Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – May 28, 2026
Whitcomb Hall, Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

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, Alternate Charlie Harbeck, and Selectman's Representative Alan Gross. Also present were 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: Stacey Goodale, Mark Scalera, Brandon Self, Alternate Jane Johnson

SEATING ALTERNATES:
The chair seated Charlie Harbeck for Mark Scalera.

Others Present:
Kai Kraemer and Liam Mallan with FACT TV, Jonathan Schimp

MINUTES:
The meeting minutes of May 14, 2026, were considered. Chair Ames suggested edits to the draft. A motion was made by Scott Self to approve the meeting minutes as amended. There was a second by Michael York**.** All were in favor. With no further discussion, the motion passed.

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

APPLICATIONS AND PUBLIC HEARING(S):
A. PB 26-008: Schimp Family Oil Site Plan Review – A Site Plan Review application has been submitted by Jonathan & Laura Schimp, who propose converting existing commercial garage space into an office and making site improvements to allow the parking of empty trucks for the operation of Schimp Family Oil & Septic. The property is located at Tax Map 103 Lot 64 in the Business District.

Adam Paquette informed Jonathan Schimp that although there was a quorum, there wasn't a full board, so he has the option to either proceed at this meeting or continue the hearing until the next Planning Board meeting. Mr. Schimp opted to proceed.

Chair Ames read the application and explained to Mr. Schimp what the process is for the Board to consider his application.

This 0.61-acre property sits on the west side of Route 12, directly across from Sam's Outdoor Outfitters. The site features 161 feet of frontage off Route 12, with one existing curb cut. Current improvements include a single-family residence and a large, detached garage. This garage carries a history of commercial use, previously hosting vehicle repair and detailing businesses.

This site has an approved multi-tenant application from 2019 to allow a repair garage. The site was also approved for a special exception in 2008.

The checklist indicates that items 13-25 are not applicable. No concerns have been raised by Department Heads. The Board reviewed the checklist; Chair Ames noted that Number 12 is not checked regarding the location and number of parking spaces and after reviewing the site plan stated it should be checked 'Yes'.

Richard Lane moved that the application is complete and the Board can proceed to consider approval. Scott Self seconded the motion; with no further discussion, the motion passed.

Chair Ames opened the public hearing – there were no members from the public; Ames then asked the Board if there were questions.

Michael York asked Mr. Schimp if he was planning to install an oil tank; Mr. Schimp said he is not; this space will be used for offices and for parking for trucks when not in use.

Scot Self asked where the parking would be and Mr. Schimp described that the parking would be in the back of the garage where there is a concrete pad and a gravel lot. He pointed these areas out on the map in the packet.

Chair Ames closed the public hearing at 6:25pm and the Board discussed the application.

Michael York made the motion to approve the application; Richard Lane seconded the motion. With no further discussion, the motion carried.

B. New Tenant Application for Tax Map #103 Lot #64
Chair Ames read the application submitted by Jonatha Schimp.

Michael York moved to approve the application; Scott Self seconded the motion. All were in favor and the motion passed.

C. Site Plan Review Regulations - 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 Ames opened the public meeting at 6:28pm. The Board discussed the proposed changes. Adam will make the changes and provide a clean copy at the next meeting.

A motion was made by Scott Self to continue the public hearing to June 11; Richard Lane seconded. All were in favor and the motion passed.

Discussions and Other Business:

A. Continued Discussion on Excavation Permits

Scott gave a summary of the history of the Town regulating the permitting of sand and gravel; the State regulates minerals and cut stone. Ames supplied a document for the Board to review and suggested the discussion continue when there is a full board.

Adam Paquette clarified information from the previous meeting; he said he mentioned Christine Smith's name several times during the last discussion. He clarified her role as the assessing coordinator does not involve any oversight or decision-making capabilities of these excavation projects. He said his previous comments conflated her role with past planners who originally brought these issues to light. This is strictly a collaborative effort between the Town and the State, with the Planning Department serving as the primary contact.

While he still proposes a 12-month timeline to achieve compliance, he wants to offer an alternative if the Board feels more time is required. The Board can discuss extending this to an 18-to-24-month timeline, which would move the compliance target date to either October 1, 2027, or April 1, 2028.

The Board of Selectmen was mentioned a couple times at that last meeting. He also clarified that they will not have any involvement with this process because the Planning Board is the regulating authority for 155-E in Swanzey.

B. Joint Meeting – Planning Board, Zoning Board, Conservation Commission, and EDAC Thursday, June 4 at 6pm at Whitcomb Hall

These boards will hold a public meeting to hear from Southwest Region Planning Commission regarding the Zoning Audit.

C. Update of the Wastewater Committee

Scott gave an update regarding the committee's project to evaluate pumping the sewage to Keene.

ADJOURNMENT

A motion to adjourn was made by Richard Lane. There was a second to the motion by Alan Gross with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:36pm.

Next Meeting – Joint Meeting: June 4, 2026
Next Regular Meeting: June 11, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT