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
Monadnock Regional Middle High School
November 3, 2026

1. Call to Order – 6:00 pm

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting: i) October 23, 2026
      ii) October 28, 2026

   B. Nonpublic Session(s): i) October 23, 2026 Session(s) 1&2
      ii) October 28, 2026 Session 1

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

5. Public Input

6. Appointments
   A. Steve Bittel – CIPC Presentation and Discussion
   B. Ashlee Crosby – Richardson Park Shoreline Project

7. Consideration of New Business
   A. Updated Policy – HRA Contribution / Payment in Lieu of Health Insurance
   B. Owl Camera System
   C. Roof and Pier Repair Project – Richardson Park

8. Consideration of Old Business

9. Administrative Update
   A. October Staff Monthly Reports

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

5. Public Input

6. Appointments
   A. Steve Bittel – CIPC Presentation and Discussion
   B. Ashlee Crosby – Richardson Park and Shoreline Project

   SUGGESTED MOTION: I make a motion to authorize the expenditure of $6,330.20 for Fieldstone invoices related to the Richardson Park Shoreland Project, to be paid from the Recreation Facilities Improvements Capital Reserve Fund.

7. Consideration of New Business
   A. Updated Policy – HRA Contribution / Payment in Lieu of Health Insurance

   SUGGESTED MOTION: I make a motion to approve and adopt the updated HRA Contribution / Payment in Lieu of Health Insurance Policy, as presented

B. Owl Camera System
C. Roof and Pier Repair Project – Richardson Park

SUGGESTED MOTION: I make a motion to authorize the expenditures of $2,840.00 to GDS Landmark for pier repairs at Richardson Park and $750.70 to GDS Landmark for roof repairs at Richardson Park, to be paid from the Recreation Facilities Improvements Capital Reserve Fund, account 15-4520-4520-1-002.

8. Consideration of Old Business

9. Administrative Update
   A. October Staff Monthly Reports

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

November 10	Board of Selectmen Meeting
November 18	Board of Selectmen Meeting
November 25	Board of Selectmen Meeting
December 2	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.
- **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 23, 2026
Town Hall – Lower Level - 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 9:03am at the Town Hall, Swanzey, NH. Other members present were Selectmen W William Hutwelker, James Ward and Alan Gross. Others attending were HR Coordinator Meagen Kerris and Town Clerk Heather Estrella.

ABSENT
Mark LaBelle

NEW BUSINESS
Discussion of Town Clerk Office hours for November 2026. Schedule will be posted in the lobby, on the website, on Facebook to give residents enough time to plan for the brief adjustments in hours.

NON-PUBLIC SESSIONS
Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee
A motion was made by Jay Ward to enter a nonpublic session pursuant to RSA 91-A:3, II (b) 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 9:19am. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Others attending were HR Coordinator Meagen Kerris and Town Clerk Heather Estrella.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor and the motion passed. The non-public session ended at 9:44am.

Heather Estrella left the meeting.

OLD BUSINESS
Discussion of Jack Franks appreciation for the water/sewer proposal. (The Board will need to verify what information they would like here)

Discussion of billing meeting between the Board, Steven Bittel and Scott Self.

Discussion of changing locations of the signal crossing from the proposed Sawyers Crossing Rd. location to the intersection of Railroad St. and Ashuelot Rail Trail.

Jay Ward made the motion to approve the submission of a recommended change in scope, per the Department of Public Works and Planning & Community Development, to the MAST 2024 Crossings project. The pair of beacons should be shifted southerly along the Ashuelot Rail Trail to the intersection of Railroad Street and the Ashuelot Rail Trail. The motion was seconded by Alan Gross. All were in favor and the motion carried.

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 Jay Ward 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 9:55am. Present were James Tempesta, W. William Hutwelker III, James Ward and Alan Gross. Also present was HR Coordinator Meagen Kerris.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor and the motion passed. The non-public session ended at 10:07am.

A motion was made by Jay Ward 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; all were in favor by Roll Call and it passed 4-0.

Discussion of Planning Board meeting and the approval process. Concerns about exposures.

Bill Hutwelker left the meeting at 10:21am.

ADJOURNMENT
A motion was made by Jay Ward to adjourn the meeting; Alan Gross seconded the motion, and it passed 3-0.

Adjournment occurred at 10:26am.

Respectfully Submitted,

Meagen Kerris, HR Coordinator

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – October 28, 2026
Whitcomb Hall
17 Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting was called to order by Chair James Tempesta at 5:00pm 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 and DPW Director Joe DiRusso.

APPOINTMENTS

A. Eric Spenlinhauer – Town Hall Streams 5:00 pm via Zoom

Mr. Spenlinhauer discussed options for streaming board meetings so that they are available online, now that the Town has lost the services of FACT TV.

He explained using a 360-degree camera and a laptop and said that a new Meeting Owl 5 camera might cost about $1500, but he suggested shopping for one on EBay; he said he can upgrade older versions of V3 or newer. A laptop would be needed; ideally one dedicated to this purpose.

Swanzey would have a dedicated page on the website for recorded meetings; to schedule the meetings, the user would need to log into the Town Hall Streams' site to schedule the planned meetings. At that scheduled time, the server would be looking for a video stream and would broadcast it; it would also be recorded and available on demand. Viewers would go TownHallStreams.com and find Swanzey from the list of all towns, or Swanzey but could provide a hyperlink to place onto the Town's website and could also provide a link to each meeting on the Board's meeting page. The recording could also be downloaded and saved on the Town's server indefinitely. Town Hall Streams saves the files for 5 years. Francestown, Troy, Rindge, Jaffrey are local towns who use the service if the Board wants to get feedback on the performance. The month-to-month contract would be $300/month for the services.

When wiring a new room for this purpose, such as at the Town Hall, there are options for speakers and more cameras for better results.

The Board will review the proposal with the Town Administrator and will get back to Mr. Spenlinhauer.

