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 7, 2026

1. Call to Order – 4:00 p.m

2. Non-public session pursuant to RSA 91-A:3 II

3. 5:30 p.m Public Session Call to Order

4. Pledge of Allegiance

5. Consideration of Meeting Minutes
   A. Regular Meeting: i) September 15, 2026
      ii) September 23, 2026
      iii) September 24 ,2026
      iiii) September 29, 2026

   B. Nonpublic Session(s): i) September 23, 2026 Sessions 1,2&3
      ii) September 24, Sessions 1,2&3
      iii) September 29, 2026 Sessions 1,2&3
6. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest

7. Public Input

8. Appointments
   A. Joe DiRusso – Town Facilities
   B. Ashlee Crosby – Recreation Department Update
   C. Ann Heffernon and Scott Self – Governance Committee

9. Consideration of New Business
   A. Long-Term Disability Policy Review

10. Consideration of Old Business
    A. Whitcomb Hall – Event Setup/Coverage for Upcoming Rentals

11. Administrative Update
    A. September Staff Monthly Reports

12. Any Other Business

13. Correspondence

14. Public Input

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

16. Adjournment

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

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Whitcomb Hall, 17 Main Street

October 7, 2026

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   B. Accounts Payable Manifest

7. Public Input

8. Appointments
   A. Joe DiRusso – Town Facilities
   B. Ashlee Crosby – Recreation Department Update

SUGGESTED MOTION : I make a motion to approve the expenditure of $50,100 from the Recreation Capital Reserve, account 15-4520-4520-1-002, for the following Richardson Park projects:

- ***$15,000 for remediation of the retired restrooms;***
- ***$2,000 for reconstruction of the beach and drainage; and***
- ***$33,100 for reconstruction of the Richardson Park pavilion deck.***

B. Ann Heffernon and Scott Self – Governance Committee

9. Consideration of New Business
   A. Long-Term Disability Policy Review

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11. Administrative Update
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16. Adjournment

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

UPCOMING AGENDA ITEMS AND MEETINGS

October 14	Board of Selectmen Meeting
October 21	Board of Selectmen Meeting
October 28	Board of Selectmen Meeting
November 4	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 September 2026.

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

- **Fire Station 2 Project:** The fire department has moved in and is planning an open house on Saturday October 10,2026.
- **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 – September 15, 2026
Swanzey Fire Station
321 Old Homestead Hwy, 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 09:35 am at the Swanzey Fire Station Old Homestead Hwy, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward. Also present were HR Coordinator Meagen Kerris and Administrative Assistant Katie Collins, Fire Chief Eric Mattson, Assistant Chief Mick Sanchez, Deputy Chief Mike Burke.

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 Jay Ward. All were in favor by Roll Call and the motion passed. The Board entered the non-public session at 9:35 am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III and James Ward. Alan Gross joined at 9:58am. Also present was Fire Chief Eric Mattson and Administrative Assistant Katie Collins.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 10:05 am.

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, and it passed 5-0.

PUBLIC SESSION

Fire Department Update: Chair Tempesta provided an update on the progress of the new fire station. Meetings and training are now being held at the new station. Mick Sanchez noted that Hazmat training was recently held at the station.

Chair Tempesta discussed the importance of keeping the new station clean, organized, and orderly. Mick stated that maintaining the station can be difficult with only three members available to assist, particularly when members are limited on time due to training requirements.

Chair Tempesta stated that an updated list of active members is needed due to increasing workers' compensation costs. Mick stated that he would provide the list by the following week. Chair Tempesta discussed the need to remove members who are no longer actively participating. Mick explained that the current requirements include responding to 25 calls per year and attending at least half of the required training. Alan Gross commented that seeing inactive members removed may encourage other members to participate more regularly.

Chair Tempesta reminded the Fire Department to be prepared for the upcoming Capital Improvement Program (CIP) process and noted that last year's submission did not go well. He emphasized the importance of reviewing and being prepared to support any items submitted for the upcoming CIP.

Mike Burke discussed a potential settlement that may provide an opportunity to replace older fire engines with newer equipment. He will obtain additional information and follow up with the Board. Chair Tempesta also suggested looking into equipment that the City of Keene may be replacing or disposing of.

Mick provided an update on the upcoming Open House and discussed plans for the event, including potential parking concerns. Chair Tempesta suggested that the Selectboard provide the food for the event so that Fire Department members can focus on giving tours and interacting with attendees. All Selectboard members agreed with the suggestion.

Mick said he would come up with a list of questions he thinks people may ask and share them with Mike and Eric to make sure they are all on the same page. Chair Tempesta asked if signs would be posted, and Mick said he would put up the Fire Department training signs. Chair Tempesta asked how calls would be handled during the event. Mick said other stations would respond to calls. There was also discussion about putting a flag on a ladder truck. Mick left the meeting at 10:46 a.m.

Mark LaBelle spoke about fire ponds being included in the CIP and asked about maintenance of the ponds. Eric stated that the fire department is maintaining the fire ponds. Eric also noted that permits for fire ponds can be extensive and that the Town needs to continue building up the number of fire ponds over the years. Tempesta asked how many fire ponds are currently active and whether they are tested. Eric said the ponds are used during fires. Mark asked if a list of active fire ponds could be provided.

Mark also spoke about the run cars and asked where we currently stand with them. Mark said Rene Doyle is waiting for Eric. Mike said they are waiting for an email regarding equipment. Eric said he would follow up. Mark then asked about assembly permits and how often they are checked. Mark noted that there were several buildings with expired permits posted. Eric explained that the permits had been issued and that it is the responsibility of the property owner to display the permit. He stated that the 2026 permits had been provided to the schools and Pilgrim Pines. Jay Ward suggested that, going forward, permit recipients be asked to post the permits when they are issued.

The Board and Fire Department continued discussion regarding fire ponds. Bill Hutwelker said that in the past the Town used to clean up the fire ponds and asked why that was no longer being done. There was discussion about obtaining equipment to assist with cleaning and maintaining the ponds. Bill asked about the Planning Board's policy regarding fire ponds required for development, including the fire pond in Woodland Heights, and who is responsible for maintaining it. Eric said the association is responsible for maintaining that pond because it is not Town property, and if the Fire Department used water from the pond, we would have to replenish it. Tempesta asked why the responsibility falls on the association rather than the Town and what the Town does if a pond is not at capacity. Discussion included possibly notifying the association when a pond is not meeting the required standard.

Mike noted that it is difficult to get volunteers to respond to calls, let alone have them available to cut brush and maintain the ponds. Tempesta asked whether DPW employees could be hired to cut the brush. Bill said the Rail Trail is looking into equipment that could potentially be used for this purpose.

Chair Tempesta asked how often the Fire Department uses the fire ponds. Eric said one had been used last year. Mike said fire ponds are important and that it would benefit the Town to purchase the water department.

Mike provided an update on the Fire Department. He said he had spoken with the State regarding obtaining Fire Department signs and was told there would be no issue and that the signs should be completed in approximately one month. He also reported that the compressor is expected to arrive in October, the flagpole is coming in, the generator is expected in November, and the fence has been completed. Jay stated that a list of reimbursements had been sent out.

Eric returned to the discussion of fire ponds and asked where the fire ponds are that he does not maintain. Eric stated that the ponds the Town currently has are all accessible. Mike said the Fire Department will put together a book containing information on the fire ponds, including photographs and their locations. Alan left the meeting at 11:28 a.m.

Bill then spoke about a 10-99 grant and suggested looking into what the grant could be used for. He suggested that the Fire Department consider including the grant in its budget and look at possible uses, such as a fire escape.

Mark spoke about a meeting room for Emergency Management and Joint Loss Management. Eric said they were all set and could use the meeting room at the station.

Jay ended the meeting by asking what the Selectboard could do to help the Fire Department.

ADJOURNMENT

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

Adjournment occurred at 11:35 am.

Respectfully Submitted,

Katie Collins, Administrative Assistant

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 23, 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 5:32pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

OTHERS PRESENT
Kai Kraemer with FACT TV, Police Chief Joe Gonsalves

MINUTES
The regular meeting minutes of September 16, 2026 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

The non-public session minutes of September 16, 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, and it passed 5-0.

CONSENT AGENDA
A. Payroll Manifest (Week of 9/23)
B. Accounts Payable Manifest (Week of 9/16 and 9/23)
C. Special Event Permit – MRMHS Homecoming Parade
D. Raffle Permit – Northern Lights

A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion, and it passed 5-0.

PUBLIC INPUT
None

APPOINTMENTS
A. Chief Gonsalves- Police Department Update
Chief Gonsalves provided an update of recent activities by the Police department; they have had two major events this summer – Cheshire Fair and the music festival – which they were hired for police details. In the past, private contractors had been hired for these events, but due to shortage of staff, the Town's police department was hired. Other community events included Beyond the Bell, the First Responder appreciation event, the half marathon, and helping the Town Clerk with dog licenses. Recently, the City of Keene determined they will be closing the gate at airport road to the water treatment plant due to unauthorized vehicle traffic after hours; there will be an opening for walkers.

Next, Chief Gonsalves provided a hiring update: there are four applicants (2 certified and 2 uncertified). He hopes to complete the hiring of one certified officer by next week, but it could take a few months to complete background checks, etc.

