Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **September 11, 2025**
Whitcomb Hall, Main Street, Swanzey, NH

CALL TO ORDER:
The meeting of the Swanzey Planning Board was called to order at 6pmpm 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, Jane Johnson, 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: none

Others Present:
Pru Fraser, Charlie Harbeck, Bob Audette, and from the Conservation Commission: Nancy Karlson, Cheri Domina, Bob Goodrich and Bonnie Hart

MINUTES:
The meeting minutes of August 28, 2025 were considered. A motion was made by Lane to approve the meeting minutes as presented. There was a second by Scalera**.** All were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
None

DISCUSSIONS/OTHER BUSINESS

A. Wetland Conservation District Discussion – Final Draft of Proposed Changes

Chair Self explained this is a joint meeting with the Conservation Commission to review and discuss the proposed revisions to the Wetlands Conservation District Zoning Amendments for the March 2026 Town vote. Chair Domina called the role for the Conservation Commission; all were present except Jay Ward and Bud Winsor; Domina seated Jane Johnson for Jay Ward.

Chair Self asked if the group wanted to read the full document or just the edits; Domina offered to read it in its entirety and invited comments. Domina reviewed the history of how the document was created; the Conservation Commission is looking for ways to protect the town without causing undue hardship for landowners. Chair Self thanked her for the work on the document; Domina said they spent hours on the changes and are grateful for the knowledge and experience the Planning Board can provide. She is hoping for a good discussion on the proposed changes and hopes it can go to a public hearing without much further revision.

Chair Self stated that he felt the suggested changes are fair to Swanzey residents.

Chair Domina read through the document and explained the drafted changes; Chair Self asked for comments on each section.

Chair Self complimented the Commission on adding the condition that the applicant can make the decision as to what to request.

D: General Provisions: Chair Self suggested an addition for the conditional use permit to be clearer for set back and or buffer requirements. The Commission will come up with another wording to clear this up and will modify D-5.

E: Uses Permitted: Chair Self suggested E.1.j. be edited to include a small setback. The Commission will discuss and recommend a change.

F: Conditional Uses: Paquette suggested changing F.2.a. and F.2.b. to read …. *non-conforming structures* (rather than non-conforming uses) and in F.3 to remove *footpaths.*

G: Conditional Use Permit Criteria: Domina asked for comments on G.7 to be sure it was clear what was intended; suggestions were made to change this wording to …*jurisdictional buffer area and WCD…*

H: Conditional Use Permit Application Procedure: Chair suggested that H.4 should be clear and suggested …*the Planning Board at its discretion*... Chair said there is no time limit on when the Planning Board must make their decision. Paquette suggested 90 days. He will add this in.

I: Special Provisions: all sentences after the first should be removed in I.1.

J: Areas Exempted from this Section: Domina said that this section was virtually unchanged but they rearranged the order and added J.2.

The group discussed whether this can all be on one warrant article.

Lane stated that he would like the selectboard and town administrator to review and comment on the changes before it goes to the lawyer. Paquette confirmed that it would happen.

There will be more meetings regarding other zoning changes that will be reviewed. At that time, the board will vote as to what goes to the public hearing. If changed at public hearing, it would go back to the planning board, then back to another public hearing. Otherwise, it goes to the warrant. The consensus of the board was that these changes are fair.

Domina said that the Conservation Commission will meet on October 6 to incorporate the final changes that came from this meeting. Domina asked when the public hearing would be. Paquette said the first meeting in November is likely to be the date.

B. Other business as required – Charlie Harbeck is interested in joining the Planning Board; a notice needs to go out to the public before applications are reviewed. Chair Self thanked him for his interest.

ADJOURNMENT

A motion to adjourn was made by Lane. There was a second to the motion by B. Self with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:05pm.

Next Meeting: September 25, 2025

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on September 25, 2025