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

February 11, 2026

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: January 30, 2026, February 3, 2026
   B. Nonpublic Session(s): January 23, 2026, January 26, 2026, January 30, 2026,

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Current Use-M/224 L/38-M/224 L/39
   D. Raffle Permit-Cheshire Fair Association

5. Public Input

6. Appointments
   A. Whitcomb Hall Committee
   B. Peter Johnson Memorial Fund Committee

7. Consideration of New Business
   A. Purchase Approval – Town Hall Server
   B. 2026 Voter's Guide

8. Consideration of Old Business

9. Administrative Update

10. Correspondence

11. Public Input

12. Non-public session pursuant to RSA 91-A:3 II as needed

13. Adjournment

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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: January 28, 2026, February 3, 2026
   B. Nonpublic Session(s): January 23, 2026, January 26, 2026, January 30, 2026

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Current Use-M/224 L/38-M/224 L/39
   D. Raffle Permit-Cheshire Fair Association

5. Public Input

6. Appointments
   A. Whitcomb Hall Committee
   B. Peter Johnson Memorial Fund Committee

7. Consideration of New Business
   A. Purchase Approval – Town Hall Server

   SUGGESTED MOTION: I move to authorize the purchase of a new server as recommended by EmerTech, with the funds in the amount of _____ to come from the Town Hall IT Management Systems Expendable Trust Fund.

   B. 2026 Voter's Guide

8. Consideration of Old Business

9. Administrative Update

10. Correspondence

11. Public Input

12. Non-public session pursuant to RSA 91-A:3 II as needed

13. Adjournment

UPCOMING AGENDA ITEMS AND MEETINGS

February 17	Board of Selectmen Meeting & Public Hearing for Rescind SB2/Town Meeting
February 25	Board of Selectmen Meeting
March 10	Second Session (Town Meeting/voting day)
March 11	Board of Selectmen Meeting
March 18	Board of Selectmen Meeting

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

- Online Building Permit and Code Enforcement software – Staff is working to have this implemented by the spring of 2026. Training sessions for the new online portal will be available with the Building Inspector/Code Officer for anyone who wishes to join in.
- Re-design of Town Website – Board approved a redesign of the current Town Website in the fall of 2026: Currently in the development stage – staff is working with local entrepreneurs to add some new photography to showcase some of Swanzey's finest beauty!
- Fire Station 2 Project: The project is moving along nicely: The framing, roof, siding, windows and doors /garage doors are installed and complete - a few punch list items on the framing will be completed when the electrician and/or plumber have finished their work; A change order is in process for an upsized generator and components; Fire suppression system is currently being installed; Plumber is supposed to start the week of Feb 9th; HVAC sub is currently working on site: Concrete floors are scheduled to be polished the 1st week in March; Insulation and exhaust systems are scheduled to be installed after the floors are polished. The apparatus bay will likely be finished sometime in March. If the project remains as scheduled it will be completed in early April.
- Swanzey Lake Dam – Engineering Services have been awarded to Fuss & O'Neil. Engineering work to begin in the Spring of 2026.
- Christian Hill Road Bridge Replacement – Work is pending due to NEPA review. Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. As required, we listed this bridge for sale and received no bids so it can be hopefully repurposed at the Ashuelot Rail Trail to bridge one of the large washouts. We are waiting for DES approval to give clearance to move forward with design of bridge relocation. Then Hoyle Tanner has provided a scope of work and cost for design, which will be 100% funded by NHDOT because it is a mitigation project.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. A design and cost estimate for the dry hydrant was provided to DOT on 1/28/25. Bidding for construction is now scheduled in March of '26 with construction likely in '27. A public hearing is expected this spring for a project update and revised schedule.

- Wastewater Treatment Plant Study – Staff to meet with Underwood Engineers on Thursday, February 12, 2026, at 10 am. This will be a work session for a tank site.
- Brown Field Improvements – Ongoing research on identifying grants or other funding sources.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 28, 2026
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 5:30pm. 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, Lee Johndrow, Jay Ward, Jacob Wade, and Finance Director Theresa Lounder

MINUTES
The regular meeting minutes of December 23, 2025, January 9, 2026, January 15, 2026 and January 20, 2026 were considered. LaBelle made a motion to approve the minutes as presented. Tempesta seconded the motion. Hutwelker recused himself from the December 23, 2025 meeting minutes; the motion passed unanimously.

The non-public session minutes of December 23, 2025, January 15, 2026, January 20, 2026, and January 23, 2026 were considered. LaBelle made a motion to approve the minutes as presented. Tempesta seconded the motion, and it passed 3-0.