Chief Gonsalves went on to explain that the police station needs to replace three computers which are outdated; the cost for the computers, switches, and peripherals will be about $12,000. The department also plans to replace one vehicle next year. The schedule is to replace one of the eight cars in the fleet each year. The Chief drives the oldest vehicle.

Chair Tempesta asked for an update regarding the school traffic since the beginning of the school year. Chief Gonzales replied that the high school was not normally an issue, but Mt. Caesar had tremendous backup of traffic. He said the School Resource Officer sometimes goes into the road to direct traffic, but he needs to be certified and have the right equipment. A few changes have been made, and the alternate plan has helped.

Due to lack of police officers, the officers are working overtime, and Chief Gonsalves is working extra hours. He said that he has called the State Police and the Sheriff's department for backup at times. The highest priority of the department is hiring more officers to relieve the department of the extra work.

Next, Chief Gonsalves reported that the telephone system is working well at the police station. The Emergency Management phones in the police station are not needed, so Jay will investigate moving them to the WS fire station and the Swanzey Center fire station for the Emergency Management offices there.

NEW BUSINESS

A. Discussion on Town Policy Regarding Animals in Town Buildings and Vehicles

The Board reviewed the draft of a proposed policy restricting pets in all town buildings and town vehicles. This policy addresses employees who have been bringing their pets to work. Visitors to the Town Hall and other buildings should not have to experience this disturbance. This does not include Trained Service Animals as defined by the ADA. This policy will be effective on 9/28/2026. Signs will be posted and employees will be informed of this new policy.

Mark LaBelle made a motion to approve the Pets policy as amended; Jay Ward seconded the motion. With no other discussion, the motion carried.

B. Review of Capital Reserve and Expendable Trust Balances

The Board reviewed the balances in the Capital Reserve Funds and Expendable Trust Funds.

C. Hydro Program Renewal Agreement

Mark LaBelle made a motion to authorize Chair Tempesta to sign the Hydro Program Renewal Agreement with Standard Power of America. Jay Ward seconded the motion; all were in favor and the motion carried.

D. Purchase of Computer for Recycling Center

A motion was made by Mark LaBelle to approve the purchase of a computer for the Recycling Center from EmerTech in the amount of $1,981.99, to be paid from the Recycling Center Capital Reserve Fund, account 15-4324-4324-1-001, which has an approximate current balance of $117,000. Jay Ward seconded the motion, and it passed 5-0.

Chair Tempesta updated the Board that Josh Whipple is continuing to work on getting quotes from local contractors for gutters for the recycling center, as discussed in the meeting on 9/16/2026.

OLD BUSINESS

The Board discussed communication from Recreation Director Ashlee Crosby regarding work that still needs to be completed for the Recreation department. Mark has spoken with DPW Director Joe DiRusso and plans are being made to address the work.

Bill Hutwelker notified the Board that the Town has made it through the first round of the Northern Border Regional Commission grant, and the Town was invited to apply for the second round. This grant is for $306K and requires a match by the Town. There is also a grant for the Drinking Water Ground Water Trust Fund which Sara Barrett is currently applying for in the same amount which, if awarded, would provide the match for the Northern Border's grant if that is awarded. With those two grants, the Town would have the funds to purchase the West Swanzey Water Company at no cost to the taxpayers. The Board of Selectman is providing a Letter of Support to submit with the application; Jay suggested an edit to the letter which the Board agreed to make.

Mark LaBelle made a motion to authorize the Chairman to sign the Northern Borders Regional Commission letter as amended. Jay Ward seconded the motion, and it passed 5-0.

Bill added that they have also requested a letter of support from Monadnock Economic Development Corporation and Southwest Regional Planning Commission which they have agreed to supply. They also asked for a Letter of Support from owners of the West Swanzey Water Company, and they have agreed and are fully supportive of the grants.

Bill asked the Board to consider engaging Sara Barrett Consulting for the second phase of the Northern Borders grant application. This would be at the same cost as the first phase, which is $2500.

Mark LaBelle made a motion to continue to engage Sara Barrett Consulting for grant writing for the second phase of the Northern Borders grant application in the amount of $2500 with funds coming from account 01-4191-4191-1-314 Planning and Community Development. Jay Ward seconded the motion; all were in favor and the motion passed 5-0.

Bill added that he needs to clarify who the entity the Letter of Support should be addressed to and would like authority to change the name if needed. It might need to be addressed to the Drinking Water Ground Water Trust Fund.

Mark LaBelle made a motion to modify the letter, if needed, to be addressed to the Drinking Water Ground Water Trust Fund. Jay Ward seconded the motion, and it passed 5-0.

ADMINISTRATIVE UPDATE

Jay Ward handed out the LakeSmart Recommendations for Wilson Pond for review and discussion. The Town owns the boat launch and the parking area. DPW has routinely cleaned and mowed the area; Chair suggested the DPW add some funds to the budget to maintain the area appropriately. Chair Tempesta will read the report and then review it with DPW Director Joe Russo to get his suggestions on what can be done and what the estimated costs might be.

Jay then reviewed the telephones project and discussed a few phones that might need changing from copper to fiber; this will be delayed until a decision is needed.

Next, Jay reviewed a proposal from Fidium Fiber to replace the internet service from Spectrum to provide better service at similar prices. It would take 45 - 60 days to change over and Fidium has offered the first 3

months at no charge as an incentive. It was determined that a few more details need to be learned; Jay will bring more information back to the Board. Another item to research is a phone number for the Carpenter home that is in question since there is no phone for it – perhaps for a fire alarm. Jay will investigate this.

Jay then provided a draft of the Town Hall CIP request form, and the Board discussed possible expenses that will be needed to continue improvements to the Town Hall lower level. Jay will make the changes to the form and supply it to the CIP committee.

Jay announced that Andre Jaeger has started the job as Finance Director and that the new Town Administrator, Jeremy Bourgeois, will start October 26th.

PUBLIC INPUT
None

NON-PUBLIC SESSIONS
Non-public session(s) per RSA 91-A:3, II *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.*
A motion was made by 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 7:02pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward 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 Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:44pm.

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, and it passed 5-0.

Non-public session(s) per RSA 91-A:3, II *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.*
A motion was made by 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 7:57pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward 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 Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 8:15pm.

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, and it passed 5-0.

Non-public session(s) per RSA 91-A:3, II *(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.*
A motion was made by 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 8:16pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward 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 Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 8:35pm.

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, and it passed 5-0.

ADJOURNMENT

A motion was made by Name1 to adjourn the meeting; Name2 seconded the motion, and it passed 5-0.

Adjournment occurred at 8:36pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 24, 2026
Town Hall – Lower-Level Conference Room, 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 1:30pm at Town Hall – Lower-Level Conference Room, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Human Resources Coordinator Meagen Kerris and Director of Planning and Community Development Adam Paquette.

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 Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 1:31pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Human Resources Coordinator Meagen Kerris, Director of Planning and Community Development Adam Paquette, and Assistant Town Planner Stephon Mehu.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 1:45pm.

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, and it passed 5-0.

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

A motion was made by 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 1:48pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Human Resources Coordinator Meagen Kerris, Director of Planning and Community Development Adam Paquette, and Code Enforcement Officer Christopher Levy.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 1:58pm.

Discussion of what the Board is looking for from Adam Paquette as the new Director of Planning and Community Development.

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, and it passed 5-0.

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

employee or the disciplining of such employee.

A motion was made by 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 2pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Human Resources Coordinator Meagen Kerris and Director of Planning and Community Development Adam Paquette.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 2:39pm.

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; Jay Ward seconded the motion, and it passed 5-0.

The Board discussed the engineering needs and funding for the lower level of the Town Hall.

Mark LaBelle made a motion to authorize DPW Director, Joe DiRusso, to engage the engineers this fall for the projected work in the lower level of the Town Hall. James Ward seconded the motion; all were in favor and the motion carried.

Mark LaBelle made a motion to authorize the expenditure of up to $15,000 for the structural engineering study by Cory Attra for the lower level of the Town Hall and for the funds to come from the Town Hall Maintenance and Repair Capital Reserve Fund. James Ward seconded the motion; all were in favor and the motion carried.

The Board then discussed the repairs needed at Richardson Park.

Next, there was a discussion regarding the new Town Administrator, Jeremy Bourgeois, attending a Selectboard meeting on October 7, 2026, to become familiar with the expectations once he starts full-time.

The Board also discussed the request from Viewpoint for a meeting with the Board of Selectmen regarding their water usage, and what information the Selectboard would like prior to the meeting.

Lastly, there was a discussion of the special Selectboard meetings in the week of September 28, 2026.

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 3:21pm.

Respectfully Submitted,

Meagen Kerris
Human Resources Coordinator

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 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 4:32 pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross.

NON-PUBLIC SESSIONS

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

A motion was made by 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 4:33pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Rick Robichaud.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 4:54pm.

The Board considered two quotes for work on the Richardson Park roof and selected the bid from GDS Landmark Group. The amount of $37,500 will come from either the Richardson Park Capital Reserve or Expendable Trust account.

The Board then discussed the budget process and the various factors which will make this year a difficult task.

Next, the Board discussed the need to engage video services for the various town meetings and considered next steps.

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 (hiring) which was seconded by Jay Ward. All were in favor and the motion passed. The Board entered the non-public session at 5:10 pm.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 5:24pm.

The Board discussed how the weekend events scheduled for Whitcomb Hall would be facilitated.

The Board also briefly discussed the town clerk's office staffing.

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 5:50pm.

Respectfully Submitted,

Jay Ward, Board Secretary

Approved on

DRAFT

2026 Recreation CIP Projects

Remediation of retired restrooms - $15,000

- Bathrooms were demoed in May
- Remaining work looking to be done this fall
    - Leveling the floor
        - Removing the platform the toilets where on
        - Fixing where the stalls where in the ground
        - Remove remaining plumbing for sinks and toilets
    - Create a doorway between the lifeguard room & women’s bathroom
    - Scrapping the ceiling, walls and floor
    - Paint the walls, ceiling, and floor
    - Outlets add to both areas
    - Move sink from lifeguard room into the women's bathroom
    - Furniture for a staff space and a CIT program space

Reconstruct the beach & drainage at Richardson Park - $2,000

- Received an invoice from Fieldstone, but have not seen any work listed on invoice. Joe and Stephon are aware and are working with Fieldstone

Richardson Park Pavilion Deck - $33,100 (about $1,900 of the $35,000 used for painting parking lot lines)

- Remove the current deck
- Fix the foundation under deck supports
- Remove the handicap bathroom
    - Remove walls
    - Remove bathroom fixtures
- Replace the decking
- Paint the decking

LONG TERM DISABILITY INSURANCE

X.X Long Term Disability insurance benefits are governed by the provisions of the Long-Term Disability Insurance Plan. If anything in this policy is inconsistent with the applicable Long Term Disability Insurance Plan, the terms of the Insurance Plan shall be controlled. Long Term Disability replaces short term disability for qualifying full-time employees after 26 weeks.

The Selectmen may, at their discretion, investigate and decide to change plans or coverage levels provided under the provisions of this section.

X.X The Town currently provides Regular Full-Time Employees with a long-term disability income insurance policy which provides that, should an employee become injured or ill off the job, an indemnity benefit is paid to the employee.

However, it shall be understood that such payments do not obligate the Town to maintain an employee's employment status and/or benefits.

X.X Determination of eligibility for payment of this disability benefit is administered by a third party in accordance with the rules and guidelines established by the Third-Party Administrator.

X.X While an employee remains employed and is deemed eligible for disability benefits by the Disability Plan's administrator, the Town shall continue to pay the health insurance premium on behalf of the employee and/or their family, life premium and long-term disability benefit plan premium. If an employee is determined by the plan's administrator to be no longer disabled due to illness or injury and fails to return to work, payment of the premium by the Town for these insurance coverages shall cease upon the first of the month following termination of disability benefits. Payments of these premiums by the Town shall also cease upon the first of the month following termination of available disability benefits.

X.X The maximum length of disability benefits provided under this plan are the following:

Age at Disablement	**Benefit Duration***
59 or younger	To age 65
60	5 years
61	4 years
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 and over	1 year
*To the later of: 1) the specified length of time as stated above, or 2) the day before attaining the Social Security Normal Retirement Age under the United States Social Security Act, as revised.	

Maximum weekly benefit to be paid to a regular full-time employee shall be 60% of regular weekly base pay calculated using the department's standard work week excluding overtime, details, payments in lieu of health insurance, paid time off or other types of payroll compensation.

X.X Employees receiving long term disability pay may supplement it utilizing earned leave time provided such supplementing does not result in issuance of a weekly payroll check that is more than 100% of an employee's regular weekly base pay (excluding overtime, details and other types of compensation listed in section X.X).

Whitcomb Hall – Upcoming Rentals & Coverage Needed

Here is the current schedule:

Saturday, October 10 – Birthday Party

- Rental time: 4:00 PM–10:00 PM
- Katie will handle the setup.
- **Need someone to open the building at 3:30 PM.**
- **Need someone to close the building after 10:00 PM.**
- If no one is available to close, Shawn will be able to close since he will already be on duty.

Sunday, October 11 – Wedding

- Rental time: 9:00 AM–midnight
- Meagen has this event covered.
- Meagen will handle the opening and Katie will handle the closing up the next morning.

Sunday, October 18 – Rental

- **Need someone to set up and open the building 8:30 AM.**
- **Need someone to close the building at 3:30 PM.**

Remaining October Rentals

- The remaining rentals for the month should be covered, as Lisa will be available to handle setup.

If anything changes with the schedule or coverage, we will let everyone know.

Thank you to everyone who is able to help out with the Whitcomb Hall rentals.

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 September 2026

DATE: October 7, 2026

CC: All Department Heads and Town Hall Staff

ADMINISTRATIVE ASSISTANT/DEPUTY TAX COLLECTOR

General

During the month of September, I continued providing administrative support to the Town, including processing permits, coordinating rentals, posting notice for all committees and assisting with Selectboard responsibilities.

Completed/Processed:

- Processed 4 Whitcomb Hall rental agreements
- Processed 3 Special Event Permit
- Processed 2 Raffle Permits
- Prepared and coordinated weekly Board of Selectmen agendas and meeting materials
- Online training for Town Clerk's office
- Attended MAAP training in Concord for Town Clerk's Office
- Helped with food/shopping for the Town election
- Building permits from new system entered into Aviatar
- Attended 4 select board minutes as the minute taker.

Additional administrative duties included responding to public inquiries, assisting departments as needed, and maintaining regular office operations.

TAX COLLECTOR / EMERGENCY MANAGEMENT DIRECTOR

As of August 31st $410,062.87, was outstanding of the $9,800,681.83 first half warrant, (95.8% collected). Of the $470k outstanding one property SMC Swanzey LP (Monadnock Place Route 12)

is outstanding at $104,052 including interest.

Attended Tax Collector annual conference in North Conway.

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, Town Clerk receipts, Building permits and Recreation.
Daily bank deposits / post office runs.
Recycling Center fees posted and processed $23,919
Various Recreation fees posted and processed $5,743

EMD

Three of four Hazard Mitigation Plan update meetings have been completed. Next meeting is October 20, 2026.

Hazard Mitigation Plan working committee.
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

TOWN CLERK

- Processed $146,842.25 in Town vehicle fees
- Processed 93 new N.H. Titles
- We processed 30 death certificates, 6 birth certificates, 7 marriage certificates, 4 marriage licenses and 1 divorce certificate.
- Prepared and ran the State Primary Election
- Assisted with new voter registration and sending out additional absentee ballot requests for the General Election
- Received 1,000 Absentee Ballots, counted and sent out 47 for the General
- Sent out 432 renewal letters for October

HUMAN RESOURCES COORDINATOR

Human Resources:
I've worked closely with the Board this month. We put in place the Pet Policy and cleaned up and implemented job descriptions and a contract for the Planning and Community Development Office.

The Board will be reviewing the Long-Term Disability Policy to adopt into the Personnel Policies. AI is unfortunately still in process because I am working with our IT company to make sure it aligns with what they need from us for security. I have fine tuned the DPW Director job description.

Joint Loss Management:
We met at the Stratton Free Library (members were amazed at how beautiful it is in there). We discussed "archiving" sections of the safety policies that are no longer applicable to the Town, in an effort to minimize the number of pages that are printed. Our next meeting is in November at the "JLM Office". October will be used for me to set up the office space and get all edits up to date in the policies.

PLANNING AND ECONOMIC DEVELOPMENT

No report submitted

CODE ENFORCEMENT/BUILDING INSPECTOR

1. Executive Summary

This report covers Code Enforcement and Building inspection activity for September 2026. The department received 27 permit applications issued 27 building permits with a total valuation of $9,947;69. Permit revenue reached $116,198.62, total this year. A total of 88 inspections were completed in September. The department opened 2 and closed 1 Code / Health Enforcement cases. The total number of open/active code cases is at 8.

2. Building Permits by Type - September 2026

The department issued 27 building permits in September. This is a 25Y" increase over August and matches seasonal expectations. Building permits led by volume with 13 issued. Accessory structure building permits remained steady reflecting continued demand for detached garages and sheds. No demolition permits were processed for August.
3. Inspection Activity
The department completed 31 inspections for record in September. Electrical inspections led all categories with 15 completed. The overall pass rate was l00 %.
Common site visit inspection issues included improper flashing installation. missing joist hangers, 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 l00 %.

4. The department opened 2 new code enforcement cases in September and closed 1. There are currently 8 cases that 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 7 days. 1 property owner received notices of violation. 3 have initiated corrective action. No cases required escalation to legal proceedings this month.

5. Notable Observations

. Permit and inspections remain at a steady Fall pace.
. John Flatley construction project on Orchard Lane requires constant monitoring due to poor building practices from contractors.
. Permits are being applied for and not paid for. permits remain un-issued.

6. Challenges and Constraints
Contractor education of new permitting system is moving along. Residents are still confused by the permitting requirement for sheds under 200 SqFt. Code enforcement case tracking came on-line in July. The backlog of cases still need to be entered and tracked. Number one concern is the unpermitted work that likely continues in the Swanzey AOR.

7. Recommendations
. Update website with information on shed and general permitting requirements.
. Subscribe to online code books.

