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

October 21, 2026

1. Call to Order – 5:30 pm

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting: i) October 14,2026

   B. Nonpublic Session(s): i) October 14,2026 Session(s) 1,2&3

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest

5. Public Input

6. Appointments
   A. Ann Heffernon – Ad Hoc Committee – 5:35 pm
   B. Josh Whipple – Recycling Center 5:45 pm

7. Consideration of New Business
   A. Recycling Center Repair Quote from Hamlet Electric
   B. Town Hall Streams Proposal

8. Consideration of Old Business
   A. Equipment Grant Agreement – Police Department

9. Administrative Update

10. Any Other Business

11. Correspondence

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

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6. Appointments
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   B. Josh Whipple – Recycling Center 5:45 pm

7. Consideration of New Business
   A. Recycling Center Repair Quote from Hamlet Electric

   SUGGESTED MOTION: I make a motion to approve the quote from Hamblet LLC Electric for electrical repairs at the Recycling Center in the amount of $15,800, to be paid from line item 15-4324-4324-1-001 Recycling Center Improvements, which has a remaining balance of $117,000.

   B. Town Hall Streams Proposal

8. Consideration of Old Business
   A. Equipment Grant Agreement – Police Department

SUGGESTED MOTION: I make a motion to authorize Joseph B. Gonsalves, Police Chief of the Swanzey Police Department, to execute the Crimestar U.S.A. RMS/JONE Equipment Grant Agreement with the New Hampshire Department of Safety on behalf of the Town of Swanzey. Additionally, the board hereby certifies that said vote has not been amended or repealed and remains in full force and effect as of the date of the agreement. The authority granted by said vote remains valid for thirty (30) days from the date of the vote.

The board further agrees to approve the Crimestar USA RMS/JONE Equipment Grant Agreement for the Swanzey Police Department for the purchase of Mobile Data Terminals (tablets, printers and mounting equipment) for the Police cruisers, in the amount of $33,171.00.

9. Administrative Update

10. Any Other Business

11. Correspondence

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

October 28	Board of Selectmen Meeting
November 4	Board of Selectmen Meeting
November 11	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 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 Fall 2026.
- **Swanzey Lake Dam** – Engineering design work is underway and will continue throughout the summer months.

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- **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. 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 to bid 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 – October 14, 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 4:30pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present were Steve Bittel, Scott Self, Recording Secretary Susan Ells and Jack Franks from Swanzey West Apartments.

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 Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 4:32pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also attending were Steve Bittel, Scott Self, Recording Secretary Susan Ells and Jack Franks.

Bill Hultwelker recused himself from the meeting.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor and the motion passed. The non-public session ended at 5:15pm.

A motion was made by Mark LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Jay Ward seconded the motion; all were in favor by Roll Call and it passed 4-0.

The Chair resumed the public meeting at 5:16pm and Bill Hutwelker returned to the Board.

OTHERS PRESENT

Steve Bittel, Scott Self, Town Administrator Jeremy Bourgeois, HR Coordinator Meagan Kerris, Finance Director Andre Jaeger, Barbara Skuly, Robert Audette and Teresa Williams and John Masse from HealthTrust Insurance.

MINUTES

The regular meeting minutes of September 30, 2026; October 1, 2026 and October 7, 2026; were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion; all were in favor and the motion carried.

The non-public session minutes of September 15, 2026; September 30, 2026, October 1, 2026 sessions #1 and 2; and October 7, 2026 sessions #1, 2 and 3 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion; all were in favor and the motion carried.

CONSENT AGENDA

A. Payroll Manifest

B. Accounts Payable Manifest
C. Intent to Cut – M/223 L/10
D. Raffle Permit – Honeybee Hollow
E. Special Event Permit – Honeybee Hollow Fall Festival

A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion; all were in favor and the motion carried.

PUBLIC INPUT

Steve Bittel reviewed the Capital Improvement budget plan for the Town's proposed purchase of the West Swanzey Water Company. He discussed the option of applying for a grant to purchase the company, and then find methods to fund the improvements later, versus budgeting for the improvements at the same time as the purchase. One risk of waiting is that the grant opportunity might expire. He and the Board discussed some strategies. Chair Tempesta recommended meeting with the Water & Sewer committee to discuss it further. Scott Self said the committee has a meeting planned for Thursday, November 5th at 10am which the Selectboard will join.

