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

August 5, 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: July 21,2026 , July 28,2026 , July 29,2026
   B. Nonpublic Session(s): July 21,2026 Sessions 1,2&3 , July 28,2026 Sessions 1&2 , July 29,2026 Sessions 1,2&3

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Original Warrant Yield Tax Levy- M/209 L/1-1

5. Public Input

6. Appointments
   A. Stephon Mehu – Annual Health Officer Meeting

7. Consideration of New Business
   A. Whitcomb Rental Options

8. Consideration of Old Business
   A. Final Decision on Police Department Phones

9. Administrative Update
   A. Staff Monthly Reports

10. Any Other Business

11. Correspondence
    A. Cheshire Fair Association

12. Public Input

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

14. Adjournment

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

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

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

August 5, 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: July 21,2026 , July 22,2026 , July 23,2026
   B. Nonpublic Session(s): July 21,2026 Sessions 1,2&3, July 28,2026 Sessions 1&2, July 29,2026 Sessions 1,2&3

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Original Warrant Yield Tax Levy – M/209 L/1-1

5. Public Input

6. Appointments
   A. Stephon Mehu – Annual Health Officer Meeting

7. Consideration of New Business
   A. Whitcomb Hall Rental Options

8. Consideration of Old Business
   A. Final Decision on Police Department Phones

9. Administrative Update
   A. Staff Monthly Reports

10. Any Other Business

11. Correspondence
    A. Cheshire Fair Association

12. Public Input

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

14. Adjournment

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

UPCOMING AGENDA ITEMS AND MEETINGS

August 5	Board of Selectmen Meeting
August 12	Board of Selectmen Meeting
August 19	Board of Selectmen Meeting
August 26	Board of Selectmen Meeting
September 9	Board of Selectmen Meeting
September 23	Board of Selectmen Meeting
October 7	Board of Selectmen Meeting
October 21	Board of Selectmen Meeting

CURRENT EMPLOYMENT OPPORTUNITIES:

- Finance Director – Full-time position End Date: Open until filled.
- Town Administrator – Full-time position End Date: Open until filled.
- Detective - Full time and/or Part time Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers o 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 – We are LIVE! The Building Inspector will hold a training session for applicants to learn the new process of online permitting – TBA shortly! Here is a link to apply for permits online! https://app.govoutreach.com/swanzeytownnh/public/permits/

- Re-design of Town Website – Currently in the MIGRATION stage and is scheduled to go live September 1,2026.
- **Fire Station 2 Project:** The project is close to completion with an expected "move in" date of early July.
- **Swanzey Lake Dam** – Engineering design work is underway and will continue throughout the summer months.
- **Christian Hill Road Bridge Replacement** – Work is pending due to NEPA review which was completed in December. Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. Hoyle Tanner has provided a scope of work and cost for design, which will be 100% funded by NHDOT as a mitigation project. The construction is scheduled to go out early 2027 with construction to begin 2027.
- **NHDOT Rt. 32 Bridge** over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. Bidding for construction is now scheduled to go out in 2027, construction likely in late 2027.
- **Wastewater Treatment Plant Study** – The recent engineering study identified significant deficiencies at the existing wastewater treatment facility and concluded that the Town must either build new plant or connect to the City of Keene Wastewater Treatment Plant. After review, the Town's Water and Wastewater Advisory Committee recommended decommissioning the current West Swanzey facility and conveying wastewater to Keene as the most cost-effective long-term solution that would also support future growth and reduce operational costs. The Select Board unanimously approved moving forward with this plan. The Committee also found that the current billing structure is outdated and that rate adjustments are necessary to address rising operating expenses, future infrastructure needs, and ensure a more equitable system for users.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 28, 2029
Town Hall, 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 James Tempesta at 12:10 p.m. at Town Hall Lower-Level conference Room Old Homestead Hwy Swanzey, NH. Present were Selectboard members James Tempesta, W. William Hutwelker III, and Mark Labelle. Also present was Administrative Assistant Katie Collins.

OTHERS PRESENT

Stephon Mehu and Cathy Bergstrom

NON-PUBLIC SESSIONS

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

A motion was made by Mark LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II(b) Hiring of public employee(s), seconded by Bill Hutwelker. All in favor by Roll Call and the motion passed. The Board entered nonpublic session at 12:10 p.m. Present was James Tempesta., W. William Hutwelker III, and Mark LaBelle. Also present was Administrative Assistant Katie Collins and Cathy Bergstrom.

