Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – November 3, 2026
Monadnock Regional Middle High School
600 Old Homestead Hwy – Swanzey NH

CALL TO ORDER
The meeting was called to order by Chair James Tempesta at 6:00pm at Monadnock Regional Middle HS - 600 Old Homestead Hwy, Swanzey, NH. Other members present were Selectmen W William Hutwelker, James Ward and Alan Gross. Also present was Town Administrator Jeremy Bourgeois and Recording Secretary Susan Ells.

ABSENT
Mark LaBelle

OTHERS PRESENT
Steve Bittel and Michael York

MINUTES
The regular meeting minutes of October 23, 2026 were considered and tabled until a future meeting.

The regular meeting minutes of October 28, 2026 were considered. A motion was made by Jay Ward to approve the minutes as presented. Bill Hutwelker seconded the motion, and it passed 4-0.

The non-public session minutes of October 23, 2026 #1 and 2 were considered. A motion was made by Jay Ward to approve the minutes as presented. Bill Hutwelker seconded the motion, and it passed 4-0.

The non-public session minutes of October 28, 2026 were considered. A motion was made by Jay Ward to approve the minutes as presented. Bill Hutwelker seconded the motion, and it passed 4-0.

CONSENT AGENDA
A. Payroll Manifest
B. Accounts Payable Manifest
A motion was made by Jay Ward to approve the Consent Agenda. Bill Hutwelker seconded the motion, and it passed 4-0.

PUBLIC INPUT
None

APPOINTMENTS
A. Steve Bittel – CIPC Presentation and Discussion
Steve Bittel provided the CIPC presentation. The 2027 CIP budget represents the completion of 10+ years of deferred capital investment. All town departments will have been updated and roads brought to standards if this budget is approved. Year over year, cash requires show only 1% increase which is far under inflation. Debt service shows a 3% decrease despite adding proposed DPW building debt. Future years total capital commitment is stable, even with fire apparatus additions. Total Capital Expense now approximates a norm of 20% of total taxes on a stable basis.

The TIF Fund for Safford Drive is paid off; a decision is needed about what will be done with the balance. The police station loan has less than a year left.

Steve recommended all the Town's IT budgets be consolidated into one line instead of within each department. He also suggested adding an employee for IT.

There are other accounts that could be combined – such as Emergency Management Facilities and Communications.

B. Ashlee Crosby – Richardson Park and Shoreline Project

Jay Ward made a motion to authorize the expenditure of $6,330.20 for Fieldstone invoices related to the Richardson Park Shoreland Project, to be paid from the Recreation Facilities Improvements Capital Reserve Fund. Alan Gross seconded the motion, and it passed 4-0.

NEW BUSINESS

A. Updated Policy – HRA Contribution / Payment in Lieu of Health Insurance

Jay Ward made a motion to approve and adopt the updated HRA Contribution / Payment in Lieu of Health Insurance Policy, as presented. Alan Gross seconded the motion, and it passed 4-0.

B. Owl Camera System

The group discussed the quote for the system proposed for recording and live streaming meetings to replace the service that FACT TV had provided before they canceled. The service will cost $300/month and does not require a contract. The Town owns a laptop which will be repurposed.

Jay Ward made a motion to purchase from Owl Labs a meeting owl speaker at a cost of up to $1500 which will be charged to the Town Hall IMS account #01-4151-4199. Alan Gross seconded the motion and it passed 4.0.

Jay Ward made a motion to authorize the Town Administrator to sign the proposal from Town Hall Streams for their $300/month service for the purpose of providing unlimited live steaming and to archive video and audio recordings; Alan Gross seconded the motion; all were in favor and it passed 4-0.

C. Roof and Pier Repair Project – Richardson Park

Jay Ward made a motion to authorize the expenditures of $2,840.00 to GDS Landmark for pier repairs at Richardson Park and $750.70 to GDS Landmark for roof repairs at Richardson Park, to be paid from the Recreation Facilities Improvements Capital Reserve Fund, account 15-4520-4520-1-002. Bill Hutwelker seconded the motion, and it passed 4-0.

D. Southwest Region Planning Commission (SWRPC) – 2027–2036 Transportation Ten-Year Plan

Jay Ward made a motion to authorize the Town Administrator to communicate in writing to SWRPC to the attention of JB Mack to confirm the Town's continued support of Project 44218 and North Swanzey Sidewalks with affirmative answers to questions 1 and 2. Alan Gross seconded; all were in favor and it passed 4-0.

OLD BUSINESS

None

ADMINISTRATIVE UPDATE

A. October Staff Monthly Reports

CORRESPONDENCE

PUBLIC INPUT
None

NON-PUBLIC SESSIONS
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 Jay Ward to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Alan Gross. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:10pm. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was Town Administrator Jeremy Bourgeois and 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 7:47pm.

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 4-0.

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 Jay Ward to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Alan Gross. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:47pm. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was Town Administrator Jeremy Bourgeois and 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 7:50pm.

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 4-0.

The meeting was recessed until the voting ballots were counted. Susan Ells left the meeting.

A motion was made by Jay Ward to enter a non-public session pursuant to RSA 91-A:3 II (a) which was seconded by Bill Hutwelker. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 9:20pm. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was Jeremy Bourgeois.

A motion was made by Jay Ward out of the non-public session, seconded by Bill Hutwelker. All were in favor and the motion passed. The non-public session ended at 9:31pm.

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; Bill Hutwelker seconded the motion,

and it passed 4-0.

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 Jay Ward to enter a non-public session pursuant to RSA 91-A:3 II (a) which was seconded by Bill Hutwelker. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 9:32pm. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was Jeremy Bourgeois.

A motion was made by Jay Ward out of the non-public session, seconded by Bill Hutwelker. All were in favor and the motion passed. The non-public session ended at 9:57pm.

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; Bill Hutwelker seconded the motion, and it passed 4-0.

ADJOURNMENT

A motion was made by Jay Ward to adjourn the meeting; Bill Hutwelker seconded the motion, and it passed 4-0.

Adjournment occurred at 9:57pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on November 10, 2026