CONSENT AGENDA
Labelle made a motion to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.
A. Payroll Manifest
B. Accounts Payable Manifest
C. Yield Tax Levy-M/228 L/6
D. Yield Tax Levy-M/204 L/14
E. Yield Tax Levy-M/218 L/73 & M/218 L88
F. Tax Credit-Solar Exemption-M/226 L/13
G. Tax Credit-Solar Exemption-M/240 L/39
H. Tax Abatement-M/210 L/12

PUBLIC INPUT
Jay Ward commented on the new speaker system that has been installed in time for the deliberative session.

APPOINTMENTS
A. Lee Johndrow - Keene Car Show (Cheshire Fairgrounds)
Lee Johndrow would like to hold a car show at Cheshire Fairgrounds on Sunday, May 17th from 9 - 3pm. There will be food vendors, other vendors, touch-a-truck, activities for children and some non-profits related to the automotive industry. He anticipates 200 to 500 cars will register. He has made the necessary arrangements with Swanzey Fire and Police; the admission will be $5/person (no charge for children) $20/car; some proceeds will go to non-profits.

LaBelle made a motion to approve the Special Events Permit for Lee Johndrow for the Keene Car Show at Cheshire Fair Grounds. Tempesta seconded the motion. With no further discussion, the motion carried.

NEW BUSINESS

A. **Consideration of Refund – Whitcomb Hall Rental**

Tempesta explained there had been miscommunication regarding a recent rental. The people who rented the hall showed up and found there was nothing set up and the snow removal was not done, so they had to do the work themselves. Tempesta recommended refunding the rental fee.

LaBelle made a motion to refund Terry Borden the full amount of $200 for the rental of Whitcomb Hall on January 17, 2026. Tempesta seconded the motion. With no further discussion the motion passed unanimously.

OLD BUSINESS

A. Deliberative Session Preparation

The group discussed the plans for the deliberative session.

ADMINISTRATIVE UPDATE

Rautiola informed the Board that there was an error on the list of open seats for the Trustee of the Trust Fund. There should only be one seat for a 3-year term, not the additional seat for a 1-year term as had been listed. She has contacted the town attorney for instructions on how to report this at the deliberative session.

Rautiola reported that the Town's projector does not work and she would like to order a new one; she asked the Board for approval to purchase a new one.

LaBelle made a motion to authorize the purchase of the projector using a withdrawal of $800 from the George Whitcomb Jr Common Trust Fund. Tempesta seconded the motion; the motion carried unanimously.

Hutwelker asked Rautiola to update the Pending Board Matters/Projects.

There was discussion regarding the two petition articles regarding the Christian Hill Bridge. It is undetermined whether the articles are binding; Rautiola has reached out to the Town attorney. It is unclear at this time how this might impact the rail trail repairs if the bridge repair gets halted and whether we would lose the funding.

Rautiola reported on the Fire Station construction budget which is on track.

The Board voted to unseal the non-public minutes of January 9, 2026.

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 6:28 pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola, Recording Secretary Susan Ells, and Finance Director Theresa Lounder.

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 7:37pm.

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 7:37pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 30, 2026
Town Hall Fire Station
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 1:35 pm. at Town Hall Fire Station, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle.

NEW BUSINESS

The Board discussed ideas for the annual selectboard report to be included in the 2026 Annual Report. This was quite an enthusiastic discussion and a first for the Board.

In addition, they discussed asking the Town Administrator to reach out to NHMA and/or Attorney Cordell Johnston to arrange a meeting for the new selectboard during the week of March 16th or March 23rd to provide an introduction to being part of the newly constituted board. This could be in person or via a webinar. The preference is the 16th, 17th or 18th, so the Board members have guidance prior to the first meeting on March 18th.

NHMA does provide a workshop in April so they may not be available to assist with this.

ADJOURNMENT

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

Adjournment occurred at 3:05pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – February 3, 2026
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 6pm. 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
Garret Ranney with FACT TV, Richard Lane, Scott Self, Michael York, Eric Mattson, Art Whipple, Jessica Ramsey-Sanchez, Theresa Lounder, Jim Ells, Kevin Westcott, Joseph Gonsalves, George Hoffman

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. Raffle Permit- Swanzey Cal Ripken

PUBLIC INPUT
George Hoffman thanked the board for their decision on declining the Community Development Block Grant.

NEW BUSINESS
A. Proposal for New Fire Station Sign
The specifications for the sign were not in the Gordon Services contract, so the sign was not included in the bid from Gordon Services. The board reviewed the quote from Keene Sign Worx for a total cost of $4822.00. If the sign can be completed while Gordon Services is on site with their Lull, Gordon Services will install the sign at no charge, thereby reducing the cost to $3922.00.

Labelle made a motion to authorize the withdrawal of up to $5,000 from the Swanzey Fire Tools & Equipment Non-restricted account for the purchase and installation of a sign for the new Fire Station and to authorize the Fire Chief to execute the agreement with Keene Sign Worx. Tempesta seconded the motion. With no further discussion the motion carried unanimously.

