Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **May 22, 2025**
Whitcomb Hall, Main Street, Swanzey, NH

CALL TO ORDER:
The meeting of the Swanzey Planning Board was called to order at **6:00** p.m. by Chair Scott Self. The meeting was held at Whitcomb Hall and via Zoom software for the public. Other members present: Vice Chair Michael York, Victoria Ames, Richard Lane, Mark Scalera, Brandon Self, Alternates Stacey Goodale, Kristen Reynolds and Selectman's Representative Mark LaBelle. Also present was Town Planner Adam Paquette and Recording Secretary Susan Ells.

The Chair called the roll and read the agenda for the evening. A quorum was present.

Absent:
Jane Johnson, Alternate

SEATING ALTERNATES:
None needed.

Others Present:
Garrett Ranney with FACT TV, John Lesser, John Noonan from Fieldstone, Dan Lang from Aoline Properties, Skip DiBernardo – County Commissioner, Cathy Bergstrom- Economic Development Advisory Committee (EDAC)

MINUTES:

- The meeting Minutes of **May 8, 2025,** were considered. **Motion** was made by Lane to approve the meeting minutes of **May 8, 2025**. There was a second by B Self**.** All were in favor. With no further discussion, ***Motion passed.***

APPLICATIONS AND PUBLIC HEARING(S):

1) Discussions/Other Business

A) John Lesser Site Plan Modification

John Noonan from Fieldstone Land Consultants described the modification being proposed; not building the apartments and a smaller building which should be installed in August. Adding some stalls for other material.

York makes the motion to agree to this request as a site plan modification, **B Self** seconded. Discussion about whether it is a modification. Vote was taken; All in favor; ***motion passed***.

Discussion about the modified plans: Lane pointed out that these plans were supposed to be completed by now; Noonan reported that the sitework has been done, utilities are not done yet, but plans will not change. The drainage basin was installed over a year ago when the sitework was completed and is working well; driveway onto West Street is only for driving through the building. Main entrance and exit will be off

Route 10. Ames asked when landscaping will be installed; Lessor replied after building is completed, around end of September. Scalera asked about drainage; grating is done, water will run off the back and through the culvert to the basin. Lane asked what the surface is where the bins are; the current ones are on pavement; the new ones will be on hardpack gravel. These will be for compost, brush, etc. that they generate. No public comment.

Scalera made the motion to approve the modification. **B Self** – all approved. ***Motion passed***.

The board asked the chair for some clarifications about the process if the modification request had not been improved. Chair Self provided explanation.

B) New Tenant Application – DA Brothers Contracting – 93 Monadnock Hwy

Chair Self read the application. Paquette recommended we change the process regarding New Tenant Applications as was done for Multi-Tenant Applications. He read the memo he wrote after receiving agreement from the Town's attorney Cordell Johnston.
The recommendation would be:

- New tenant applications, in their current form, are phased out immediately.
- Any new tenant moving into a space that has previously had site plan approval will be reviewed administratively through the Planning Department and placed on the agenda of the next regularly scheduled Planning Board meeting.
- If no site plan review is required, the applicant will be informed that no Planning Board approval is required.
- Staff will develop a streamlined application process that consolidates New Tenant and Multi-Tenant applications into a single, simplified form to improve efficiency and ease of submission for business owners.

Lane pointed out that the business had already been operating out of the building without a permit; Lang explained it was because The Town was without a building inspector. They did get a permit from the Fire Dept but realized they should also have the New Tenant Application. He apologized for the oversite.

York made the motion to approve the application. **B Self** – all approved. ***Motion passed***.

Discussion about the merit of changing the process as proposed by Paquette. Chair Self asked Paquette to create the application form for review by the board approval. Ames requested notification when a multi-tenant or new tenant is approved. Paquette said that notification is currently the process, but we have not had a multi-tenant application since the process was changed.

C) Discussion with EDAC – Cathy Bergstrom

Chair Self explained the purpose of the Planning Board. Bergstrom explained the purpose of the EDAC. She is here because she had read in past minutes of an application for a small business and it seemed as though they were not prepared for the process. She spoke with the business owner and learned about the problems they had with the process. She is recommending some changes to our website to make it easier for the public to use and find the forms and volunteered to make these changes. Paquette said that Town staff support this. Chair Self also made some other recommendations that could be helpful. Paquette will connect Bergstrom with Christine Smith at the Town. Ames asked if a hot link is in an ordinance, would an

amendment be needed. Paquette will check with the Town's Attorney. The Board thanked Bergstrom for her work and her willingness to help.

D) Other business as required

Revision Energy Project
Megan Ulin from **Revision Energy** described a project that they are partnering with City of Keene at the Keene Dillant-Hopkins Airport to develop a ground-mounted solar array. They will need a special exception from the Zoning Board and Paquette suggested they should give the Planning Board notice of this project which will need a site plan review in a few months. Paquette asked the board for advice on how this type of project has been approved and what type of zoning has been needed. Discussion within the board about possible next steps. Chair Self said that the Planning Board does not have the authority to interpret the ordinance, but the Zoning board does. Suggested a joint meeting between the 2 boards.

Impact Fees
Paquette reviewed the discussion on impact fees. Chair Self talked with Finance Director Theresa Lounder; she thought another person would need to be hired. She also suggested increasing the permit fees as an alternative. She would be happy to meet with the board.

Planning Notes:
Paquette informed the board of 2 other applications for the next meeting.

Paquette confirmed the date of the joint meeting with the Conservation Commission on June 26.

ADJOURNMENT
Motion to adjourn was made by **Scalera.** There was a second to the motion by **B. Self** with no further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at **7:29** p.m.

Next Meeting: June 12, 2025

Respectfully Submitted,
Susan Ells, Recording Secretary

Approved on June 12, 2025