A motion was made by Mark LaBelle to come out of non-public session, seconded by Bill Hutwelker. All in favor by Roll Call and the motion passed. Non-public session ended at 12:52 pm.

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, seconded by Bill Hutwelker. All were in favor and the motion passed.

Public Session reconvened at 12:53

Selectman Hutwelker discussed the Sangoma contract and concerns regarding potential perpetuation. He reported that the contract has been sent to Town Attorney Cordell for review to determine whether it pertains only to the hardware. Hutwelker noted that Attorney Cordell had not previously reviewed the contract. Hutwelker stated that the Board's goal is to move forward with EmerTech if possible, pending the attorney's review of the contract.

Stephon Mehu joined the meeting at 12:58

Stephon Mehu discussed the proposed septic program. He stated that the sample contract presented was based on the Northwood program with the names modified for reference. He explained that the proposal is intended to encourage compliance rather than immediate implementation and that septic systems would still be required to meet applicable regulations.

Mehu stated that the goal is for property owners to submit their septic inspection reports, allowing the Town to maintain better records of system compliance.

Selectman Tempesta asked how notification letters would be sent to property owners. Mehu explained that property owners would receive a letter notifying them that they are subject to the program and that failure to provide the required inspection documentation could result in a violation.

Mehu stated that the Town would gradually identify properties subject to the proposed program. He emphasized that the intent is to encourage compliance rather than create a new regulatory program.

Selectman Hutwelker stated that he would like to see a comprehensive plan outlining how the proposal would be implemented, how it would be enforced, how it would be funded, and any other relevant details included in the document.

Mehu stated that he needed the Town Clerk, Heather Estrella, to sign the official grant documentation.

Mark LaBelle moved to authorize Stephon Mehu, Grants Manager for the Town of Swanzey, to submit the required documentation for NBRC22GNH18 grant. The motion was seconded by James Tempesta and passed unanimously.

Selectman Tempesta asked Mehu to continue working on the proposal and to have a revised version prepared for the next Board of Selectmen meeting, if possible.

The Board continued its discussion regarding the Town's phone system, with the goal of reaching a final decision soon.

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 Bill Hutwelker. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 1:21 pm. Present were James Tempesta, Mark LaBelle and W. William Hutwelker III,. Also present was Administrative Assistant Katie Collins.

A motion was made by Mark LaBelle to come out of the non-public session, seconded byeill BHutwelker. All were in favor by Roll Call and the motion passed. The non-public session ended at 1:24 pm.

ADJOURNMENT
A motion to adjourn the meeting was made by Mark LaBelle. The motion was seconded by Bill Hutwelker without further discussion. All were in favor. Motion passed. Adjournment occurred at 1:24 p.m.

Respectfully Submitted,

Administrative Assistant
Katie Collins

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – July 29, 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 James Tempesta at 5:30pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, and Alan Gross. Also present was Recording Secretary Susan Ells.

ABSENT
James Ward

OTHERS PRESENT
Kai Kraemer with FACT TV, Corey Spetelunas, Emma Bell, and Frank Linnenberinger with NHDOT, Scott Self, Sara Barrett

MINUTES
The regular meeting minutes of July 22, 2026, and July 23, 2026, were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Alan Gross seconded the motion, and it passed 4-0.

The non-public session minutes of July 22, 2026, sessions 1 and 2; and July 23, 2026, sessions 1, 2, and 3 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Alan Gross seconded the motion, and it passed 4-0.

CONSENT AGENDA
A. Payroll Manifest
B. Accounts Payable Manifest
C. Open Container Permit – Whitcomb Hall-Goodell
D. Raffle Permit- Mama Mcdonough's
A motion was made by Mark LaBelle to approve the Consent Agenda. Bill Hutwelker seconded the motion, and it passed 4-0.