Chair Hutwelker recessed the meeting at 6:05pm until the Deliberative Session began at 7pm.

Chair Hutwelker reopened the meeting at 10:30pm for the purpose of discussing the result of the Deliberative Session. There was no discussion.

ADJOURNMENT
A motion was made by LaBelle to adjourn the meeting; Hutwelker seconded the motion, and it passed 3-0. Adjournment occurred at 10:32pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

FOR REGISTER OF DEEDS USE ONLY

FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE

STEP 1 PROPERTY OWNER (S)

PLEASE TYPE OR PRINT

LAST NAME	FIRST NAME
HODGMAN	KYLE
HODGMAN	ALYSSA

STREET ADDRESS: 60 OLIVER HILL RD

ADDRESS (continued):

TOWN/CITY	STATE	ZIP CODE
SWANZEY	NH	03446

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT

STREET: 60 OLIVER HILL RD

TOWN/CITY	COUNTY
SWANZEY	CHESHIRE

ACRES IN PARCEL	ACRES IN CURRENT USE	ACRES OF THIS APPLICATION	BOOK #	PAGE #
16.64		13.64	3137	205

MAP #	LOT #	MAP #	LOT #	MAP #	LOT #
224	38	224	39		

NOTE: Lots must be contiguous. Non-contiguous lots must be submitted on a separate application.

STEP 3 DOCUMENTATION

(a) Is a Soil Potential Index (SPI) percentage for Farm Land submitted: ☐ Yes ☒ No

(b) Is documentation to support an assessment within the "Forestland with Documented Stewardship" category submitted: ☐ Yes ☒ No

(c) If yes, indicate the type of documentation:
- ☐ Documentation of a Certified Tree Farm;
- ☐ A Forest Stewardship plan signed by a licensed forester, or
- ☐ Form CU-12 "Summary of Forest Stewardship Plan".

(d) Did you submit a map of each parcel of property going into Current Use? ☒ Yes ☐ No

(e) Does your map show both the current use land and non-current use land and orientations of the property? ☒ Yes ☐ No

FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

APPLICATION FOR CURRENT USE

(continued)

STEP 4 COMPLETE CHART BELOW

CATEGORY	# ACRES	20% RECREATIONAL ADJUSTMENT	
		YES	NO
FARM LAND			
FOREST LAND: WHITE PINE			
HARDWOOD			
ALL OTHER	13.64	✔	
FOREST LAND with DOCUMENTED STEWARDSHIP:			
WHITE PINE			
HARDWOOD			
ALL OTHER			
UNPRODUCTIVE LAND			
WETLAND			

To be eligible for the 20% recreation adjustment, land must be open to the public for skiing, snowshoeing, fishing, hunting, hiking and nature observation. See RSA 79-A:4, II for further information.

STEP 5 SIGNATURE OF ALL PROPERTY OWNERS OF RECORD

I/We certify that the land indicated above qualifies for assessment under the New Hampshire Statutes and the Code of Administrative Rules, and that all requirements will continue to be performed.

I/We do firmly understand that, should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for the land use change tax.

This form must be signed by all owners of record or agent with Power of Attorney. Submit a copy of the Power of Attorney form, if applicable.

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
KYLE HODGMAN	Kyle Hodgman	12/15/25
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
ALYSSA HODGMAN	Alyssa Hodgman	12/15/25
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

STEP 6 APPROVAL/DENIAL BY SELECTMEN/ASSESSORS

☑ APPROVED	☐ DENIED	Reason for denial:

STEP 7 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
W. William Hatwelker		
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
James Tempesta		
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
Mark LaBelle		
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

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RAFFLE PERMIT
(RSA 287-A)

SYNOPSIS OF REQUIREMENTS OF RSA 287-A (RSA 287-A:1-11)

RSA 287-A allows raffles to be conducted by charitable, religious, educational charitable, civic, veteran and fraternal organizations, or political committee or party to promote the purposes for which they are organized. Tickets shall be sold only to persons 16 years of age or older. Tickets must have printed on their face the name of the organization, date, and place of the drawing, the prize(s) to be awarded, and the amount of the donation. Raffle Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for the prize(s) will be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2026-03

Name of Organization: Cheshire Fair Association
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Frogg Brewing 580 Sawyers Crossing Rd Swanzey, NH 03446
located in Swanzey, New Hampshire.

Name of contact person: Tammy Barrett

Address: 32 Sandy Rd Swanzey, NH 03446

Phone# 603-209-3824 Email: barretts2013@yahoo.com

Items(s) to be raffled (attach list if necessary): Gift card basket / Gardening basket
50/50 drawing

This license is valid, permitting sales of tickets, for the following dates:

2/7/26 to 2/15/26

Date of raffle drawing: 2/15/26

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen