Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **July 9, 2026**
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 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, Alternates Stacey Goodale, Charlie Harbeck, and Selectman's Representative Alan Gross. 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, Brandon Self

SEATING ALTERNATES:
The chair seated Charlie Harbeck for Brandon Self

Others Present:
Kai Kraemer with FACT TV, Thoris Lewis, Terry Lewis, Shane Lampinen, Brice Raynor

MINUTES:
The meeting minutes of June 25, 2026 were considered. A motion was made by Mark Scalera to approve the meeting minutes as presented. There was a second by Scott Self**.** Chair Ames suggested 2 edits. Mark Scalara made a motion to approve the amended minutes; Scott Self seconded the motion; Alan Gross abstained. With no further discussion, the motion passed as amended.

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

APPLICATIONS AND PUBLIC HEARING(S):
A. PB 26-009: Site Plan Review (CONTINUED FROM 6/25) – Terry Lewis has submitted a site plan review application for the property located at 69 James Road to use an existing 1,600 square foot detached accessory dwelling unit as an event space and to hold activities such as healing circles, yoga, meditation, retreats, and herbal classes. The property is at Tax Map 209 Lot 11 in the Business District.

The subject property currently accommodates two single-family dwellings, a detached garage, and a greenhouse. The property also features a Detached Accessory Dwelling Unit (DADU) located on the upper level of a multi-use structure, which is the designated location for the proposed classes. In 2021, the Swanzey Zoning Board granted two special exceptions for this development: first, to legally permit the DADU, and second, to authorize the structure to exceed dimensional limitations by surpassing a height of 25 feet and a total footprint of 1,000 square feet.

Adam Paquette read the outstanding items and concerns being addressed in this meeting; he also read the memo from the Conservation Commission who had no concerns about the project but did question whether it would trigger a Conditional Use permit to which Adam commented that since there is not an expansion it wouldn't require a Conditional Use permit.

The Chair asked for comments from the public and there were none.

Adam mentioned the concern about the maneuverability of cars in the parking lot and the requirement for providing paper copies; Ms. Lewis provided the copies. Adam advised her that she should obtain permits when holding events with greater than 15 people.

Chair Ames closed the public hearing at 6:19pm.

A motion was made by Scott Self to approve the site plan; Michael York seconded the motion. With no further discussion, the motion carried.

B. PB 26-010: Site Plan Review – Baylev Holdings LLC, represented by Brice Raynor, has submitted a site plan review application for the property located at 126 Monadnock Highway. The applicant proposes to expand outside storage by excavating the bank on the eastern side of the building, installing a small retaining wall, and paving the area. Additionally, the applicant proposes utilizing the excavated fill to level the northwestern and southwestern sides of the building to create more flat storage space. The property is at Tax Map 103 Lot 84 in the Business District.

The subject property currently accommodates a roughly 12,000 square foot structure which houses EZ-Crete, along with outside storage of materials on the north, east, and south sides of the building.

The applicant provided two proposed plans – Plan A does not conform with the Wetlands Conservation District therefore a conditional use permit would be required.

Mr. Raynor asked what would be involved in getting a conditional use permit if he decides on Plan A. Adam explained the process and requirements. Mr. Raynor chose to move forward with Plan B. The Board reviewed the checklist and the requested waivers #13 and #16. Chair Ames explained the items Mr. Raynor should include on the site plan.

A motion was made by Scott Self to grant the request for the waivers because they are consistent with the intent of the site plan regulations; Richard Lane seconded the motion; all were in favor and the motion carried.

Scott provided an option to delay until the next meeting to allow Mr. Raynor enough time to make the required changes to the plans; Chair Ames requested a site visit at 12:30pm on 7/10/26.

A motion was made by Scott Self to accept the application as complete with enough information to go to public hearing. The motion was seconded by Mark Scalera. With no further discussion, the motion carried.

Chair Ames opened public hearing at 7:09pm.

Chair Ames invited Mr. Raynor to present his plan. He explained that he would like to create more flat space to store products; they plan to dig into a bank on one side and use the resulting fill on the low spots on other areas on the property to create that space. They will create a tiered retaining wall. Chair Ames asked how much commercial traffic there would be and he replied there is no traffic by customers. Richard Lane asked about the drainage at the retaining wall and asked whether there is any piping; Scott stated if a pipe is planned, that it should show on the plan; Chair Ames reminded him that no additional drainage should go off his property. Mark Scalera asked what surface is planned and Mr. Raynor replied that they will pave with asphalt and the existing space already is asphalt. Chair Ames asked him to delineate the paving on the plan. There was more discussion regarding drainage. He will be removing some trees and Chair Ames asked him to mark this on the plan as well.

Chair asked for public comments; Shane Lampinen suggested an engineered site plan.

A motion was made by Scott Self to continue the public hearing to the July 23 meeting; the motion was seconded by Michael York; after some discussion, a motion was made by Scott Self to rescind the original motion. The motion was seconded by Michael York. A motion was then made by Scott Self to continue to August 13; Michael York seconded the motion. With no further discussion, the motion carried.

Discussions and Other Business:

A. Shane Lampinen – Arrowcrest Drive Extension

This subdivision project was approved in 2020; Mr. Lampinen is requesting a one-year extension to finalize the bond before building the road.

He has been working with the DPW Director and is getting a security bond from his insurance company; the Selectboard will receive the document to review and approve, and then the Planning Board will be asked to approve.

Scott informed him that some of the zoning ordinances have changed and recommended he review the changes before he starts his building projects. If he needs to change the subdivision, he will need to return to the Planning Board for approval.

A motion was made by Scott Self to grant a one-year extension to obtain the bond and receive approval; Mark Scalera seconded the motion. All were in favor and the motion passed.

B. Home-Based Childcare Zoning: SWRPC Memo

Adam requested the Board read the memo before the next meeting when Sarah Bollinger will be in attendance. Legislation has been signed and the Town's ordinance will need to align with the State RSA. These changes need to go onto the warrant in March.

Adam let the Board know that progress is being made on the zoning ordinance audit and there should be a draft by end of month

ADJOURNMENT

A motion to adjourn was made by Richard. There was a second to the motion by Mark with no further discussion. All were in favor and the motion passed. Adjournment occurred at 7:43pm.

Next Meeting: July 23, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on July 23, 2026