APPOINTMENTS
A. Corey Spetelunas and Emma Bell – NHDOT Highway Safety Project Manager Route 12 Rumble Strip Project
Corey Spetelunas is the Project Manager for the NHDOT's project to install rumble strips on Routes 9, 11, and 12. The DOT has reached out to the affected municipalities to offer presentations to explain the project which is to mitigate vehicles from leaving their lane. He provided crash data and fatality statistics due to roadway departures. In the past they installed the rectangular corrugated rumble strips – those are only used on interstates now due to the exterior noise. Instead, they are using sinusoidal 'mumble' strips which have a lower decibel level, so they are less offensive to the neighborhoods (he provided a comparison of about half the level as the ones that were installed in Chesterfield). They are installed on roads that meet the minimum requirements of 40 mph speed limit, the road is 28'wide for center strips and must have 6' shoulders for the

shoulder strips. This method has proven to reduce fatal and injury crashes. It is a low-cost safety measure costing approximately $12K/mile. It has a short construction exposure (a recent project completed 50 miles in 2 weeks). Mr. Spetelunas' presentation provided statistics from before and after rumble strips have been installed, and even though traffic volume went up, the crashes went down. Next, he showed the location of proposed installations which will primarily have the center line installation; in Swanzey, the installation will be on Route 12. The project is federally funded and is expected to start in Spring 2027 and be completed by Fall 2027. They will continue to study the statistics post-implementation.

Chair Tempesta thanked the group for providing the presentation and for their work.

B. Sara Barrett- Consulting LLC

Sara has been a fundraising professional for 20 years; she began her own consulting business over 6 years ago and worked on the 100 Nights Capital Campaign, and Keene Housing Kids Collaborative as well as a comprehensive range of fundraising activities. Grant writing is one of those activities. Bill Hutwelker told Sara that Steve Fortier highly recommended her.

The Town is seeking a Northern Borders grant for the proposed Wastewater treatment project which could provide feasibility funds up to $100K for the early design phase so the Town can bring the project to the voters; then the Town could apply for basic infrastructure grant up to $1million for construction.

Scott Self asked if it would be to the Town's advantage to apply for both grants at the same time. Sara replied that since the Town has not received local approval yet, it might make sense to apply for the feasibility study grant first for early architectural engineering design work. Scott explained that the Town is in the preliminary stage of engineering study to choose a route and asked if the Town received the grant for $100K and didn't need it all, could a change of scope be approved to use the money toward the construction. Sara responded that typically a Town could not apply more than once to span the years of the construction, but guidelines tend to change from year to year. Bill asked about the multi-municipality infrastructure since the wastewater project will involve Keene; Sara said the 2 municipalities would need to work together and might be eligible for up to $3million. He asked if she has the capacity to apply for other grants and she replied that she does at the federal and state level.

Sara recommended setting up a pre-application meeting with Northern Borders and she can coordinate this meeting via Zoom and recommended that Scott be included along with the Board. She could also assist with grants for the Grange Hall. Bill also asked about the aquatic situation at Wilson Pond, and she can help with that as well. Bill asked if a Town could apply for multiple Northern Borders Grants at the same time. Sara thought it might depend on how much of one project is complete before applying for another, but she will verify. Typically, a 3-year timeframe is allowed to complete the project, but an extension can be requested.

Sara will provide a contract for the Board to review for this first phase. The Board thanked her for her presentation.

PUBLIC INPUT

Scott Self told the Board that on October 8th the Preservation Society is hosting a motorcycle fundraising event at the Grange Hall and they would like to have the capacity limit of 50 people restored for that day; he will talk with the Fire Chief to gain his approval and then he will provide more details.

Next, Scott asked the Board to decide on the new sewer rate which he had reviewed at the previous meeting so that the billing can be done for the next quarter.

Alan Gross made a motion to set the new rate at 2 cents per gallon for the treatment of wastewater; all meter users will be charged that rate, and all unmetered users will be charged a flat rate. Mark LaBelle seconded the motion; all were in favor and the motion carried.

Scott also stated that the Town needs to adopt a standard procedure to follow to set the rate each year.

The next step is to create a letter to provide notice to the meter users with the reasons for the increases prior to the billing in September. The Board will set up meetings with Scott, Steve Bittel and the Board to speak with them. Bill asked about adding a hook-up fee for the sewer system to help build the capital reserve. Scott will investigate that question.

NEW BUSINESS

A. Honeybee Hollow 2026-2027 Lease Agreement

Mark LaBelle made a motion to accept the proposed 2026-2027 Honeybee Hollow Lease as presented and authorize the selectboard chair to sign the lease on behalf of the board. The motion was seconded by Alan Gross; with no further discussion, the motion carried.

