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 25, 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 26, 2026, February 17, 2026
   B. Nonpublic Session(s): January 28, 2026

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Tax Exemption-Veteran's-M/261 L/14
   D. Tax Exemption- Veteran's-M/250 L/26
   E. Yield Tax Levy-M/204 L/14
   F. Yield Tax Levy-M/218 L/73 & M/218 L/88
   G. Raffle Permit-Northern Lights
   H. Raffle Permit-Cheshire County Forest Fire Warden's Association
   I. License to Sell Pistols and Revolvers- Lawrence Racine
   J. Intent to Excavate-M/244 L/4

5. Public Input

6. Appointments
   A. Zoning Audit Agreement- Town Planner

7. Consideration of New Business
   A. Review of Board of Selectmen Rules of Procedure
   B. Update on new WW Plant Solar Array
   C. Discussion of Select Board Training

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

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

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6. Appointments
   A. Zoning Audit Agreement- Town Planner

SUGGESTED MOTION: I Move to forgo an RFQ or RFP for reasons stated by the Town Planner, and to further authorize the Town Planner to enter into the agreement with Southwest Region Planning Commission for the purpose of a zoning audit.

   B. Energy Committee Chair, Bob Audette – Congressional Direct Spending Application

7. Consideration of New Business
   A. Review of Board of Selectmen Rules of Procedure
   B. Update on new WW Plant Solar Array – See Town Administrator Update - Board Memo
   C. Discussion of Select Board Training – See Town Administrator Update - Board Memo

8. Consideration of Old Business

9. Administrative Update See Town Administrator Update – Board Memo

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 28	Meet the Candidates Day – Whitcomb Hall at 2 pm
March 4	Board of Selectmen Meeting Public Hearing – BOS Rules & Procedures
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.
- The Town has applied for a Tax Clean Electricity Investment Credit to help off-set the loan on the new solar array at the WW Treatment Plant – pending approval.

SWRPC | Southwest Region Planning Commission

37 Ashuelot Street
Keene, NH 03431
(603) 357-0557
www.swrpc.org

Municipal Planning Assistance Agreement

Zoning Audit 2026

1. Background

This is an Agreement made and entered into by and between the Southwest Region Planning Commission (SWRPC) and the Town of Swanzey (Town), collectively, the Parties. The Parties understand that:

a. The SWRPC is recognized by the State of New Hampshire as the regional planning agency for the 23 municipalities within Cheshire County, 11 towns located in the western portion of Hillsborough County, and one town located in southern Sullivan County and with general powers as described by RSA 36:45-58;
b. The general powers described in RSA 36:45-58 authorize SWRPC to provide planning and technical assistance to towns and others within the Region;
c. The Town is a municipality of the State of New Hampshire and a unit of local government with long-standing membership status with SWRPC; and,
d. The Town desires professional services to provide recommendations for aligning the zoning ordinance with Master Plan goals; improving clarity and ease of use for land use boards and the general public; addressing novel and emerging issues; and ensuring compliance with applicable state statutes.

2. Agreement Terms

a. Scope of Work. SWRPC will provide assistance to the Town, principally through its Planning Board or a subcommittee thereof, for the activities described in section 4, "Scope of Work."
b. Period. This Agreement represents activities that shall begin following execution of this Agreement and extend through December 2026. This Agreement may be extended beyond December 2026 by mutual written consent of the Parties.
c. Compensation. The Town shall compensate SWRPC for services provided under this Agreement in an amount totaling fifteen thousand dollars ($15,000). SWRPC may request up to one thousand five hundred ($1,500) for Project start-up costs upon execution of this Agreement. From that point on, SWRPC will prepare and submit periodic invoices based on its account of the time spent by its staff on the Project. The Town will provide payment to SWRPC following receipt of invoices.

3. General Conditions

The Parties agree to the following conditions:

a. All information, data and materials prepared by SWRPC and provided to the Town under this Agreement shall be and remain the property of the Town. SWRPC shall, however, retain the right to use this information for regional planning purposes.
b. Compensation amounts described above are based upon past experience of similar efforts conducted by SWRPC. If, during the course of the Project, it becomes evident that the Town has special needs which were not anticipated and taken into account when drafting this Agreement, then in that event, either of the Parties may initiate discussions for the purpose of examining whether modification of the terms of this Agreement are called for.
c. The Town agrees to participate in this effort principally through the Planning Board, which will facilitate the timely completion of the work as indicated in the schedule described in paragraph 2.b. The Town Planner will be the primary point of contact for purposes of coordinating with SWRPC.
d. SWRPC will endeavor to prepare high-quality work products in a timely fashion. However, the Parties mutually understand that successful completion of the Scope of Work will depend on the Town's active and timely participation and fulfillment of project-related responsibilities.

4. Scope of Work

#	TASK DESCRIPTION	DELIVERABLE
1	Kick-off meeting w/Planning Board; discuss work scope, gather input on aspects of zoning that have caused confusion/difficulties among the Planning Board and public at large; goals/expectations regarding revised ordinance	Notes synthesizing input from Planning Board members
2	Discovery: initial review zoning ordinance, master plan & applicable statutes.	Memo of initial findings and recommendations for meeting with staff
3	Check in meeting with town staff	Notes synthesizing input from staff members
4	Develop recommendations to zoning revisions for alignment w/ masterplan, alignment with state statue, novel/emerging land uses.	Memo of findings and recommendations for meeting with Planning Board, Conservation Commission, Zoning Board of Adjustment (other?)
5	Joint meeting: Planning Board, Conservation Commission, Zoning Board of Adjustment, review findings & initial recommendations	Notes synthesizing input from Planning Board, Conservation Commission, Zoning Board of Adjustment
6	Revise reorganization strategy and recommendations based on town input	Memo of reorganization strategy & amendment recs (staff to present to Planning Board?)
7	Check in meeting with town staff to discuss Planning Board input	Notes with staff feedback
8	Joint meeting: Planning Board, Conservation Commission, Zoning Board of Adjustment, review revised recommendations	Notes synthesizing input from Planning Board, Conservation Commission, Zoning Board of Adjustment
9	Calibrate recommendations based on staff & Planning Board input; full markup of zoning ordinance including reorganization and language for rec zoning amendments	Memo of revisions, redlined zoning ordinance
10	Draft crosswalk for zoning reorganization, outlining how existing ordinance can be migrated to new structure.	Zoning crosswalk
11	Check-in meeting w/ staff to discuss draft of restructured ordinance	Notes with staff feedback
12	Revise and finalize zoning ordinance crosswalk and recommended amendments, incorporating any feedback	Hard and digital copies of restructured zoning ordinance & recommended amendments
13	Final presentation to Planning Board focusing on crosswalk and any outstanding items	Final crosswalk

5. Signatures

The Parties enter this Agreement by signing below: SWRPC, through its Executive Director; the Town, through a duly authorized representative.

Southwest Region Planning Commission:

_____ _____

Todd Horner
Executive Director

Date

Town of Swanzey:

_____ _____

Date

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