Swanzey water and Sewer Advisory Committee
Meeting Minutes – June 18, 2026
Whitcomb Hall, 17 Main Street
Swanzey, NH
Draft Minutes

Call To Order
The meeting was called to order by chair Scott Self at 10:00 am.

Members Present: Joe DiRusso, Larry Crowder, Steven Bittel, Ken Greatbatch, Cathy Bergstrom, Sylvester Karasinski, Stacey Goodale, Scott Self, and Pat Ambrosio. Also present were Selectman Bill Hutwelker and Jim Tempesta.

Minutes: Bittel Moved to approve the minutes from May 21, 2026. Seconded by DiRusso with no further discussion. All were in favor, with Karasinski and Crowder abstaining.

Engineering Services Request: The Chair reviewed the proposal from Underwood Engineers, Inc, for services related to planning and evaluating alternate routes for a force sewer main connecting Swanzey WWTF to the City of Keene's WWTF. This would include developing the pump station layout and configuration, odor control considerations, selecting a recommended route, limits of force main and gravity sewer, coordination with the City of Keene on gravity sewer capacity at the discharge point to the Keene wastewater collection system, and the need for directional drill or other special construction techniques.

The scope of work will consist of: **Task 1** to cover route comparisons and evaluations, conceptual construction cost opinion, comparative O&M costs for life cycle cost analysis to compare routes, pros and cons for each considered route, a summarization with a recommended route, and the development of the recommended route. This further development would include a draft plan of pumping stations, a refinement of the force main layout along the proposed route, proposed force main size and material, identify location of air release valves and drainage points, and confirm connection point and capacity with the City of Keene. A summary of results in a technical memorandum with the proposed scope of work for a preliminary design, 4 virtual project meetings between the Town and Underwood Engineers, 2 meetings with the City of Keene, 1 in person meeting with the Select Board, or Water and Sewer Committee, and 1 in person coordination meeting with others will also be included in Task 1.
Task 2 will cover geotechnical (subsurface) evaluation to include up to 2 days of drilling work, and provide a preliminary geotechnical data report including boring logs and summaries of field and laboratory tests.
These 2 Tasks are anticipated (by Underwood Engineers inc) to be completed within 180 days following the authorization to proceed.

The estimated costs are: **Task 1** – Design Development - $75,500.00
Task 2 – Subsurface (Preliminary)- $22,800.00

Tempesta questioned why we are considering (and paying for that consideration) alternate routes when the committee had discussed this issue at a previous meeting, and agreed on Rt. 10 being the best route. DiRusso said he thought it was a result of NHDES review and comments of the Planning Study conducted by Underwood Engineers in March 2026. Crowder asked if it would jeopardize grant funding if we did not consider alternate routes. After a brief discussion, the Rail Trail was found to be not suitable as an alternate route. Self suggested using "old Rt. 10 " for part of the route, eliminating the need to disrupt traffic along that portion of current Rt. 10. DiRusso will contact Tracey Wood, PE Administrator at NHDES to get clarification on the alternate route issue. Bittel clarified that this engineering phase will be paid out of existing Sewer Funds.

Engineering Sub Committee: The Chair appointed a sub committee to review plans and work with Underwood Engineers throughout the project. The committee will consist of Crowder, DiRusso, Karasinski, Ambrosio, and Self, and will report back to the full committee with updates. The Chair set their first meeting for June 24, 2026 at 9:30 am at the conference room, (Fire

Station No. 2 , Town Hall), to make a recommendation on an anticipated revised Engineering Services Request by Underwood Engineers Inc. Due to time considerations, the committee agreed, by consensus, to accept, in advance, the sub committee's recommendation from that first meeting and furthermore, authorized the Chair to present the recommendation to the Select Board June 24, 2026, for their consideration.

Funding: Bittel updated the committee on the ongoing process of securing grant funding. He said funding will most likely have to come from multiple sources, probably in increments of three million to five million each, he went on to say that the timing of the project and the timing / deadlines of the different funding sources will be challenging to say the least. DiRusso said the DES – CWSRF project priority list will be out in mid July. Hutwelker said a plus for us is that we will be pursuing in-house grant writing.

Rate Review Sub Committee: The Chair appointed a sub committee to review and simplify the current rate structure. The committee will consist of Bittel, Bergstrom, Karasinski, Goodale, and Self. There was a brief discussion on cost per gallon (to treat) wastewater. DiRusso said a letter was sent out to ratepayers with the second quarter sewer bill explaining the need for sewer rates to be increased. So far, he has not heard any feedback. The chair set their first meeting for June 24, 2026 at 3:00 pm at the conference room, Fire Station No. 2. (Town Hall)

Governance Committee: The chair gave a brief update on the Governance committee's involvement with the Water and Sewer Advisory Committee. The Governance Committee will promote and set a venue for informing the public, and members of the Water and Sewer Advisory committee will answer questions and provide information.

Other Business

Water Company: Hutwelker asked when the committee will begin addressing the West Swanzey Water Company. A discussion followed on current and future storage capacity, purchasing, and a Warrant article for 2027. Tempesta will contact the owners to set up a meeting. A discussion on setting up a water precinct, enterprise zone, and other ways to form a water service area followed.

Next Meeting: 10:00 am July 9, Whitcomb Hall

Adjournment
Bittel moved to adjourn, and Goodale seconded. There was no further discussion. All were in favor. The meeting adjourned at 11:05 am.
Respectfully Submitted

Scott Self, Committee Chair