B. Whitcomb Hall Rental Options

This will be delayed until a future meeting.

OLD BUSINESS

A. Final Decision on Town Phone System

Bill announced that they have made a decision regarding the new phone system; there is a question remaining regarding the existing phone system, so he left a message and hope he'll get an answer tomorrow.

PUBLIC INPUT

None

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) 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 6:56pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, and Alan Gross. Also present were Recording Secretary Susan Ells and Scott Self.

A motion was made by Mark LaBelle 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 7:26pm.

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; Alan Gross seconded the motion, and it passed 4-0.

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) 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 7:29pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, 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 Alan Gross. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:30pm.

Mark Labelle made a motion to approve the Application for Veteran's Property Tax Credit/Exemption for Map 103 Lot 111. Alan Gross seconded the motion; Bill Hutwelker, Alan Gross and James Tempesta were in favor; Mark LaBelle abstained. The motion carried 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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) 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 7:31pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, 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 Alan Gross. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:39pm.

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; Alan Gross seconded the motion, and it passed 4-0.

ADJOURNMENT
A motion was made by Mark LaBelle to adjourn the meeting; Alan Gross seconded the motion, and it carried.

Adjournment occurred at 7:39pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

ORIGINAL WARRANT
YIELD TAX LEVY
August 8, 2026
THE STATE OF NEW HAMPSHIRE

COUNTY OF: Cheshire

TO: ***Kevin Westcott*** , Collector of Taxes for Town of: Swanzey , in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed $1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at ***Swanzey***,

Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

DATE OF BILLING: August 8, 2026

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
CJ Norton LLC 149 Valley Park Dr Spofford, NH 03462	**209/1-1**	**25-441-14-T**	**$153.80**
		DATE YIELD TAX DUE:	**September 7, 2026**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2025 to March 31, 2026

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: August 8, 2026

SEND SIGNED COPY TO:
NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date
Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
CJ Norton LLC	WHITE PINE	8.000				$149.50	$1,196.00	$119.60	
149 Valley Park Dr	HEMLOCK	2.000				$44.80	$89.60	$8.96	**Subtotal of TAXES Due (Col. #9)**
Spofford, NH 03462	RED PINE					$44.80			
	SPRUCE & FIR					$111.30			
# 2	HARD MAPLE					$232.50			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH					$93.00			**$153.80**
	YELLOW BIRCH					$181.00			
	OAK					$323.50			
MAP & LOT NUMBER	ASH					$249.00			**Less bond or amount previously paid, *if applicable***
	SOFT MAPLE					$124.50			
209/1-1	BEECH/PALLET/TIE LOGS					$74.50			
	PINE BOX / PALLET					$18.20			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 0.66				**Total Amount Due**
25-441-14-T	HARDWOOD & ASPEN				$ 2.65				
	PINE				$ 0.33				
	HEMLOCK				$ 0.99				**$153.80**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS				$ 0.17				
	HIGH GRADE SPRUCE				$ 15.96				
	CORDWOOD			20		$ 12.62	$252.40	$25.24	
							$1,538.00	**$153.80**	

Whitcomb Hall Rental Options

Option 1: Kitchen is Shared

State that the kitchen and restrooms are common areas and may be shared if both floors are rented. If another group rents the upstairs at the same time, they would access the kitchen and restrooms through the rear entrance and rear hallway so they don't need to walk through the first-floor event.

Pros:

- Maximizes rental opportunities.

Cons:

- Can create conflicts if both groups are preparing food.
- Less desirable for weddings, parties, or private events.

Rental agreement wording:

First-floor rentals include use of the first-floor room, kitchen, and restrooms. If another event is scheduled on the second floor at the same time, those attendees will access the restrooms through the rear entrance to minimize disruption to the first-floor event.

Option 2: Give Priority to One Rental

For example:

- Entire building rental gets exclusive use of everything.
- First-floor rental gets exclusive kitchen use.
- Upstairs rental only gets restroom access unless kitchen use is specifically approved.

This works well if the upstairs is primarily used for meetings rather than parties.

Pros:

- Gives first-floor renters the feeling of exclusive use of their event space.

- Allows simultaneous rentals.

