanzey, NH

CALL TO ORDER
The meeting was called to order by Chair James Tempesta at 5:34pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

OTHERS PRESENT
Kai Kraemer with FACT TV, Mark Scalera, Ann Heffernon, Josh Whipple

MINUTES
The regular meeting minutes of September 8, 2026 AM meeting and September 8, 2026 PM meeting were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

The non-public session minutes of September 8, 2026 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

CONSENT AGENDA
A. Payroll Manifest (Week of 9th and 16th)
B. Accounts Payable Manifest (Week of 9th)
A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion, and it passed 5-0.

PUBLIC INPUT
Mark Scalera provided handouts regarding problems in Wilson Pond and how the Town can help; the handout listed the high-level problems along with some suggested solutions. He reviewed the document with the Board and asked them to take time later to read it through. He also let the Board know that the Association is looking to put together a board but is not finding volunteers to serve.

Chair Tempesta pointed out that he feels that there needs to be more involvement from the Wilson Pond residents; he said that DPW does mow and clean the area but more participation from the residents is important. He said there was a large group that attended the Select Board meeting at the Fire Station a few weeks ago, and they had many comments and concerns; why are they not offering to be more involved on a board for the association?

Bill Hutwelker asked what brought the group of support to the Fire Station and Mark Scalera shared the flier that had been published. Bill said the Town doesn't have jurisdiction on the body of water; they could reduce the amount of salt on the roads around the pond, but not on State Route 32. He wondered how much of this the Town could pursue and how much would be dependent on the State.

Jay Ward said they haven't seen the Lake Smart report which Mark Scalera had referred to; Mark will ask that the report be sent to Jay. It may have been sent to the former Town Administrator's email.

APPOINTMENTS

A. Ann Heffernon- Swanzey Governance Committee Ad Hoc Subcommittee

Ann provided an update from Community Communications event which provided a $3K grant. The group would like to use some of the grant to publish a quarterly newsletter which could take the place of the Swanzey Uncovered newsletter and would include more information about the Town, businesses, recreation, sports, etc. It would be on the website and available in paper copies. She hoped an information sheet could be included with the tax bill to give residents information to sign up for the mailed version if they prefer. Katie has been consulted and Ann reported that she likes the idea. Ann added that they would seek sponsorship from Swanzey businesses to cover the costs of ongoing production; any unspent grant money could be used toward purchasing games for a game night at Mt Caesar Library; Jay confirmed it would be in place of Swanzey Uncovered with improved frequency and content and would be 6-8 pages. The plan is to provide more information to the Board before moving forward.

B. Josh Whipple- Recycling Center Department Update

Josh expressed his appreciation for Nanotech's gift of a baler; this machine will make a tremendous difference in the recycling process. He reviewed the department update that he provided to the Board. Josh also explained the problems with the MorrHeat waste oil burner; the manufacturer stopped servicing it, so the building has been heated by electricity since January. He requested a replacement unit by EnergyLogic from Arrow Equipment in Littleton, NH. The cost would be up to $23,000 He would like to apply for grants to offset the cost of the new unit.

Mark LaBelle made a motion to approve the spending of up to $23,000 for a new EL200B EnergyLogic unit including installation with funds to come from the Recycling Center's Capital Improvement Facilities and Maintenance fund. Jay Ward seconded the motion; all were in favor and the motion carried.

Josh also requested an additional computer for the office for the assistant manager to use which would level the load of paperwork and increase efficiency. The cost would be around $2,000. This item will be on hold while the budget is determined since the IT lines might move to their own budget.

Josh's next item to discuss was the need for gutters for the back side of the new addition to protect the sidewalk and to provide shelter for employees from rain. This would also be beneficial to collect rainwater for use in burn pits, cleaning compactors, and when cleaning the parking lot. They have containers to store 1,500 gallons of rainwater. He provided a quote for $2350.61. He would like this to be completed before winter. The Board asked him to acquire quotes from local vendors, and they will review this at the next meeting.

NEW BUSINESS

A. 2026 MS-535

The Board members signed the completed 2026 MS-535 document.

B. Trunk or Treat – Consideration of Selectboard Vehicle Sponsorship

Lisa Gillum requested the Board sponsor a Trunk or Treat vehicle for the Swanzey Halloween Block party on October 24th. By consensus, the Board members will each contribute money toward the cost.

C. New England Water Infrastructure Network Technical Assistance Plan Update

Mark LaBelle made a motion to approve submission of final application to NHDES for the Wastewater State Aid Grant and give authority to Stephon Mehu, Grants Manager, to sign documents associated with submission and monitoring if awarded. Jay Ward seconded the motion; all were in favor and the motion carried.

OLD BUSINESS
None

ADMINISTRATIVE UPDATE

A. August Staff Monthly Reports were provided in the packet for Board review. The Board appreciated their contributions.

B. Jay provided information on upcoming hires, and the planned CIP meetings and reported the website is still in the process of being updated. He provided invoices for background checks which need to be signed.

Mark LaBelle made a motion for Chair Tempesta to sign the invoices for background checks. Jay Ward seconded the motion; all were in favor and the motion was approved.

Jay reported that the new phones have been installed, and the process went very smoothly.

Jay went on to inform the Board that Mike Kowalczyk from the Rail Trail committee will be requesting unspent money to be used for tools and equipment for trail maintenance. At this time, it isn't clear how much might be left over, so this will be on hold.

There will be a meeting on Saturday at 9am at Whitcomb Hall for the public to learn about the proposed wastewater treatment plan project.

CORRESPONDENCE

A. Letter from Love Thy Neighbor

Love Thy Neighbor, which is a food pantry located on Cobble Hill Road at the rear of the Village Church, sent a letter to the Board requesting $2,500 to be placed in the budget for next year to support the program.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee

A motion was made by Mark LaBelle to enter a nonpublic session pursuant to RSA 91-A:3, II (b) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:37pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:51pm.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public

session at 7:54pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 8:06pm.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 8:07pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor by Roll Call and the motion passed. The non-public session ended at 8:19pm.

A motion was made by Jay Ward 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; Alan Gross seconded the motion, and it passed 5-0.

Chair Tempesta brought up the subject of dogs in the Town hall and town vehicles; the Board discussed introducing a policy restricting the practice.

ADJOURNMENT
A motion was made by Mark LaBelle to adjourn the meeting; Jay Ward seconded the motion, and it passed 5-0.

Adjournment occurred at 8:28pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on September 23, 2026