Mark LaBelle made a motion to authorize Chair Tempesta to sign the letter of support from the Swanzey Board of Selectmen for the Northern Borders Regional Commission grant application to be used for the purchase of the West Swanzey Water Company and to sign the resolution authorizing William Hutwelker to apply for, accept, and expend grant funds from the Northern Border Regional Commission and to sign all NBRC application, award, investment, and related documents that bind the Town of Swanzey. Jay Ward seconded the motion; the motion carried unanimously.

APPOINTMENTS

A. HealthTrust Insurance – Review of Plan Options 5:35 pm

Teresa Williams and John Masse were invited by HR Coordinator Meagen Kerris to discuss adding a less expensive option of employee health insurance to provide a choice for the employees and to potentially save the Town some expenses. The Board agreed by consensus to add the '2550' plan to the benefit offerings and to keep the original plan as well.

B. Energy Commission – Bob Audette 5:50 pm

Barbara Skuly and Bob Audette provided an update from the Energy Commission. Barbara explained that energy audits were performed last year for Whitcomb Hall, Stratton Free Library and Carpenter Home courtesy of an Eversource grant. The proposal that was shared with the Board is to weatherize the second floor via aero sealing; to insulate the walls and foundation (not using spray foam); and to insulate the wall cavities under stage, the balcony and the attic hatch. At the time of the audit, there was an approximate 9-year payback; with fuel rates so much higher this year, the return on investment could be longer. The quote for Whitcomb Hall is $25,541 (50% will be provided by Eversource), leaving about $12,700 to be funded by the Town. The Energy Commission is looking into resources for the match.

The Energy Commission met with Sharon Greatbatch and Mike Thieme from the Whitcomb Hall committee; they seemed to be onboard.

Bill Hutwelker advised Barbara that Joe DiRusso will need to be consulted to determine if there are other projects slated for the funds dedicated to Whitcomb Hall. Barbara said she was impressed with the company that provided the quote and how thorough the quote was. They were recommended by the company providing the energy audit. An RFP will be required which Joe will handle. Once the contractor has been chosen, the Board will approve expending the funds.

Next, Barbara told Chair Tempesta that he should expect a DocuSign via email by Friday to sign for ReVision Energy's contract to purchase the Renewable Energy Certificates (RECS) from the solar array at the Wastewater Treatment plant.

There was a discussion regarding the Hydro net metering contract with Keene; Barbara wondered if there was a conflict with the Standard Power agreement. Jay Ward replied that he didn't believe there was.

Bob Audette reported that the proposed Solar ordinance is ready but that the Planning Board will probably delay putting on the warrant for another year since they have several other ordinance changes they will be putting on this year's ballot. The solar ordinance will outline where commercial solar will be allowed; currently there are no restrictions.

Bob also reported that the Energy Commission has an opportunity to install two Level 2 Electric Vehicle charging stations in Swanzey using funds from NH DES and Clean Energy NH. Steve Russell is working with them, and they are recommending the New World store on Route 10 (previously Gomarlo's) since there are so many rental units in the area which might have residents who could use the stations.

Bob told the Board that the Commission would like to brainstorm with the Board regarding applying to federal funding to help pay to renovate the Carpenter home. The would also like to consider installing solar panels on the proposed DPW building and have a plan in place so it would be ready if the building is approved by the voters.

NEW BUSINESS

A. Purchase of Tablet from EmerTech for Trustees

Mark LaBelle made a motion to authorize the purchase of a tablet from EmerTech for the Trustees of the Trust Funds in the amount of up to $1800, to be paid from the Town Hall IMS Expendable Trust. Jay Ward seconded the motion; all were in favor and the motion carried unanimously.

B. Quotes for Digital Sign for Town Hall

The Board discussed the quotes received for adding a digital sign to replace the sign in front of the Town Hall; this will be easier to change the message frequently, even having more than one message on a rotation, and it would be safer since it would not require someone to manually change the letters on the sign; this is especially a concern in bad weather. The consensus was to add it to the CIP budget.

Mark LaBelle made a motion to authorize the Chair to sign the 2026-2027 MAST grant application to extent the sidewalk from the Congregational Church to Talbot Hill Road. Jay ward seconded the motion; all were in favor and the motion carried.

C. NHDOT Sidewalk Agreement

Mark LaBelle a motion to authorize the Selectboard Chair Tempesta to sign the Municipal Sidewalk Blanket Agreement with NHDOT on behalf of the Town of Swanzey. Jay Ward seconded the motion. All were in favor and the motion carried.

