Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes - June 11, 2026
Whitcomb Hall, Main Street, Swanzey, NH

CALL TO ORDER:
The meeting of the Swanzey Planning Board was called to order at 6pm by Chair Victoria Ames. The meeting was held at Whitcomb Hall and online for the public. Other members present: Vice Chair Scott Self, Michael York, Richard Lane, Mark Scalera and Alternates Stacey Goodale and Charlie Harbeck, and Selectman's Representative Bill Hutwelker. 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: Brandon Self and Alternate Jane Johnson

SEATING ALTERNATES:
The chair seated Stacey Goodale for Brandon Self

Others Present:
Kai Kraemer with FACT TV, Alan Gross joined at 7pm.

MINUTES:
The meeting minutes of May 28, 2026 were considered. A motion was made by Scott Self to approve the meeting minutes as presented. There was a second by Michel York**.** Stacey Goodale and Mark Scalera abstained; all others were in favor. With no further discussion, the motion passed.

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

APPLICATIONS AND PUBLIC HEARING(S):
A. Site Plan Review Regulations (Continued from 5/28) - The Board will consider proposed amendments to the Site Plan Review Regulations, specifically revising Section VII, Articles 6 and 7 regarding approval and conditional approval. The proposed amendments will change expiration timelines for site plans, define explicit conditions for active and substantial development, and establish clearer language for conditional approvals, among other smaller changes.

Chair reopened the public meeting at 6:05pm.

Victoria reminded the Board that there were a few changes that were suggested at the last meeting, so it was necessary to continue the public meeting. Mark Scalera questioned the 3-year period in item c of *Section 6 Approval*, stating that he thought the Board had decided on a 1-year period. Adam Paquette read the explanation from the Town's attorney to change the period to 3 years in keeping with the State's RSA.

The group had added section g to Section *6 Approval*; the board discussed new wording that was suggested by Scott Self to better clarify the meaning.

Next, the group discussed the opening paragraph for *Section 7 Conditional Approval*.

A motion was made by Scott Self to approve the additions/changes to the site plan review regulations as written below:

6. Approval

a. The Planning Board may attach such conditions to the approval of the application as it deems reasonable and necessary to ensure that the proposed use will be consistent with the purpose and intent of these regulations. Bonding may be required to ensure the completion of roads, utilities, and other public facilities.

b. No substantial deviation from plans as approved shall be permitted without the approval of the Planning Board. "Substantial deviation" will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.

c. Site Plan approval will expire after a period of three (3) years following the date on which the Board votes to approve or conditionally approve the application, unless, within this three-year period, active and substantial development has occurred. For site plans approved in phases, a determination of active and substantial development shall apply to the phase currently under approval. Active and substantial development shall include one or more of the following, at the Planning Board's discretion:

    i. Site preparation activities, including movement of earth, excavation, clearing, logging, as well as installation and maintenance of erosion control measures. Activities must be conducted in conjunction with and in furtherance of the approved development.

    ii. Construction and/or installation of roadways or accessways constructed to at least a gravel base, building foundations, slabs, or footings in accordance with the approved plans.

    iii. Construction and/or installation of basic infrastructure intended to support the development, such as drainage and utilities in accordance with the approved plans.

d. No certificate of occupancy shall be issued until two (2) copies of the Site Plan are

signed by the Chair of the Planning Board. No Site Plan shall be signed until all conditions related to the approval are placed on the plan, the Board receives final unconditional approval from the Swanzey Fire Department, and the plan is signed by a registered engineer or surveyor.

e. A minimum of thirty (30) days prior to the expiration of approval, an applicant may request a one-time extension of one (1) year for meeting active and substantial development from the Planning Board. The applicant shall demonstrate the necessity of the extension and provide an update to the Board about the status of the project.

f. Costs of engineering, legal fees, etc., shall be borne by the applicant. A security bond may be required to guarantee performance of the applicant's application described herein.

g. Final approval is obtained only after all conditions have been met. The vote to approve or disapprove constitutes a final decision for purposes of appealing the decision under RSA 677:15, not a final approval.

7. Conditional Approval

If an application is approved subject to conditions, the decision will state which, if any, requires a compliance hearing (conditions precedent) as opposed to conditions that do not require a compliance hearing (conditions subsequent)

a. As provided in RSA 676:4, I(i), if an approval is subject to conditions subsequent, the approval will become final without further public hearing upon certification by the Town Planner or other authorized official or upon satisfactory evidence of completion submitted by the applicant, but only when such conditions are:

   i. Minor plan changes, compliance with which is administrative in nature and does not involve discretionary judgment by the board;

   ii. Other conditions that are themselves administrative and involve no discretionary judgment on the part of the Board; or

   iii. Conditions with regard to the applicant's possession of permits and approvals granted by other boards or agencies.

b. If a conditional approval has been granted pursuant to 7.a in this section, the conditions shall be met within one year after the date upon which the board voted to approve, otherwise the approval is null and void.

c. All other conditions shall require a public compliance hearing and notice as provided in RSA 676:4, I(d). A public compliance hearing will be required within one (1) year after the date upon which the Board voted to approve with conditions, otherwise the approval is null and void. All conditions shall be recorded on the site plan prior to the compliance hearing.

d. The Planning Board may waive the requirement for action within the time period specified in subparagraph 7.b and 7.c, and consent to such extension as may be mutually agreeable.

Mark Scalera seconded the motion; Bill Hutwelker asked to clarify when the 3-year period starts which Scott explained was when the application was approved; with no further discussion, the motion passed unanimously.

Discussions and Other Business:

A. Continued Discussion on Excavation Permits & Compliance Timelines

Chair Ames reviewed the *Regulation of Excavation in Swanzey* document which she created to explain the history of the zoning ordinance for excavation. She then discussed the process needed to approve of a grandfathered excavation.

Adam Paquette asked the board if they would discuss the compliance timeline for Mr. Johnson's permit which had been discussed at a previous meeting when Mr. Johnson explained that he had been under the impression that his permit was grandfathered but he received a letter from the Town asking him to file a permit. He has requested an extension of the 1 year timeline he had been given; the Chair polled the board for their comfort level on discussing whether the timeline should be extended. The consensus was that they would be more comfortable with the applicant at the meeting, so this item will be moved to the June 25th meeting.

B. Follow-up Discussion on Zoning Ordinance Audit

Chair Ames reviewed her impressions of the joint boards meeting and said that she was glad to be able to meet people on the other boards. She stated that she was confused why the Select Board was in charge since it was a Zoning ordinance which is the planning board's responsibility. Adam explained that it is in the Rules and Procedures of the Select Board that require that they run any joint meetings. Adam reminded the board to send any questions regarding the audit to him, and he'll forward them to Sarah before the next joint meeting which is scheduled for September 17th.

C. Other Business

Chair Ames asked Adam to make it clear who else is included in his emails since these are sent as blind copies. Scott suggested the meeting postings should state the date it was posted. Bill remarked that a common complaint the Selectmen hear is about the temporary signs on town property, such as the round-about near the high school. He said that Sly Karasinski contacted the DOT and confirmed that signs are not allowed on State property and DPW was given permission to remove the signs. Bill asked the group if they would like to suggest an ordinance to ban the temporary signs, or if the Selectboard should; Scott read

from the ordinance that there is already a restriction, but it is not being enforced. Adam will check to see if this is one of the edits planned in the audit.

ADJOURNMENT
A motion to adjourn was made by Richard Lane. There was a second to the motion by Mark Scalera; with no further discussion, all were in favor and the m*otion passed.* Adjournment occurred at 7:24pm.

Next Meeting: June 25, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on June 25, 2026