Rental agreement wording:

First-floor rentals include use of the first-floor room, kitchen, and restrooms. If another event is scheduled on the second floor at the same time, those attendees will access the restrooms through the rear entrance to minimize disruption to the first-floor event.

I would also consider charging three different rates:

Rental	Includes
First Floor Only	First floor, kitchen, restrooms **$60 an hour Swanzey resident $70 non Swanzey resident**
Second Floor Only	Second floor, restrooms (kitchen optional or by approval) **$40 an hour Swanzey resident and $50 an hour non Swanzey resident**
Entire Building	Exclusive use of both floors, kitchen, and restrooms **$100 an hour Swanzey resident and $120 an hour non Swanzey resident**

Other things to include in the rental agreement

- The Town reserves the right to schedule another event on the other floor unless the entire building is rented.
- Shared areas (if applicable) must remain unobstructed.
- Rear entrance must remain unlocked during events if it serves as the designated access route.
- Renters may not block hallways or restroom access.
- If privacy is desired, the renter should reserve the entire building.

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-07411 FAX (603) 355-08099
WWW.SWANZEYNH.GOV

MEMORANDUM

TO: Board of Selectmen

FROM: Katie Collins, Administrative Assistant

RE: Monthly Report for July 2026

DATE: August 3, 2026

CC: All Department Heads and Town Hall Staff

ADMINISTRATIVE ASSISTANT/DEPUTY TAX COLLECTOR

General

During the month of July, I continued providing administrative support to the Town, including processing permits, coordinating rentals, and assisting with Selectboard responsibilities. Additional administrative duties included responding to public inquiries, assisting departments as needed, and maintaining regular office operations.

Completed/Processed:

- Processed 4 Whitcomb Hall rental agreements
- Processed 1 Special Event Permit
- Processed 5 Raffle Permits
- Processed 1 Junkyard License
- Prepared and coordinated weekly Board of Selectmen agendas and meeting materials
- Assisted residents with tax payments; the beginning of the month was especially busy due to the July 1st tax due date
- Researched and prepared proposed rental options for Whitcomb Hall
- Entered all new building permits from the new system into the Avitar

TAX COLLECTOR / EMERGENCY MANAGEMENT DIRECTOR

First half property taxes due July 1st. As of July 31st $9,800,681.83, (94%) collected of the $10,436,369 warrant.
2nd quarter water and sewer bills due July 15. As of July 31st $179,860.5 (86%) collected of the $208,577.96 warrant.
Several land use change tax bills and a timber tax bill generated.

- Addressed routine residence inquiries into property and utility bills.
- Completed various month end and adjusting entries that include payroll, interest, postage and supplies.
- Daily reconciliation of g/l to Avitar.
- Daily posting of Tax Collector and Town Clerk receipts.
- Daily bank deposits / post office runs.
- Recycling Center fees posted and processed $6,691.45
- Various Recreation fees posted and processed $12,988.77

EMD

Hazard Mitigation Plan update. Several pre-planning communications with Sarah Bollinger – SWRPC.
Established working committee with first meeting August 13 Whitcomb Hall.
Sarah Bollinger – SWRPC
Kevin Westcott – EMD
Arthur Whipple – Deputy EMD
Eric Mattson – Fire Chief
Joe Gonsalves – Police Chief
Mark Labelle – Board of Selectmen
Stephon Mehu – Health Officer
Ryan Cooley – Dillant Hopkins Airport Director

Quarterly EMD Meeting at Homeland Security & Emergency Management state EOC Concord.

TOWN CLERK

- Processed $149,338.00 in Town MV Registration fees
- Processed 104 N.H. State titles
- We processed 13 death certificates,13 birth certificates, 3 marriage certificates and 4 marriage licenses.
- Issued 202 Dog Licenses
- Sent out 101 Civil Forfeitures by certified mail
- E-mailed 4 UOCAVA voter's absentee ballots for the upcoming election and mailed one.
- Received the Democratic absentee ballots and mailed out 5 to requests we had on file.
- Preparing for our upcoming State Audit in August
- Our office is part of a pilot program for automatic inventory orders for certain items; this is our second month.

