Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **November 6, 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 online for the public. Other members present: Vice Chair Michael York, Victoria Ames, Richard Lane, Mark Scalera, Brandon Self, Alternates Stacey Goodale, Jane Johnson, and Selectman's Representative 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.

Others Present:
Garrett Ranney with FACT TV, Mark Patten, Kelly Carlin, Robin Christopherson, Jim Devine, and Charlie Harbeck.

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

MINUTES:
The meeting minutes of October 23, 2025, were considered. A motion was made by Lane to approve the meeting minutes as presented. There was a second by Scalera**.** York abstained; all others were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
Lane made a motion to combine the two applications; B Self seconded the motion; all were in favor and the motion passed.

A. PB 25-015 – Patten Oil Site Plan:
Mark Patten proposes the construction of a 1,350-square-foot parking area to accommodate two oil trucks and one box truck for use by Patten Oil. The property is in the Business District at Tax Map 102, Lot 13.

B. PB 25-016 – Patten Oil Home Based Business:
This application supports Patten Oil's office operations and includes parking for two oil trucks and one box truck, in coordination with the site plan application.

The Board reviewed the items 14 -25 requests for waivers.

A motion was made by B Self to grant the waivers, that granting the request is consistent with the intent and purpose of the rules waived; York seconded the motion; all were in favor; the motion passed.

York made a motion that the application is complete, and the Board can proceed to the Public Hearing; B Self seconded. All were in favor; the motion passed.

Paquette requested the Board review the site plan first. He stated the Board of Selectmen have not reviewed the plan yet, so any approval would be on the condition that the Board of Selectmen approves the site plan.

Mark Patten presented how he operates his business. The oil trucks he owns are 2020 models which are designed to eliminate any leaking in the plumbing. The trucks are tested weekly, and the drivers conduct a 30-point inspection every day before leaving with the truck, as well as when the truck returns at the end of the day. They put pans under the trucks when they are parked in case there are any drips. The trucks carry a spill kit in case there ever was a spill. The trucks have a fire extinguisher, a first aid kit, and an emergency response guide. The business has a thorough safety program which is signed by each driver after attending safety orientation. He plans to gravel down on the parking area.

Ames suggested that the site plan show where the septic system is located. She also asked about the driveway location. Lane asked about the side setback; Paquette said setbacks only apply to structures, not parking. Chair Self said for parking it needs to be 10 feet, which this meets. Lane inquired what hazmat materials are on site; Patten explained that there are spill kits on each truck which include pads that only absorb oil. Tempesta asked how much oil is in the plumbing when shut off and Patten replied 8-10 gallons which would fit in the pan that they place underneath when parked on the site. Scalera asked if he'd be installing any screening; Patten said he would if he must but none of the other businesses have any fencing.

The Public hearing closed at 6:28pm.

York made a motion to approve the home-based business and approve the site plan with the condition that the location of the septic and the driveway is added to the Plat, and that the Board of Selectmen approves the site plan; the motion was second by B Self. All were in favor and the motion passed.

Jim Devine invited all to the Veterans Day program at 11am on 11/11 at the Community Church.

Discussions and Other Business:

A. Chad Branon – Rezone Proposal – not present - tabled to another meeting

B. Warrant Article Discussion – Rough Draft of Amendments and Discussion

Paquette reviewed the Amendments that were approved by the Town Attorney; the amendments will be placed on the ballot for the annual meeting. There is a public hearing currently planned for December 4.

Paquette explained his reasons for the change he is proposing to allow for 2 family homes without requiring a special exception. He said that in the past, these exceptions have been granted quite easily, so it makes sense to not require the extra process. Chair Self supported the change since a duplex doesn't take up much more space than a single-family home. Lane expressed concern that this would increase the density. Scalera asked if more taxes would be gained to offset the usage of the Town services.

Amendment 6 is reorganized to make the language clearer.

Amendment 7: Paquette discovered a typo and will change the wording to '*Amend Section IV. Article B.2.b to read as follows'*. The board's consensus was to leave the lot size at 1 acre.

Amendment 8 is new: adding 2 family dwellings to Village District I and reorganizing it to make the language clearer. The board discussed and the consensus was not to add this to the ballot. Subsequently, Amendment 9 will also be removed.

Amendment 10 is a state requirement by SB 284; if this fails, we need to insert a technical note into the ordinance.

Amendment 11 – the board will hold off discussing until they can meet with Chad Brennon regarding his rezoning proposal.

C. Planning priorities – Strategic Discussion on Ordinance Revisions
Paquette would like this to be on every agenda to include discussions on ordinances, training, etc.

Paquette told the Board that in 2026, he would like to host round table sessions 4 times per year so residents can attend to express their concerns and ideas; he would welcome the board to participate with a maximum of 2 members each, otherwise it would be a planning board meeting. The board was in favor of this idea. The first one would be April or later.

Ames made the motion to accept Charlie Harbeck as Alternate to the board; Lane seconded. All in were in favor. The motion passed. The Board thanked Charlie for his interest in serving.

York explained some changes that are being considered at the State level which could greatly affect the density and town services. Paquette clarified the wording for the Board.

ADJOURNMENT
A motion to adjourn was made by B Self. There was a second to the motion by Scalera with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:33pm.

Next Meeting: November 20, 2025

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on November 20, 2025