8. October 2026 Outlook
As winter nears, an increase in inspections for outside projects is expected. Permitting for interior projects should remain steady.

HEALTH

No report submitted

POLICE DEPARTMENT

Statistics

A review and comparison of statistics show a trending reduction in “Calls for Service” (CFS), and “Field Interviews”. There was a decrease in “Citations” in September in comparison to August. There is a trending increase in “Incidents” and “Arrests/Booking”.

Calls For Service (CFS)	September	August	July
Calls for Service	382	397	428
Citations	28	40	21
Field Interviews	44	58	97
Accidents	16	7	16
Incidents	37	32	26
Arrests/Booking	19	9	7
Registrants	6	7	2
Warrants	2	0	1

There were 64 different types of “Calls for Service” (CFS) for the month of September versus 65 in August. We had a substantial increase in “Property Checks” and “Citizen Requested Assistance” in the month of September. We had a decrease in “Selective Enforcement Request”, “Paper Service”, and “Fraud”.

In addition to those listed below we had 13 "911 Hangup" in the month of September versus 20 for the month of August. 911 Communications vetted many of these as mistakes and now they are forwarding all of them to Dispatch. We also had 18 "Case Follow-Up" in the month of September versus 14 in August.

	Calls For Service (CFS)	September	August	July
1	Property Checks	57	38	38
2	Citizen Requested Assistance	61	41	51
3	Selective Enforcement Request	2	8	3
4	Police Information	44	42	48
5	Paper Service	15	23	12
6	Suspicious-Person/Vehicle/Incident	9	26	13
7	Welfare Checks	20	12	24
8	Fraud	0	7	2
9	Assist – Fire/Police	7	8	10
10	Assist – Ambulance/Rescue	2	7	2

Chief Gonsalves met with Mr. Rathburn, Superintendent of the school district, and Ms. Suarez, Principal of Mt. Caesar School, about traffic for pickup and dropoffs.
The Swanzey Police Department assisted with the Elijah's Race Half Marathon on September 6th.
The Swanzey Police Department welcomed Ericka Curtis, its newest intern from Keene State College, on September 8th.
Chief Gonsalves attended LHMP meeting on September 10th at Whitcomb Hall.
Chris Roberts from Crimestar came to the police station and worked with the State of New Hampshire to work on the connectivity for eCrash and eTicketing on September 14th.
Monadnock Security Systems completed a survey of the police Station cameras to replace and improve the surveillance system on September15th.
Chief Gonsalves attended the CIPC meeting on September 17th. Funding for flooring, a water filtration system, camera surveillance system and computers were approved.
The Swanzey Police Department assisted with the Monadnock Homecoming parade on September 26th.
Chief Gonsalves joined a meeting by phone on September 30th to discuss the FirstNet failover system for the police station's computers and telephones.
There are two certified officers who applied for positions as police officers with the Swanzey Police Department. We also have a few uncertified candidates that are in the process for selection for the position of police officer.

FIRE DEPARTMENT

Fire Dept. Highlights

- 92 Calls for service
- Removal of buoys for the Rec. dept. at Richardson Park
- All equipment removed from Town Hall basement
- Donated four sets of outdated gear to KHS firefighter program

- Plymovent final fit-up completed
- Electrician repaired gear room and bathroom fans
- Meeting with Primex – workers comp issues
- JLMC meeting at Whitcomb Hall
- Whitcomb Hall assembly permit issued
- Repairs made to station 3 fire alarm
- Meeting with SPD and Adult family services to consult with an elder pt.
- Tour with Fire Station committee members and conclusion of the committee
- Consult with Code dept. at Hidden Springs Mall for assembly
- Cheshire County Fire Officers meeting held at station 2 w/tour
- Department Head meeting at town hall basement
- Hazard mitigation meeting at Whitcomb Hall
- Mutual Aid to Keene- fire on Avon St.
- Review of variance for 427 Old Homestead Hwy.
- EMS coverage at Monadnock Reg. Mid/High school football game
- Keene Fire Prevention parade, E2 & T1
- Judged Keene fire prevention parade

RECREATION

No report submitted

ASSESSING & IT

No report submitted

DEPARTMENT OF PUBLIC WORKS

Director met with DOT and regarding the ROW Application for the Route 32 Sidewalk. The project is going to be postponed until 2027 due to the delay in getting utility poles moved and DOT approval
Director continued working on 2027 Budget and CIP
Director met with Underwood and NH DES on Stormwater CIP program. 3 Site visits were conducted
Director attended 2 Wastewater/Water Committee meetings
Director attended the Hazardous Mitigation Planning meeting
Director met with Rail Trail Committee on repairing a bridge and trailside mowing
Director obtained quotes to have the Richardson Park roof replaced. GDS Landmark was awarded the contract and the work will begin in October
Director assisted Monadnock Choppers with a sewer connection in North Swanzey and conducted 2 site visits. Monadnock Choppers are now connected to North Swanzey Sewer
Director worked with paving contractor to pave Christian Hill, Summer Street, Partridgeberry and Fox