HUMAN RESOURCES COORDINATOR

Through July, I continued working with the Police Chief on job postings, working through some questions with PoliceApp, and discussing incentives. I participated in training that covered communication across generations, approaching change in the workplace, and choosing happiness at work. I also participated in a job description training to stay up to date with the legal changes within ADA requirements. I have a working draft of the employee policies that should be wrapped up by the end of August for Board and legal review. An email went out to Department Heads requesting feedback on their current job descriptions. For those I received back, I have begun standardizing the language needed to remain compliant with ADA requirements. I did cover the Welfare office while the Welfare Director was on vacation. I am starting to formally document processes for different tasks and procedures I do. I have requested Jessica and I get together to do this for covering Welfare so that there are clear expectations before she is on vacation and while she is on vacation to avoid phone calls or emails.

Joint Loss Management:

We did not have a meeting in July. I am continuing to work on the policy updates. No new claims for Primex in July. The next scheduled meeting is August 18th, 2026 at 2pm in the new Fire Station.

PLANNING AND ECONOMIC DEVELOPMENT

- **765 W Swanzey Road (Former Gomarlo's):** Met with owners to discuss gas pump expansion and conversion into a convenience store. They need a new site plan and special exception. Planning Board likely in late August or early September. Signs are approved as a reface; no permits are required.
- **Rabbit Hollow Road Extension:** Met with two individuals regarding the road extension. The BOS has already approved one individual, who will attend the August 13 Planning Board meeting for a subdivision.
- **Code Enforcement & Site Plan Compliance:** Met with three property owners facing pending enforcement actions to review new site plan requirements:
    - Synteq (Old Tire Warehouse): Requires a new site plan and multiple variances under its current configuration, which is unpermitted. They are working with a surveyor and will provide updates this month.
    - DA Brothers: Requires a new site plan due to structures built without permits. They are scheduled for the August 27 Planning Board meeting. The new site plan would bring them into compliance.
    - Full Throttle: Requires a new site plan and multiple variances under its current configuration due to unpermitted work. Updates are expected this month.
- **Swanzey Zoning Ordinance Audit:** Continued review work. Met with Sarah on July 9 to discuss structural reorganization and maintained discussions throughout the month. More information will be available in August.
- **Ordinance Revisions:** Continued drafting updates for later this year. Working closely with Sarah to align revisions with the ongoing audit.
- **Internal:** Started training on the town's new website with Christine.

Planning Board

- **Site Plans:**
    - 69 James Road (approved)
    - EZ Crete (pending)
- **Subdivisions:**

    - Rabbit Hollow Road (pending)
- Continued discussion on zoning audit.
- Amended Site Plan Review Regulations to have a more defined vesting schedule, along with other small changes to align with RSA requirements.

Zoning Board

- **Variance:**
    - Map 205 Lot 2, residential use in the business zone (approved)
- **Special Exception:**
    - Map 205 Lot 2, construction in floodplain district (approved)
- **Continued work on Rules of Procedure updates:** Discussing more at our next meeting on 8/17

CODE ENFORCEMENT/BUILDING INSPECTOR

- **Executive Summary**

This report covers Code Enforcement and Building Inspection activity for July 2026. The department issued **22** building permits with a total valuation of **$3,117.38.** Permit revenue reached **$16,986.07,** total this year. A total of XX inspections were completed. The department closed **1** code enforcement cases and opened **4** new cases.

- **Building Permit Activity**

The department issued **22** building permits in July. This is a **4%** increase over June and matches seasonal expectations. Addition and alteration permits led by volume with **9** issued. Accessory structure permits remained steady at **5**, reflecting continued demand for detached garages and sheds. Two demolition permits were processed for structures on Route 10 and South Road.

- **Inspection Activity**

The department completed **61** inspections in July. Final inspections led all categories with 11 completed. Electrical and framing inspections followed with **10** and **9** respectively. The overall pass rate was **100%.**

Inspection Type	Completed	Passed	Failed
Foundation	**7**	**7**	**0**
Framing	**9**	**9**	**0**
Final	**11**	**11**	**0**
Plumbing	**8**	**8**	**0**
Electrical	**10**	**10**	**0**
Other	**16**	**16**	**0**
Total	**61**	**61**	**0**

Common reinspection issues included improper flashing installation. NEC strike plate missing, and missing fire blocking. Site visits and pre inspection provided correction guidance to contractors on-site. This reduced repeat failures by **100%**. The department handled **4** code enforcement cases in July. We opened **4** new cases and closed **1**. The remaining **3** cases remain active and under investigation. Case types included property junkyard violations, health code violations, unpermitted construction, and zoning complaints. The average case resolution time was **8** days. Four property owners received notices of violation. Only **1** has initiated corrective action. No cases required escalation to legal proceedings this month.

- **Notable Observations**
- **0** solar permits issued in July. This is a significant reduction over the past year.
- **100%** first-time inspection pass rate is an improvement. Contractor education efforts are showing results.
- Four new property maintenance complaints originated from the Swanzey area. We have assigned these to active case investigations.

- **Challenges and Constraints**
- Contractor education of new permitting system is moving along.
- Residents are still confused by the permitting requirement for sheds under 200 sq ft.
- Code enforcement case tracking came on-line in July. The backlog of cases still need to be entered and tracked.

- **Recommendations**
- Update website with information on shed permitting requirements.

- **August 2026 Outlook**
- An increase in inspections as the summer draws to a close. Increase in permitting for last minute construction before winter.

RECREATION DEPARTMENT

July
Week 3 - July 6 - 10
Community Heroes Week
Residents: 40
Non Residents: 9
Week 4 - July 13 - 17
Old Homestead Week
Residents: 43
Non Residents: 7
Week 5 - July 20 - 24

Holiday Week
Residents: 46
Non Residents: 12
Week 6 - July 27 - 31
Water Week
Residents: 42
Non Residents: 9
Camp has been going well with lots of crafts, activities, games and themed fun! Resident campers who are enrolled with our Early Bird discount (26 campers) have completed week 6 of swim lessons and will wrap them up over the last 2 weeks in August.
Splash & Play
6-Week Program - 10am - 10:45am on Mondays
Program Budget - ($45.50)
Revenue: $70
● Residents: 0 ($30 each)
● Non Residents: 2 ($35 each)

Expense: ($115.50) wages
We brought back our Splash & Play program this summer for 18 months to 4 year old children. This is a playgroup style program where families can gather at Richardson Park to engage in water based play where children and parents can play together.

Public Swim Lessons - Level 1
4-Week Program - 10am - 10:45am on Tuesdays & Thursdays
Program Budget - $45.00
Revenue: $360
● Residents: 8 ($45 each)
● Non Residents: 0 ($50 each)

Expense: ($315.00) wages
Public Swim Lessons - Level 2
4-Week Program - 10am - 10:45am on Tuesdays & Thursdays
Program Budget - ($45.00)
Revenue: $270
● Residents: 6 ($45 each)
● Non Residents: 0 ($50 each)

Expense: ($315.00) wages
The 122nd Swanzey Old Home Day was held on Saturday, July 18th! We show a recorded number of vendor booths (28) and food court (8) participants. The event as whole was well tended and went off without a hitch thanks to the Old Home Day Committee (Ashley N, Ann H, Vicki S, Kristina C, Joanne M, Dan L, Alan G & Ashlee C) and Monadnock Interact for running all the Kid's Zone activities. We had sponsors from The She Shed, Frazier & Sons Furniture, Fenton Family Dealership, Conservation Commission, David Jenkins County Attorney, and Ann & Jay.

RECYCLING CENTER

Completed/ In Progress-

Date	Item/ Location/ Subject	Notes
7/1/26-7/13/26	Josh Off	Josh vacation.
7/4/26	Recycling Center Closed	4th of July
7/15/26	Recycling Center	Assisted Winchester recycling center with storage bins
7/18/26	Old Home Day	Set up trash and recycling bins, picked everything up after event.
7/22/26	Aluminum cans shipment	Shipped 19,766 lbs. of aluminum cans @ $0.85 per lb. est. revenue= $16,801.10
7/28/26	Cardboard shipment	Shipped 41,271 lbs. of cardboard @ $95.00 per ton. est. revenue= $1,960.37
July	Recycling center	Helping to cover shifts for absent employees

Other –

- Daily tasks- assisting staff and residents, monitoring C&D bins & metal containers, fixing miscellaneous items, ordering supplies, monitoring recycling markets and recycling stockpiles, monitoring budget.
- 3 employees out on medical leave, 1 has returned.
- 1 employee going on vacation.