D. Covered Bridges Camera Project

Mark LaBelle a motion to approve the expenditure of $12,800 for the bridge camera projects, consisting of $3,800 for the Thompson Bridge cameras, $4,500 for the Carlton Bridge cameras, and $4,500 for the Slate

Bridge cameras, with $2,500 to be funded from the Non-Restricted Slate Bridge account and $10,300 from the Covered Bridges Capital Reserve. Jay Ward seconded the motion; all were in favor and the motion carried.

Mark LaBelle made a motion to close out the Slate Bridge Non-Restricted fund. Jay Ward seconded the motion. All were in favor and the motion carried.

OLD BUSINESS

Jay provided the agreement with ViewPoint Cooperative for Chair Tempesta to sign.

Next, Jay showed the Board a flier which they could include with the tax bills; he had asked Adam Paquette to provide the flier which informs taxpayers what instances require a building permit.

Jay reviewed with the Board a Pitney Bowes Value Use agreement for the postage meter contract which Andre Jaeger will sign.

Jay asked the Board to create a Wilson Pond Non-Restricted Account which would allow donations to be made for the benefit of Wilson Pond and allows the Board to make the decision on how the funds are spent. He provided a resolution for the Board to sign.

The Whitcomb Hall rental proposal was reviewed and discussed. The Board also discussed operations in the Finance department and changes that will be implemented now that the new Finance Director has been hired.

ADMINISTRATIVE UPDATE

None

CORRESPONDENCE

None

PUBLIC INPUT

None

NON-PUBLIC SESSIONS

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

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

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

A motion was made by Mark LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Jay Ward seconded the motion; all were in favor by Roll Call and it passed 5-0.

Non-public session(s) per RSA 91-A:3 *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.*

A motion was made by Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3 II (a) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:52pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells and Town Administrator Jeremy Bourgeois.

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

A motion was made by Mark LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board; Jay Ward seconded the motion; all were in favor by Roll Call and it passed 5-0.

ADJOURNMENT

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

Adjournment occurred at 8:23pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Fred H. Hamblet, LLC
ELECTRICAL CONTRACTORS
www.HambletElectric.com

29 VICTORIA STREET, KEENE, NH 03431
(603) 352-2330
info@HambletElectric.com

September 28, 2026

Town of Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446-7411
Attn: Josh Whipple

Reference: Town of Swanzey – Recycling Center Electrical Repairs

Josh,

Item 1 – Provide labor and material for the following items:

Install (6) new high bay lights in the existing transfer station. The new lights will be LED.

Install (1) new 120v motion detector light on existing exterior man door.

Item 2 – Provide labor and material to wire one cardboard compactor. This will require a 30 KVA transformer we will provide and wire. The current voltage of the compactor is 480v and the existing voltage to the plant is 208v.

The quote for item 1 is: $4,439.00
The quote for item 2 is: $10,941.00

Please note the following clarifications.

- Permit fee by Town of Swanzey.
- All work is to be performed during normal business hours.
- Includes lift.
- Existing lights are to be recycled by the town.

Thank you for this opportunity to quote you on this work. If you have any questions or comments, please feel free to contact me at (603) 352-2330 x118 or email me at hrichardson@hambletelectric.com

Sincerely,

Ham Richardson

Hamilton Richardson
Executive Vice President

Fred H. Hamblet, LLC
ELECTRICAL CONTRACTORS
www.HambletElectric.com

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September 28, 2026

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Sincerely,

Ham Richardson

Hamilton Richardson
Executive Vice President

Swanzey, NH Town Hall Meetings Live and On Demand Streaming Proposal

Scope:

Town Hall Streams will provide the town of Swanzey, NH a system that will provide real time and on demand playback of any meetings that are broadcast on the local cable channel. All equipment will be supplied and maintained by Town Hall Streams. The equipment comes with full warranty for as long as the town continues the service with Town Hall Streams.

Meetings will be streamed live and available for On Demand playback via www.townhallstreams.com, links may be posted from the town website. On Demand playback is available for a period of 5 Years. We will allow for authorized persons to download one digital copy for any use. Town Hall Streams will use the current internet connection at the location.

Cost:

Monthly:	$300.00 Unlimited live streaming $50.00 PIP
Monthly Optional:	$ 100.00 (Voice to Text) Meeting Minute Transcript + Closes Captions + Ai Minutes $25.00 Social Media Plugin
Installation:	Prewiring will be required for this location.

Term: Monthly **Warranty:** Lifetime or length of contract **Payment:** By Check

Company:
Town Hall Streams – 8 Osprey Lane, York Maine 03909

Name:_____

Signed:_____ Date:_____