OTHERS PRESENT

Kyle Hodgman, Shana Thompson, Alyssa Hodgman from Cal Ripkin Association; Cody Gordon from Greylock Properties

MINUTES

The regular meeting minutes of October 2, 2026; October 15, 2026; October 21, 2026; and October 23, 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 October 2, 2026; October 15, 2026, Sessions 1 & 2; and October 23, 2026,

Sessions 1 & 2 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
B. Accounts Payable Manifest
C. License to Sell Pistols and Revolvers – Warner Tool Company Inc
D. Special Event Permit – Monadnock Ford
E. Special Event Permit – Carlisle Wide Plank Floors

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

PUBLIC INPUT

Joe DiRusso explained that Cody Gordon from Greylock Properties will be requesting approval from the Planning Board to improve up to 1100 feet of Kempton Road to a Class 5 road to allow for up to 4 building lots. At the same time, they would put in a hammerhead turn-around for plowing and grating which will require an easement. Joe asked the Board for their approval for this project.

Mark LaBelle made a motion to approve extending Kempton Road up to 1100 feet to a Class 5 status, contingent on the Planning Board approving the subdivision. Jay Ward seconded the motion; all were in favor and the motion carried.

Chair Tempesta thanked Cody for all the work he has done for the Town.

APPOINTMENTS

A. Kyle Hodgman – Cal Ripken Association

Chair Tempesta invited the group to provide feedback on how this year went for the association. Kyle replied that it went well; they had an increase in numbers especially at the tee ball age which required 3 additional teams for 90+ kids. Parking on unused fields solved the parking problem; tournaments have been scheduled differently to address parking. There is still an issue with people using the ball fields as a dog park even though there are signs and dog stations. A designated dog park might solve that but there is no room. They have not heard any complaints from neighbors. They did have an incident where kids broke into the cook shack and caused some minor vandalism.

Chair Tempesta mentioned that Recreation Director Ashlee Crosby requested a list of donations and costs of upgrades to the property for her records. Shana replied that some donors don't wish to be recognized so they don't have invoices. Joe asked them to provide a list of projects accomplished so far this year as well as going forward; he told the Board that the Town has helped by reseeding gas and adding gravel. Kyle will provide their next year's schedule to Town Administrator Jeremy Bourgeous.

B. Joe DiRusso – Director DPW

Joe discussed adding cellular powered alarm systems to the 4 pump stations; the suggestion is to start with one to see how well it works so there is time to cancel before the 3-year contract becomes active.

Joe then gave an update regarding proposed weatherization at Whitcomb Hall. The Whitcomb Hall committee met with the Energy Commission; ultimately, they will likely reapply to extend the grant funds until decisions are made because there are some concerns regarding some of the options. Both committees were in agreement.

Joe then gave a DPW update; paving and road repairs are finishing up on Troy Hill Road, Goodell Ave, Simoneau Lane, California Brook, Safford Drive and Wilson Pond Road. The deck is almost done at Richardson Park; Town Hall basement project is nearly done.

Chair Tempesta let Joe know about a taxpayer who was upset about how much water was drained from Wilson Pond; Joe replied that he follows a policy to drain it on or after October 15th and also how much to lower it which is to leave one board which holds in the trash rack; he pointed out that there was less rain this year since he lowered the level.

Joe also reported that the Matthews Road Crossing flashing lights are installed and working. Cross walks will be painted next Spring.

Next, they discussed the project of changing the Town Hall sign to an electric sign, and the work that will be needed to get electricity to it. Also discussed was removing trees to allow parking for the school sporting activities and the stumps at the Potash Bowl to create more parking.

The Town of Roxbury has requested a quote to maintain their dirt roads; Joe determined a daily rate of $4K/day would be reasonable since it would require the grader, water truck, York rake, and roller as well as the labor of 3 people.

The Board then discussed the digital sign that was proposed for the Town Hall.

Mark LaBelle made a motion to spend up to $37,000 to purchase a 8mm sign for the Town Hall from Sousa Signs, with funds to come from the Town Hall IMS Capital Reserve Fund. Jay Ward seconded the motion; all were in favor; and the motion carried.

NEW BUSINESS

A. Standards of Conduct Policy – Review and Adoption

Mark LaBelle made a motion to adopt the Standards of Conduct Policy, with the understanding that it will be read aloud at least annually at each Town Board and Committee meeting and added to the volunteer application form for all new volunteers to sign. Jay Ward seconded the motion; all were in favor; and the motion carried.

B. Transfer of Title – Police Vehicle

Mark LaBelle made a motion to authorize the transfer of title of the 2019 black Ford Explorer to Gregory Damon, who purchased the vehicle through Municibid for $1,700.00, and to authorize Chair Tempesta to sign the title and any necessary documents to complete the transfer. Jay Ward seconded the motion; all were in favor; and the motion carried.

OLD BUSINESS

Chair Tempesta provided copies from the Recreation Department of schedules and activities which the Board reviewed.

Next, they discussed the schedule for the upcoming meetings:

- November meetings: November 3rd at 6pm at the elections instead of November 4th; meet November 10 instead of November 11; cancel meeting on November 25.
- December meetings: Cancel meeting on December 23rd.

Jay provided a sketch of possible office spaces in the lower level of the Town Hall and the Board discussed options.

The Board reviewed the **Water Sources of Cisterns, Draft Sites and Dry Hydrants** report provided by Deputy Fire Chief Mike Burke. The Board was impressed by the report and the time and effort Mike put into creating it. Chair Tempesta will invite him to review this with the Board on the 18th.

ADMINISTRATIVE UPDATE

The Board reviewed the proposal by Town Hall Streams; they agreed to authorize Jeremy Bourgeois to proceed with researching the solution and the determine the cost of purchasing a new Meeting Owl camera.

CORRESPONDENCE

A. Lake Host Program
B. Community Kitchen
C. Susan Armstrong

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 Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:43pm. 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 Alan Gross. All were in favor and the motion passed. The non-public session ended at 7:46pm.

Bill gave an update on the West Swanzey Historical Society; Lee Dunham will meet with the Board at the next board meeting to discuss it further.

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 7:55pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

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MEMORANDUM - OFFICE OF HUMAN RESOURCES

TO / FOR: The Board of Selectmen

FROM: Meagen Kerris, Human Resources Coordinator

RE: Update Policy – HRA contribution / Payment In Lieu of Health Insurance

DATE: October 30, 2026

CC: André Jaeger, Finance Director

As of 2027, the Town will be offering two (2) insurance options. André and I have put in place 65% of the cheapest lowest insurance premium option as an opt-out payment. I have updated the policy below. Could the Board please review and approve the below policy change to align with our updated options.

(7.2)The Town currently pays for the ~~2nd~~ first half of employees' and their dependents' annual deductibles through HealthTrust Health Reimbursement Accounts (HRA). HRAs are employer-funded arrangements that reimburse employees for qualified medical expenses not covered by their employer-sponsored medical plan. Employees may be required to pay the ~~full~~ first $500 of the deductible and then be reimbursed by the Town. ~~(For example, employees with Single coverage are currently responsible for the first $500 in medical plan deductible expenses incurred for the plan year before the HRA pays. The Employee will then be reimbursed for any remaining medical plan deductible expenses that are incurred, up to $500 per plan year.)~~

7.8 Payment in Lieu of Health Insurance

If a Regular Full Time Employee has health insurance coverage that is not provided and paid for by the Town, the Town shall pay that employee taxable income in the amount of 65~~0~~% of the premium cost of single coverage for the lowest price plan offered in lieu of the Town health insurance benefits. This amount shall be rounded up to the nearest $5~~1~~0 increment and distributed on a monthly basis in the payroll check received on the third Thursday of the month. This stipend will be considered income for tax purposes but not for base wage, retirement or overtime pay calculations. ~~If both the husband and wife are employed by the Town, this shall not apply.~~ To be eligible for this payment, the employee must initially present proof of health insurance coverage through other means and demonstrate its continuation at least annually thereafter.

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MTW500-1000

Meeting Owl® 5

Millions of meetings taught us a lot.
The Meeting Owl 5 is what we did with it.



Professional collaboration technology that's easy for everyone to use: Premium 4K video, AI-powered audio, and single-cable simplicity.

- Video, audio, and content sharing through a single USB connection to the user's laptop
- Rebuilt from the ground up with durable, eco-friendly materials including recycled plastics
- High quality, immersive 360° video and audio coverage for effortless hybrid collaboration

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The Meeting Owl experience

Video, audio, and content sharing through a single connection. Premium meetings, less complexity.



HDMI-passthrough and Ethernet-over-USB connections offer flexible setup options

Multiple meeting modes deliver the best perspective for remote attendees.

Auto Focus Mode



Recommended solutions

Learn More



Small/Huddle Rooms

Tabletop placement



U-Shaped Rooms

Tripod-mounted

Meeting Owl® 5 Specifications

Overview

Camera

Single custom-designed 360° panoramic fisheye camera lens to eliminate image distortion

Output Resolution: 4K UHD

Camera Sensor: 20MP

Video Range: 10' (3m)

Field of View: 360° Horizontal, 55° Vertical

Microphones

8 top-mounted beamforming smart mics

Audio Pickup Radius: 18' (5.5m)

Features: Advanced audio processing automatically filters out echoes and background noise for enhanced voice tracking and clear sound

Option to connect to Expansion Mic to extend audio range by 8' (2.5m) coming in early 2027

Speaker

Solo downward firing speaker built in for evenly distributed 360° audio and powerful in-room sound

Speaker Output Level: 84 dB SPL RMS @ 0.5 meter

Input/Output

- 1x HDMI-Out
- 1x Power-In
- 1x USB-In Type C USB 3.1, supports DisplayPort Alt Mode
- 1x Expansion Mic port

Power Supply

AC Input: 100-240V

Line Cord: Specific to region

Network

Wi-Fi 6E (802.11ax/ac/n/g/b/a)

Supports WPA2 and WPA3 security

Ethernet over USB with adapter

Processor

Qualcomm® QCS6490 processor

Dimensions

Dimensions: 5.75" (14.6cm) W x 5.75" (14.6cm) D x 11.25" (28.5cm) H

Weight: 4.2lb (1.9kg)

Usage

Software

AI-powered Owl Intelligence System™ to intelligently focus on whoever is speaking using vision, voice, and motion

4 additional video Modes available to follow presenter, show 360° panoramic in-room view, show grid view of in-room participants, or take manual PTZ control

Compatibility

SuperSpeed single-cable BYOD USB connection to host computer

Compatible with all web-based video conferencing platforms, including Microsoft Teams, Zoom, Google Meet, Webex, and others

Option to pair with a second Meeting Owl 5 and/or add an Expansion Mic for extended coverage in larger spaces coming in early 2027

In-Meeting Controls

Meeting Owl App: Optional, free download to adjust settings during meetings

- Desktop: Mac and Windows
- Mobile: iOS and Android
- Tablet: iPad

Device Management

- Nest (free): Remotely manage fleet of Owls through our web-based portal
- Nest Plus: Nest with advanced analytics and usage insights
- Nest Pro: Nest Plus with priority support and extended device warranty

Warranty

Standard: 2-year warranty

Extended: Up to 4 years with Nest Pro plan

Setup

Placement: 4' (1.25m) from the in-room TV or monitor and within 10' (3m) of in-room meeting participants

Setup Options: Center of the table, tripod-mounted, or portable use

What's Included

- Meeting Owl 5
- Power adapter and line cord
- 6'/2.5m USB-C to USB-C SuperSpeed cable
- 16'/5m USB-C to USB-A HighSpeed cable
- Quick Start Guide
- Safety, Regulatory, + Warranty sheet

ⓘ HDMI cable not included










Meeting Owl 5

to-use solution.

360° 4K UHD video clarity

Get a sharper, more detailed view of everyone in the room, including people seated farther away.

Premium audio

New top-mounted beamforming mics use AI to track voices and automatically filter out echoes and background noise for clear sound.

Seamless display sharing

Use native HDMI passthrough to share content instantly without the need for extra hubs. (HDMI cable not included)

Eco-friendly design

Made with sustainable materials, including up to 45% post-consumer recycled content in its plastic parts.

Complete your setup



HDMI Cable

Our 16 ft (5 m) HDMI cable supports the Meeting Owl 5 Pro's HDMI passthrough feature.

$99

Add to Cart

GDS Landmark Group
80 Warmac Road
Swanzey, NH 03446

Invoice

Date	Invoice #
11/2/2026	9112

Bill To

Town of Swanzey
Public Works Dept.
98 Pine Street
Swanzey NH 03446

Terms
See below

Qty	Description	Rate	Amount
	Pier Repair Project- Richardson Park, main building		
1	Total cost to perform full project as outlined in detail below. Remove and save wall on both sides of post Set cribbing and jacks to carry load Remove existing post and pier Excavate to stable soil and install crushed stone Replace pier/post/wall framing Remove temp cribbing/jacks Clean all ground areas nearby, area to be 100% free of all nails and debris of any kind. Loam and seed any area disturbed by project. All work will carry a 1 year workmanship guarantee.	2,840.00	2,840.00

A finance charge of 1.5% will be applied to unpaid balances after 30 days.

gdslandmark@gmail.com
603-315-5909

Total	$2,840.00
Payments/Credits	$0.00
Balance Due	$2,840.00

GDS Landmark Group
80 Warmac Road
Swanzey, NH 03446

Invoice

Date	Invoice #
10/30/2026	9109

Bill To

Town of Swanzey
620 Old Homestead Hwy
Swanzey NH 03446

Terms
Due on receipt

Qty	Description	Rate	Amount
	Roof Replacement Project- Richardson Park main building- Rot/damage repair Removed broken/rotten boards in 3 different locations, replaced with new pine.		
5.5	Labor-Caleb	70.00	385.00
4.25	Labor- Aaron	70.00	297.50
1	Materials- 1x pine	68.20	68.20

A finance charge of 1.5% will be applied to unpaid balances after 30 days.

gdslandmark@gmail.com
603-315-5909

Total	$750.70
Payments/Credits	$0.00
Balance Due	$750.70

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MEMORANDUM

TO: Board of Selectmen

FROM: Katie Collins, Administrative Assistant

RE: Monthly Report for October 2026

DATE: November 2 2026

CC: All Department Heads and Town Hall Staff

ADMINISTRATIVE ASSISTANT/DEPUTY TAX COLLECTOR

General

During the month of October, 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 10 Whitcomb Hall rental agreements
- Processed 3 Special Event Permit
- Processed 2 Raffle Permits
- Prepared and coordinated weekly Board of Selectmen agendas and meeting materials
- Help set up for several of the Whitcomb Hall Rentals
- Trained in Town Cler's Office
- Help set up and attend the Town Trunk or Treat
- Building permits from new system entered into Aviatar

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 $291,106.59, was outstanding of the $9,800,681.83 first half warrant, (97..03% collected). During October the largest outstanding tax bill for Monadnock Place was paid.

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 $4,,617
Various Recreation fees posted and processed $1,655

EMD

Quarterly meeting with HSEM at EOC in Concord. Connected with local Red Cross director John Montes. He is to send a list of items to equip an EOC along with resources the Red Cross has in Keene.

Fourth and final meeting for the Hazard Mitigation Plan update has been completed. The town's portion of the match to satisfy the grant has been met.

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 $150,776.28 in Town vehicle fees
- Processed 87 new N.H. Titles, this does not include title applications from dealers.
- We processed 10 birth certificates, 7 marriage certificates and 3 marriage licenses.
- Amanda and I attended the 102nd Annual Town Clerk's Conference
- Registered 54 new voters to Swanzey
- Sent/handed out 205 more absentee ballots
- Heather acted as a delivery agent, delivering, assisting and picking-up absentee ballots for a dozen or so residents who had no other means to vote.
- 10/26 we received 3,912 ballots for the General Election. We prepared the test deck for testing on the 2 voting machines and the Omni system (handicap system) on 10/27.
- Counted and bundled for Election Day all the ballots and resealed the boxes.
- Sent out 456 renewal letters for November
- Worked on our 2027 budget for submission deadline on 10/16

HUMAN RESOURCES COORDINATOR

October was a busy day-to-day month with the onboarding of two new officers, the Town Administrator, meetings with the Board, and preparation for the health insurance renewal plans. I have put together a few policy changes related to health insurance for the board to review in their first meeting of November. I have also put together a draft of a Grievance Policy for the Board to review on November 10th.

Joint Loss Management:
There was no meeting in October. The next meeting is November 17, 2pm at the Recycling Center.

PLANNING AND ECONOMIC DEVELOPMENT

General

- **Warrant Article Amendments & Upcoming Public Hearings:** Work is ongoing for a comprehensive update to the Zoning Ordinance. Because this initiative involves adjustments across nearly every section, the overall scope of the revision is substantial. Below are the proposed amendments ahead of the upcoming public hearings on November 19.

Amendment No. 1 Are you in favor of the adoption of Amendment No. 1, as proposed by the Planning Board, to replace Section IX of the Swanzey Zoning Ordinance with the New Hampshire Office of Planning and Development's "Model D" Floodplain Management Ordinance, keeping Swanzey's existing higher standards and updating all related references throughout the ordinance?
Note: This amendment aligns Swanzey's floodplain management ordinance with federal and state standards. This action protects property, secures continued resident access to the National Flood Insurance Program (NFIP), and preserves the town's existing, more stringent local protections.
The full language of this amendment is available for inspection at the Town Clerk's office.
Amendment No. 2 Are you in favor of the adoption of Amendment No. 2, as proposed by the Planning Board, to amend the Swanzey Zoning Ordinance to incorporate amended and consolidated definitions throughout the entire ordinance, giving each land use one name and one definition?
Note: This amendment is a housekeeping measure designed to eliminate redundant, conflicting, or vague terms by establishing uniform definitions across all sections of the zoning regulations.
The full language of this amendment is available for inspection at the Town Clerk's office.
Amendment No. 3 Are you in favor of the adoption of Amendment No. 3, as proposed by the Planning Board, to amend Section III-AA of the Swanzey Zoning Ordinance in its entirety, regulating Accessory Dwelling Units (ADUs), bringing local regulations into compliance with state statutory standards?
Note: This amendment completely updates Section III-AA to align Swanzey's Accessory Dwelling Unit regulations with current New Hampshire statutory standards.
The full language of this amendment is available for inspection at the Town Clerk's office.
Amendment No. 4 Are you in favor of the adoption of Amendment No. 3, as proposed by the Planning Board, to adopt Section III-C into the Swanzey Zoning Ordinance, regulating

family day care homes, family group day care homes, and child care centers, and update all related references throughout the ordinance?
Note: This amendment creates a dedicated section in the zoning ordinance to clearly define and regulate where and how different types of childcare facilities can operate in Swanzey, ensuring alignment with state statutes.
The full language of this amendment is available for inspection at the Town Clerk's Office.

Amendment No. 5 Are you in favor of the adoption of Amendment No. 4, as proposed by the Planning Board, to adopt Section III-D into the Swanzey Zoning Ordinance, governing agricultural uses, and update all related references throughout the ordinance?
Note: This amendment establishes a clear, unified framework within the town's zoning ordinance to define and guide farming and agricultural operations, ensuring local regulations align with state protections.
The full language of this amendment is available for inspection at the Town Clerk's office.