Glove Lane
Director worked with Select Board on eliminating non-essential phone lines
Director met with the wastewater operator several times. The operator reports that during the month of September, the PH levels exceeded the permit requirements by a minimal amount
Director attended two Select Board Meetings
Director continued to communicate with SAU 93 regarding an easement and the construction of a mutual shared parking lot
Director met with the City of Keene and Underwood Engineers on planning on West Swanzey wastewater Project for pumping West Swanzey sewage to Keene
Director conducted several site visits and met with the contractor for the Town Hall stairwell project The project is on schedule and will be finished before winter
Director and crew raised 6 sewer manholes and 1 catch basin for paving on Christian Hill Road and Summer Street
Director and crew continue to monitor ground hogs at Carpenter Home
Director and Crew cleaned up voting setup
Director and crew attempted to install a drain at Town Hall to mitigate a water issue in the basement. The drain was not able to be installed. As a result, a new section of gutter will have to be installed
Director and crew graded Winch Hill Road, Taylor Hill Road and Cobble Hill Road
Director and crew replaced a culvert on Marcy Hill Road and Trotter Lane
Director and crew reclaimed and graded a portion of Christian Hill along with preparing the road for repaving
Director and crew moved donated furniture from Keene to Town Hall on two occasions
Director and crew finished the shoulder gravel to the newly paved roads on Partidgeberry Lane, Fox Glove Lane, and Christin Hill Road
Director and crew picked up blue bags throughout Town
Crew overseeded and aerated South Road Ball Fields, Town Hall, Whitcomb Hall and AA Park
Crew continued roadside mowing
Crew painted tomb at Mountainview Cemetery
Crew cleared brush on Woodland Height
Crew started mowing rail trails
Crew patched potholes throughout town
Crew mowed ball fields, cemeteries and all Town properties
Crew conducted weekly trash removal from all Town facilities
Crew conducted 2 burials

RECYCLING CENTER

Completed/ In Progress-

Date	Item/ Location/ Subject	Notes
9/4/26	Plastics	Working with NHRecycles on a split plastics shipment with Troy NH, the prices have drastically dropped for plastics revenue, working with mills to find the best price for the material
9/9/26	Energy Logic waste oil burner	Serviced by Arrow Equipment
-	Personnel	Worked with Meagen on various employee items
9/10/26	Cardboard	Ordered cardboard shipment
9/11/26	CIPC	CIP workbook submission
9/17/26	Purchase requests	Worked with vendors on setting up the approved BOS purchase requests for the 9/16/26 BOS meeting.
9/20/26	Grants	Submitted 2 grant applications to NHDES and NHtBeautiful for the purchase of the waste oil boiler.
9/23/26	Bobcat	Went to Bobcat NH to pick up repair parts and maintenance items.
9/23/26	Cardboard	Shipped 44,907 lbs
9/25/26	'21 Bobcat	Bobcat would not start in the morning, reading an error code for a starter issue. Nick cleaned the machine and we started chasing wires to see what the problem was. Nick replaced the negative battery cable that was broken but still did not start. Nick worked with bobcat on the phone to see what the issue could be. We ended up finding a dirty solenoid connection, cleaned and machine is operating normal.
9/25/26	'21 Bobcat	Replaced left and right-side chain case gaskets and seals, changed chain case fluids in both side- 8.5 gallons total, cleaned machine and inspected repairs 3811 hours on machine
9/30/26	'24 Bobcat	Sensor issue with the Bobcat's bucket tilt sensor, I ordered the part and replaced, machine operating normal- 781 Hours on machine
9/30/26	'21 Bobcat	Replaced cutting edge on bucket.
September	Personnel	Throughout the month employees have been watching safety training videos in the break room- typically groups of 2 so they can help each other and bounce questions back and forth, this has been working out very well.

Meetings-

Date	Time in	Time out	Meeting	Notes
9/9/26	10:00	12:00	NHRecycles	Board of Trustees regular meeting- budget overview
9/16/26	17:30	19:15	Board of Selectmen	Department update and purchase requests.
9/21/26	9:55	10:15	CIPC	Presented the updated CIP workbook to the committee.

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.
- All employees are back from their leaves.

Wastewater-

Item/ Location/ Subject	Notes
Coverage	Covered weekends and some days throughout the weeks.
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