Account Description	2025 Revenue	2026 Year To Date	Estimated Revenue	Balance Uncollected	Percent Left to Collect
Recycling Center	$ 32,131.00	$ 19,543.00	$ 35,000.00	$ 15,457.00	44.16%
Recycling Electronics	$ 6,215.00	$ 3,201.00	$ 4,600.00	$ 1,399.00	30.41%
Recyclables (4/01/18)	$ 58,121.35	$ 18,451.06	$ 65,000.00	$ 46,548.94	71.61%
	$ 96,467.35	$ 41,195.06	$ 104,600.00		

Wastewater-

Item/ Location/ Subject	Notes
Achieved Full grade 1 status	Regular operator status now, can cover weekends and solo work.
Monthly Check sheets	Formatted and printed for beginning and end of month
Updating Plant S.O.P	Re-typing the old SOP to update and have a digital copy

POLICE DEPARTMENT

Statistics

A review and comparison of statistics show a trending reduction in “Calls for Service” (CFS), “Citations”, and “Field Interviews”. There was a reduction in “Incidents”, “Arrest/Booking”, “Registrants”, and “Warrants”. There was a trending increase of “Accidents”. We do have New Hampshire State Police (NHSP) and Cheshire County Sheriff’s Office (CCSO) filling some shifts which can account for a reduction in numbers.

Calls For Service (CFS)	July	June	May
Calls for Service	428	528	584

Citations	21	56	55
Field Interviews	97	106	154
Accidents	16	11	10
Incidents	26	42	31
Arrests/Booking	7	19	11
Registrants	2	3	6
Warrants	1	4	0

There were 62 different types of "Calls for Service" (CFS) for the month of July. There was a decrease in "Property Checks", "Citizen Requested Assistance", "Paper Service", and "Suspicious-Person/Vehicle/Incident". We had an increase in "Police Information" incidents.
In addition to those listed below we had 17 "Case Follow Up", 16 "911 Hangup", 12 "Domestic" and 12 "Civil Issue/Stand-by" in July.

	Calls For Service (CFS)	**July**	**June**	**May**
1	Property Checks	38	74	106
2	Citizen Requested Assistance	51	67	72
3	Selective Enforcement Request	3	2	7
4	Police Information	48	45	39
5	Paper Service	12	27	22
6	Suspicious-Person/Vehicle/Incident	13	21	39
7	Welfare Checks	24	14	25
8	Fraud	2	6	3
9	Assist – Fire/Police	10	19	23
10	Assist – Ambulance/Rescue	2	8	7

We have gone live with "PoliceApp" to advertise police officer positions. We had four interested applicants reach out with interest. We interviewed one applicant and have three more scheduled for interviews.
Officer Jonathon Collins officially resigned on July 4, 2026.
Sgt. Clark met with the kids at Swanzey Lake Summer Camp for Community Hero Week on Thursday, July 9, 2026. Sgt. Clark talked to the kids about being a police officer and showed them the police car.
The New Hampshire Police Chief Association meeting was on July 14, 2026.

Cheshire Fair Association, Inc.
PO Box 434
Keene, NH 03431
(603) 357-4740
generalmanager@cheshirefair.org
www.cheshirefair.org

July 27, 2026

Town Selectmen
Town of Swanzey
PO Box 10009
Swanzey, NH 03446

Dear Town Selectmen:

On behalf of the Cheshire Fair Association, I respectfully request a **$750 appropriation** from the Town of Swanzey to help support the 2027 Cheshire Fair.

For nearly 100 years, the Cheshire Fair has celebrated agriculture, youth, education, and community. As one of the region's largest annual events, it welcomes approximately **20,000 visitors**, generates significant economic activity for local businesses, and provides opportunities for local farmers, exhibitors, artisans, nonprofits, and youth organizations to showcase their talents.

The Cheshire Fair is operated by the **Cheshire Fair Association, a nonprofit 501(c)(3) organization**, and relies on volunteers, sponsorships, donations, and community support to maintain the fairgrounds and present a safe, affordable event each year.

Your appropriation will help offset essential operating expenses, including:

- Fairgrounds maintenance and improvements
- Public safety and security measures
- Agricultural and youth educational exhibits
- Facility enhancements that benefit both the annual fair and year-round community events

We are committed to being responsible stewards of all public funds and will gladly provide information regarding how town support benefits both the fair and the Swanzey community.

Thank you for your continued support and consideration of this request.

Sincerely,

Geoff Davis
President

Meri Roberts
General Manager