Amendment No. 6 Are you in favor of the adoption of Amendment No. 5, as proposed by the Planning Board, to adopt Section III-E into the Swanzey Zoning Ordinance, governing multi-family dwellings and adaptive reuse, and update all related references throughout the ordinance?
Note: This amendment aligns with state law to allow multi-family housing in commercial zones, provided there is adequate infrastructure, and the project passes local site plan review. It also promotes adaptive reuse by exempting existing buildings from setback, height, and frontage rules during conversion, as long as the original footprint and height do not increase.
The full language of this amendment is available for inspection at the Town Clerk's office.

- These proposed amendments represent a significant, collaborative effort between me and Sarah (SWRPC) to lay the necessary groundwork for next year's larger ordinance reorganization.

Map Updates

- Collaboration continues with SWRPC to plan a comprehensive update to the town's zoning map for next year. Historically, processing local zone changes on the map has faced delays. Additionally, several district boundaries contain inconsistencies or inaccuracies. Rectifying these mapping errors is a top priority, and funding is being allocated in the upcoming budget to ensure efficient map updates moving forward.

Planning Board

- 765 W Swanzey Road gas station/convenience store site plan was approved at Planning Board.
- Looking into training opportunities for early next year, similar to the NHMA training conducted early this year.

Zoning Bord

- The variance for Neighbors Gas Station to permit a single-family home was denied. Staff expect that the applicant will file a request for rehearing.
- Continued work on amending the Rules of Procedure. The work is slow due to the number of public hearings that take priority.
- As with the Planning Board, I am exploring training opportunities for early next year.

CODE ENFORCEMENT/BUILDING INSPECTOR

- **Executive Summary**

This report covers Code Enforcement and Building inspection activity for October 2026. The

department received 23 permit applications and has approved 15 permit applications issued 15 building permits with a total valuation of $2070.08. Permit revenue reached $93,678.70, total this year. A total of 64 inspections were completed in October The department opened 0 and closed 0 code enforcement cases. The total number of open/active code cases is at 8.

- **Building Permit Activity**

The department issued 15 building permits in August. This is a 6Yo decrease over August and matches seasonal expectations. Building permits led by volume with 8 issued. Accessory structure building permits remained steady reflecting continued demand for detached garages and sheds. One oil-burner permit issue by SFD.

The department completed 64 inspections in August. Electrical inspections led all categories with 8 completed. Electrical and foundation inspections. The overall pass rate was 99 %

Common found pre-formal 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.

- **Code Enforcement Cases**

The department opened I new code enforcement cases in August and closed 3. 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.

- **Notable Observations**
- Permit and inspections are starting to decline.
- John Flailey construction project on Orchard Lane requires constant monitoring due to poor building practices from contractors.

- **Challenges and Constraints**

Contractor education of new permitting system is moving along.
Residents are still confused by the permitting requirement for sheds under 200SqFt.
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

- **November 2026 Outlook**

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

HEALTH

Currently working on Zoning Audit & Amendments, C-Pacer, continuing with GoGov monitoring, building permit and septic design approvals, rehabilitation of the Grange Hall, development of sidewalk along OHH heading south, the installation of RRFBs along Matthews Rd & Railroad St, WWTF Solar closed out, $67,500 reimbursement issued for MAST 2023, review of Open Space Plan.

Status of Development Projects
OHH Sidewalk: NHDOT approved; awaiting change of scope approval from MAST
Matthews Rd Beacons: RRFBs installed+ approval from Bureau of Trails, awaiting approval **from**

R&T
Administration
Christian Hill Rd Bridge- On schedule; no updates
Ashuelot RT Improvements (TAP)- Awaiting Final Design and ROW for review; confirmed bidding process with Hoyle & Tanner
FY22 CDS Fire Station- Awaiting one invoice for submission of revised materials 10.29.26
Swanzey Lake Management Plan
Provided LOS for 319 grant application and meeting with SWRPC on 11.6.26 to discuss On-Call Engineering grant application
Rail Trail Committee
RTP Grant application still under review
Resurfacing of path, ditch and culvert clearing; site work to take place on Cheshire RT in May 2027

Meetings Attended:
10/1– Hazard mitigation meeting #3 – NFIP process/documentation to be improved in 2027
10/5– Reviewed Variance for manufactured home @ 472 OHH with Conservation Commission
10/7&8 – Attended Radically Rural for sessions on streetscapes & intergenerational learning
10/12 – CIP Meeting – Fire Dept, Stratton Free Library, and Rail Trails
10/12 – Energy Commission – EV Town vehicles fleet potential, Solar Ordinance status, Weatherization
10/15 - Perimeter hike of Mt Cresson with Jay Ward for compliance with past funding
10/15 – PLAN Webinar for Land Use Regulation Amendment Process and RSAs update
10/15 – MAST 2026 application submitted
10/15 – Grange Hall Building Cmmt Meeting – Committee voted to abstain from securing engineered foundation plans for LCHIP and opt to get second opinion of building's structural integrity
10/19 – CIP Meeting – Town Hall IMS, cash contributions and debt service, water & sewer enterprises
10/19 – Met with Cathy Bergstrom for Shoreline Septic Regulations update; property list underway
10/20 - Final Hazard Mitigation meeting – Final tasks list and hazards for updated plan fine tuned
10/23 - Met with Senior Vice President of Retail Banking for SBW; discussed location in West Swanzey
10/27 – Met Chad Branon at Richardson to discuss changes to Shoreland Permit for Stormwater Mgmt

DEPARTMENT OF PUBLIC WORKS

- The Director completed the Right-of-Way (ROW) application process for the Route 32 Sidewalk Project. Construction is anticipated to begin in late spring 2027.
- The Director completed the 2027 Capital Improvement Plan (CIP) and budget process for DPW, Wastewater, Bridges, Carpenter Home, Town Hall, and Whitcomb Hall.
- The Director attended one Wastewater/Water Committee meeting.
- The Director attended two Select Board meetings.
- The Director participated in a virtual meeting with the engineering firm working on the Swanzey Lake Dam project. The engineering firm anticipates having the design and cost estimates ready for submission to the NH Dam Bureau in February.
- The Director began working with the Governance Committee on planning for a new DPW building.
- The Director attended a regional DPW Directors meeting.

- The Director responded to a Right-to-Know Law (RSA 91-A) request regarding the Webber Hill Project and continued working on another request related to Town Hall.
- The Director began researching replacement options for the consolidated telephone lines that service the Wastewater Treatment Plant and pump stations.
- The Director met with the local snowmobile club regarding the redecking of a bridge on the rail trail near Riley Conservation. The DPW crew removed the existing deck boards, and the snowmobile club completed the installation of the new decking. The project was completed successfully.
- The Director worked with GDS Landmark to replace the roof and repair a foundation footing at Richardson Park. Both projects have been completed.
- The Director met with the Whitcomb Hall Committee and Energy Committee to discuss an insulation project at Whitcomb Hall. The project has been placed on hold at this time.
- The Director and crew helped with two events at Whitcomb Hall.
- The Director worked with paving contractors to complete paving on Troy Hill, a section of Goodell Avenue, Trotter Lane, and Simoneau Lane. Additional pavement patching was completed on failing sections of California Brook Road and at the intersection of Safford Drive and Wilson Pond Road.
- The Director conducted several site visits and met with the contractor regarding the Town Hall stairwell project and Richardson Park roof project
- The Director continued communicating with SAU 93 regarding an easement and the proposed construction of a mutually shared parking lot. SAU 93 reported that the School Board has expressed support for the project. It is anticipated that the plan will be approved and finalized before the end of the year.
- The Director met with the Wastewater Operator several times throughout the month. The operator reported that all permit requirements were met during October. In addition, the annual toxicity test conducted at the Wastewater Treatment Plant discharge outlet into the Ashuelot River returned results within acceptable limits.
- The Director and DPW crew spent one week screening winter road sand. The Town now has an adequate supply of screened sand for approximately three winter seasons.
- The Director and crew graded Depot Road, Leonard Farm Road, Causeway Road, Winch Hill Road, West Shore Road, and East Shore Road.
- The crew began adding shoulder gravel along the newly paved roads mentioned previously.
- The crew picked up blue bags throughout Town.
- The crew cut brush along Woodland Heights and CL Lane.
- The crew completed roadside mowing for the season.
- The crew patched potholes throughout Town.
- The crew completed mowing of the rail trails.
- The crew completed painting the tomb at Mountainview Cemetery.
- The crew applied concrete sealer to the Town Hall entranceway and ADA ramp.
- The crew mowed ball fields, cemeteries, and all Town properties
- The crew continued weekly trash removal at all Town facilities.
- The crew began fall cleanup, including the removal of leaves and debris from Town properties.

The crew conducted zero burials during October.

RECYCLING CENTER

Completed/ In progress

Date	Item/Location/Subject	Notes
10/1/26	Employee Certification	Worked with an employee and NHDES on a discrepancy in renewal certification, problem was solved.
10/2/26	New phone system	Showed Emertech where we need the new phones throughout the facility, worked on setting up the office phone.
10/2/26	Donated baler	Received a quote from Hamblet Electric for the power installation to the donated baler.
10/7/26	2027 Budget	Worked with the finance team on some budget questions and setting up a new line for equipment fuel.
10/8/26	Pet policy forms	Submitted the new pet policy forms to HR
10/9/26	Energy logic Boiler	New Hampshire the Beautiful awarded the Recycling Center a grant in the amount of $3,100.00 towards the purchase and installation of the new boiler.
10/13/26	Office	Worked with Emertech on repairing important files that were not functioning. They also assisted in updating other files and fixing the cloud system.
10/14/26	Facility Gutters	Received an updated quote from Utterly Gutters for installation behind the new building.
10/14/26	Universal Waste	Worked with NHRecycles on pricing for anti-freeze and waste oil sludge disposal, estimated savings of $75 per barrel compared to old vendor.
10/16/26	Waste oil Grant	Worked on gathering materials for the NHDES used oil collection grant for the purchase and installation of the new waste oil boiler.
10/17/26 & 10/18/26	Josh	Josh OFF

10/26/26	**Recycling Center- FD training**	**Swanzey Fire department held a training at the recycling center at 6:00 pm. They Inspected the facility power shut off and facility fire alarm system.**

Meetings

Date	Time	Meeting	Notes
10/21/23	**5:45 pm**	**Board of Selectmen**	**Waste oil grant(s) submission, office computer, Baler installation request, Warehouse lights request, general update.**

Financial/ Operation information

Account Number	Account Description	2025 Revenue	2026 Year To Date	Estimated Revenue	Balance Uncollected	Percent Left to Collect
01-3401-2-001	Recycling Center	$ 32,131.00	$ 30,078.00	$ 35,000.00	$ 4,922.00	14.06%
01-3401-2-002	Recycling Electronics	$ 6,215.00	$ 5,063.00	$ 4,600.00	$ (463.00)	-10.07%
01-3401-2-003	Recyclables (4/01/18)	$ 58,121.35	$ 41,326.18	$ 65,000.00	$ 23,673.82	36.42%
		$ 96,467.35	$ 76,467.18	$ 104,600.00		

Diversion rate					Diversion rate
Recycling tons	MSW per ton	Cost avoidance	MSW tons	Total tons	42.70%
326.98	$ 136.61	$ 53,439.23	765.72	1,092.70	

Wastewater-

Item/ Location/ Subject	Notes
Plant Coverage	**Weekend coverage, some days throughout the weeks**
Monthly Check sheets	**Formatted and printed for beginning and end of month**

POLICE DEPARTMENT

FIRE DEPARTMENT

- Research and receiving quotes for potential engine 2 replacement with committee $900,00 - $1,200,00 costs
- Review of variance for Zoning board of adjustment - Monadnock Hwy.

Residential use in a business area

- LHMP meeting
- Keene Fire Prevention parade – Engine 2 and Tanker 1, C1 parade judge
- FF 1 class had a burn day at The Drill Yard, assisted by C1,2,3 Lt. Mark, FF Mark and FF Snachez

We assisted as engine operators, safety officers and additional people to load and unload the fireroom.

- CPR taught at Heritage Dental; Dr. Hong
- Fire Officers meeting;

A monthly review of department issues; run card changes, open house, punch list to be completed at station; elevator, generator, extractor, dryer, hood. New radio system in the station, list of events upcoming. Future purchase for engine 2 to be put off to fy28

- Deep clean for open house on 10/10
- Open House at Station 2 w/tours and a live fire and extinguishment demonstration

This was a great day for the public to come in and see what the building looks like and its future uses.

- Detail event: Monster Truck show at Cheshire Fairgrounds
- Assembly inspection and permit issued

80 Airport Rd.

- Was taught how to access GoGov documents for inspections to coincide with building dept.
- WRTF training at Gilmore Pond Jaffrey, boat and divers; tow boards used.

Divers being towed around the pond to view a larger area and quicker access to these areas with the boat and their underwater boards.

- Attended Monadnock Area Fire Chiefs Assn. meeting in Jaffrey; discussion/presentation on Primex workers comp issues
- Email with CCEMS and SWFMA on radio channel uses between ambulance (752) and fire IC (Tac freq.) believe this to be an educational issue w/CCEMS personnel
- Dealt with run cards for fire dept. at SWFMA

Met with Chief Winn and Disp. Doyle on the run cards for the department

- Applied for Primex supervisor's academy
- Updated calendar for Nov. in report room, our daily uses calendar for any events, who's working and information as needed.
- Ongoing review and list of draft sites and dry hydrants in town.

This is in process with Dep. Burke to be completed for a possible future meeting with selectboard and staff officers. This was completed 10/27, copies left in mail slots and an email sent to all recipients.

- Emailed fire reports to insurance co. and lawyer for 80 Winch Hill Rd. fire
- FF/P John Warner came in to investigate picking up daytime coverage and how to do so
- Insp. For oil burner Wilson Pond Rd.
- Separation of service letter sent;

Letter sent to probationary member for lack of response to any events or training; she works a different job and does not have the time to expend to the department at this time.

- Emailed thanks to Kerry Kelly for CO/smoke detectors from Cheshire Med. Ctr., future collaboration to come from this
- Orchard Overlook paving, confirmed access for emergency vehicles to access the building if needed. All tenants were to park at the bottom of the entry and may be very congested at times.

- Confirmed w/selectmen Tempesta to p/u file cabinets to use in station;

Picked up 4 tall filing cabinets and 3 short to be used in the station now that we have a better understanding of our needs.

- Review with Chief Winn an issue with dispatcher. Spoke with Chief Winn about the release of information to the public, friends, and family about the workings of any fire department and the detrimental effects it has on the trust we need to have with the dispatchers.
- Email to update Detail pay rates with Finance
- Confirmed a tour of the Recycling Ctr. with Josh Whipple for Oct. fire training (10/26)
- Obtaining quote for ram fan for Eng.3 quotes from Darley, Fire penny and Fire Matic
- Meeting with Finance director on 1st round budget information
- Working on where to get information about, fire pond/dry hydrant repair and possible dredging
- MRMHS V/JV/MS football coverage- 10/3, 10/12, 10/19, 10/23, 10/24, 10/30, 10/31
- Obtained an administrative asst. job description to review for future Pt. position
- Ladder repair completed at Porters
- Air compressor sent back with Gordon to be replaced due to breakdown
- Confirmed use of Pine St. location for use of ladder operation to roof with the FF1 class and monthly training

Asst. Chief Sanchez instructed the class on the use of ladders on a building and the roof, for some this was the first time on a roof, and all did an excellent job with this task.

- Review of letter for SWFMA/Chief Winn from WRTF. Ths was a letter drafted to introduce the new chief to the function of the WRTF and possibly how to make future assessments of when to deploy their services.
- CC statement completed
- Citizen - concern about name change from Aldrich to Coolidge w/f/up that all efforts have been completed to change this over in a smooth transition.

This citizen was concerned about why her bank could not see the address change on any search engine. It was explained to her that it could take up to and over a month for these sites to update, as they take the queue from the USPS to make the change. She was advised to use her letter from the town to confirm the change and if needed we would issue an email to her or her bank about any other issues.

- Received Quotes for Ram fan
- Consult w/Code on GoGov inspection forms.

Learning how to input information into the Go Gov site for inspections and confirmations to go to the property file and the interested parties.

- Completed tour of Recycling Ctr. and ladder operation on the Pine St. building

Review of building components, fire alarm panel, elec. shutoffs and all other hazards within the footprint of the recycling center.

Practice of laddering a single-story building and deploying a roof ladder to access the peak.

- Citizen, concern about name change Aldrich to Coolidge; concern; does not see change on online maps yet. It was explained that the internet search engines Google, Bing, Apple, etc. may take up to and over a month, as they obtain their information from the USPS to update their sites.
- Sent confirmation of Coolidge name change to K. Westcott so he could pass it onto any other concerned citizens that may come into town hall with questions.

Kevin has discussed the name change with the personnel at the local post office and why they could not see the changes to any mapping service. This information was given to him to be able to use as needed. The confirmation has been sent to the regional postmaster Kevin.Cidre@usps.gov and he is the governing body to disseminate the information to the other sites needed.

- Training & Education request form; This form was a response from the MAFCA meeting where it was advised to have one in place for any employee who was to attend a class and become injured. This was to complete the circle for any workers-comp issues were to arise.
- Had the monitor installed for IamResponding software use, this is for the FF's to know where a call is and who is responding to the station.

RECREATION DEPARTMENT

Meetings & Appointments in October

● 10/1 - Oil Change for Town Car
● 10/7 - Selectboard Meeting - Quarterly Update
● 10/12 - Muffle work on Town Car
● 10/15 - Nonpublic Meeting with Selectboard
● 10/22 - Small Recreation Department Meeting

Soccer Program
6-Week Youth Sports Program
Program Budget - $4,366.86
Revenue: $10,960
● Mini Kickers (PreK-1st Grade) - 80 participants on 10 teams ○ Residents - 60 ($40 each = $2,400)
○ Non Residents - 20 ($50 each = $1,000)

● Mighty Kickers (2nd-3rd Grade) - 41 participants on 4 teams ○ Residents - 38 ($40 each = $1,520)
○ Non Residents - 3 ($50 each = $150)

● Soccer League (4th-6th Grade) - 39 participants on 3 teams ○ Residents - 31 ($40 each = $1,240)
○ Non Residents - 8 ($50 each = $400)

● Sponsorships - $250 each team ○ Mini Kickers - 10 sponsors
○ Mighty Kickers - 4 sponsors
○ Soccer League - 3 sponsors

