Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **June 12, 2025**
Whitcomb Hall, Main Street, Swanzey, NH

CALL TO ORDER:
The meeting of the Swanzey Planning Board was called to order at 6:00pm. 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, Mark Scalera, Alternates Stacey Goodale, Jane Johnson, Kristen Reynolds and Selectman's Representative Mark LaBelle (until 6:25 – replaced by James Tempesta). 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: Richard Lane, Brandon Self

SEATING ALTERNATES:
The chair seated Reynolds for Lane, Johnson for B. Self

Others Present:
Liam Mallan with FACT TV, John Noonan from Fieldstone, Mike Burke (Deputy Chief Fire Department), Michael Wilson, Ashley Wilson, Jed Paquin, Bill Hutwelker (Selectman), James Tempesta, Selectman

REGIONAL IMPACT:
York made a motion that there was no regional impact. There was a second by Scalera**.** All were in favor. With no further discussion, ***Motion passed***.

MINUTES:

- The meeting Minutes of **May 22, 2025,** were considered. **Motion** was made by Scalera to approve the meeting minutes of **May 22, 2025**. There was a second by Ames**.** All were in favor. With no further discussion, ***Motion passed***.

APPLICATIONS AND PUBLIC HEARING(S):

- **PB 25-008: Subdivision** – Paquin Land Surveying has submitted a 2-lot subdivision application on behalf of Michael Wilson for the property located at 999 Old Homestead Highway and shown at Tax Map 240, Lot 80. The subject property is in the Residence District.
    - The minimum lot size within the Residence District is 1 acre and the minimum frontage is 150 feet. For all zones, the minimum lot size requirement excludes land classified as wetlands or having steep slopes of 25 percent or greater. Each lot will meet the lot size requirement. They will also meet frontage requirements. The proposed lot 80-2 already has state driveway approval under State Permit # DOT-DRI-002680. State subdivision approval is pending. No concerns have been provided by Department Heads at this time. Based on its review, staff believes the Subdivision application is complete.
- Jed Paquin reviewed the checklist with the board.

- Chair Self asked if there were any questions. Being none, a **motion** was made by York that the application is complete. Johnson seconded. With no discussion, the **motion passed**.
- Paquin explained the reason for the subdivision was so that the landowners' daughter could build a home; he answered questions from the board.
- Chair Self asked for questions from the public. There were none.
- The Public Hearing was closed.
- The board discussed; Scalera made the **motion** to approve the subdivision. There was a second by Ames**.** All were in favor. With no further discussion, ***Motion passed***.

- **PB 25-009: Site Plan Review** – Fieldstone Land Consultants have submitted a site plan review application on behalf of the Town of Swanzey for construction of a 6,400 square foot fire station. The subject property is located at Tax Map 219, Lot 36 in the Business District.
    - The subject property is approximately 4.3 acres in size and is located on the west side of Old Homestead Highway. The subject property has approximately 525 feet of frontage on Old Homestead Highway. Two curb cuts are proposed and will be constructed in accordance with the State Department of Transportation requirements. Permits on both are pending. FAA approval is pending. The proposed 2-story development would have a footprint of 6,400± square feet and will be connected to public sewer and water. The number of parking spaces required is 13, but 36 are being proposed.
    - The Site Plan Review Regulations require the Planning Board evaluate a proposed development from several perspectives, including parking and loading, access and traffic flow, lighting, landscaping/screening, storm water management, utilities, and architectural design. Staff have reviewed the submitted plans and noted the following deficiencies.
        - Landscaping and Screening – Landscaped buffers between different uses of land. Staff Comment: The development will need screening on the north side of the property. The type of screening can be discussed at the Planning Board hearing.
        - The development will need screening on the north side of the property due to residential use on Tax Map 219 Lot 37.
        - All local, State, and Federal permits must be acquired prior to building permit.
- John Noonan from Fieldstone Land Consultants on behalf of the Town of Swanzey reviewed the checklist with the board.
- Chair Self asked if there were any questions. Being none, a motion was made by Scalera that the site plan review application is complete. Reynolds seconded. With no discussion**, the motion passed.**

- Noonan explained the reason for the site plan review and answered questions from the board. A suggestion was made to use the existing well for purposes such as washing the fire trucks and irrigation for landscaping; this would reduce the cost of Town water and sewer. The subject of a fence was discussed to separate residential from commercial use.
- Chair Self asked for questions from the public. Burke stated that there had been a discussion at an earlier meeting to keep using the well and the opinion at that time that it might be too expensive to make it useable. The board reiterated that the water would not be for potable use. Hutwelker stated that it had been hoped to use the well, but after further investigation it was unfortunately determined the well was not in the right place because the building would cover it.

- The Public Hearing was closed.
- York made the **motion** to accept the application with the recommendation that there be a fence installed on the northern line of the property to separate the two properties and to provide privacy. There was a second by **Scalera.** All were in favor. With no further discussion, ***Motion passed***.
- Hutwelker asked for guidance on the recommendation of a fence. The board suggested a 220 foot fence be installed on the northern end, 6 foot high, to provide privacy and lights not shining into the homes next door.

Discussions and Other Business:

A) New Tenant & Multi-Tenant Application Discussion

i) Chair Self reminded the board that at the last meeting the board removed the requirement for Planning board site plan in New Tenant and Multi-Tenant Application process.
ii) Paquette created a form that can be used – he can get it active on the website tomorrow.
iii) The board approved the form.
iv) Paquette is in the process of reviewing these types of forms and redesigning them to make it easier for the applicant to understand and complete. Ames asked if this would be a good time to increase the fees. Paquette said this is being considered at this time.

Paquette reminded the board that the next meeting will be a combined meeting with the Conservation Committee. It is likely to be long, so please be prepared.

ADJOURNMENT

Motion to adjourn was made by Scalera**.** There was a second to the motion by Johnson with no further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 7:14 pm.

Next Meeting: June 26, 2025

Respectfully Submitted,
Susan Ells, Recording Secretary

Approved on June 26, 2025