Expense: ($6,593.14)
Our 6-week Fall Soccer Program successfully kicked off in September, welcoming 160 youth participants across 17 teams, maintaining our steady 7-year average of 156 players per season. The program served participants across three divisions: Mini Kickers (PreK–1st Grade, 80 players), Mighty Kickers (2nd–3rd Grade, 41 players), and the Soccer League (4th–6th Grade, 39 players). Field preparations were greatly streamlined this season thanks to volunteer Connor Snide, who laid out and completed the initial field lining, which department staff maintained with weekly resprays.
This year our 17 teams are sponsored by;
● Mini Kickers - Granite State Fire Helmets, Swanzey Builders, Cota & Cota, Hart Brother's Tree Service, AMT Productions Keene Lions Club, Chebaco Kennels, Birdies, Gemini Screenprint & Out Ahead Creations
● Mighty Kickers - Guyette Towing & Repair, L & O Automotive, Cheshire County Baggers & Cota & Cota

● Soccer League - Alpha & Omega Transportation, Emery Heating Co. & Pilgrim Pines

Swanzey Running Club
6-Week Youth Sports Program
Program Budget - ($269.48)
Revenue: $770.00
○ Residents - 25 ($20 each = $500)
○ Non Residents - 9 ($30 each = $270)

Expense: ($941.99)
The Swanzey Running Club was a successful new 6-week youth sports program held at the MRHS track and led by community member Katie Patterson. Designed for participants ranging from 2 years old through 6th grade, the program focused on building running skills through sprints, long-distance running, and team activities, and wrapped up with medals and certificates for everyone involved. Following strong enthusiasm from participants, there is significant interest in launching a spring program with the goal of joining other New Hampshire recreation departments in the Granite State Track and Field Meet in June.
2nd Annual Witches on the Lake
Sunday, October 4th - 1pm to 3pm - Richardson Park
Program Budget - $179.91
Revenue: $435.00
● Registrations: $180.00
● Donations: $5.00
● Sponsorship: $250.00

Expense: ($240.09)
On Sunday, October 4th, Richardson Park came alive with spooky fun during the 2nd Annual Witches on the Lake from 1:00 PM to 3:00 PM. A fantastic crew of 18 "witches" took to Swanzey Lake on paddleboards, kayaks, and canoes, while a lively crowd onshore enjoyed games, music, and the festive community atmosphere. A special thank you to our wonderful sponsor, Guyette Towing & Repair, for helping make this magical afternoon such a huge success!
8th Annual Halloween Block Party
Saturday, October 24th - 3pm to 5pm - Brown Memorial Field
Program Budget - ($118.65)
Revenue: $750.00
● Sponsorships at $250 each ○ Monadnock Auto Glass
○ Guyette Towing & Repair
○ Tri-State Restoration

Expense: ($868.65)
The 8th Annual Halloween Block Party at Brown Memorial Field was a resounding success, bringing together approximately 800 children and families for a festive community celebration. Attendees
The 8th Annual Halloween Block Party at Brown Memorial Field was a resounding success, bringing together approximately 800 children and families for a festive community celebration. Attendees

enjoyed a 21-car Trunk or Treat, lively kids' games on the soccer field run by Monadnock Interact volunteers, and a spooktacular Haunted Trail brought to life by dedicated community members and

two Town Selectmen. Highlights included crowning six costume contest winners, and enjoying delicious offerings from vendors Toasty Buns, Frogg Brewing, and the MRHS Sophomore Class.

Co-Ed Softball League Playoffs

Saturday & Sunday October 3rd & 4th - Brown Memorial Field

The Co-Ed Softball League wrapped up an exciting season with a double-elimination playoff bracket held on Saturday and Sunday, October 3rd and 4th, at Brown Memorial Field. Seven competitive teams participated in the weekend tournament, showcasing fantastic sportsmanship and community spirit. Congratulations to Willy Bob's Wobbly Pops for clinching the league championship title, and to the Misfits for winning the playoff championship!

3rd Annual Halloween Havoc Co-ed Softball Tournament

Friday-Sunday, October 16th-18th - Brown Memorial Field

The 3rd Annual Halloween Havoc Co-ed Softball Tournament brought plenty of festive competition to Brown Memorial Field from Friday, October 16th through Sunday, October 18th. Seven teams battled for the Halloween title across round-robin play and a double-elimination bracket, with Raging Bacon taking home top honors for the team costume contest. Congratulations to Willy Bob's Wobbly Pops for winning the tournament championship, and to the Hackers for finishing as strong runners-up! The event was made even better thanks to Voodoo Box, who joined us on Saturday and Sunday to serve up delicious food for players and spectators alike.

Brown Memorial Rentals

Keene Knights Football & Cheerleading

- Monday - Friday, every week
- Saturday - 10/17, & 10/24

JSB Softball

- Saturday - 10/10
- Sunday - 10/4, & 10/25

Lane Field Complex Rentals

Little Legends Early Athletics

- Whitcomb & Chandler Fields
- Sundays, September 20th - October 25th

2027 Budget Planning

This month, significant time was dedicated to preparing and planning the 2027 Recreation Department operating budget and Revolving Fund projections. The budgeting process involved reviewing current program revenues, evaluating rising operational expenses across youth leagues and community events, and assessing facility maintenance needs at Town parks and facilities. Our primary goal is to maintain affordable, high-quality programming for Swanzey residents while

strategically managing department resources and exploring grant opportunities for the upcoming fiscal year.

2027 Wages

Planning for the 2027 recreation department wages is well underway as part of our annual budget preparation. We are carefully reviewing full-time and part-time staff salaries, seasonal camp operations, and public beach staffing requirements to establish appropriate pay rates and hours. This process ensures we remain competitive in retaining and attracting quality staff while maintaining fiscal responsibility for the town.

Future Event Planning

- Basketball Program & Sponsors

- Swanzey Festival of Lights
- 12th Annual A Very Swanzey Christmas
- November School's Out Days

Ashley Nash covered two mornings (10/7 & 10/8) in the Town Clerk's Office for a total of 10 hours. Ashlee Crosby was honored with the prestigious FISH Award at the recent New Hampshire Recreation and Park Association (NHRPA) Conference, accompanied by a $500 professional development grant. The FISH (Finding Involvement Serves Homes/Honors) initiative is designed to encourage and reward active member engagement across committees, training, and state-wide networking events, recognizing ongoing leadership and dedication within the parks and recreation field.