Town of Swanzey, New Hampshire

Water and Sewer Advisory Committee

Meeting Minutes – September 24, 2026
Whitcomb Hall, 17 Main Street
Swanzey, NH

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

CALL TO ORDER
The meeting was called to order by Chair Scott Self at 10:03 am at Whitcomb Hall.

Members present: Committee members Chair Scott Self, Steven Bittel, Ken Greatbatch, Selectman Bill Hutwelker, Sylvester Karasinski, Selectman Jim Tempesta, and Pat Ambrosio. Assistant Planner Stephon Mehu – he was seated for Crowder

Absent: Stacey Goodale, Larry Crowder, Joe DiRusso, Cathy Bergstrom, Jim Tempesta

Others Present:

MINUTES:
Postponed until next meeting

DISCUSSION
Informational Meeting
Self suggested to move forward with assumption the Warrant Article will pass. Operating costs, meetings, hookups, system improvements, temporary and permanent operator costs should be discussed and decided upon so that if the voters do pass the Article, we will be ready to move forward.

Bittel passed out a spreadsheet with some place holder numbers for the water system. He said it assumes three phases: Phase one being the acquisition with Northern Borders grant. He noted equal amount of bonds would need to be issued. Debt service would be incurred. Second Phase: priority items to bring the system up to par, without enhancement and without storage. Another borrowing of about $500,000 would be needed. Phase three: a storge tank and new service pipe. He asked if the Selectboard might want to put out a separate Warrant Article this year for Phase 2.

Operations cost was discussed. $135,000 in revenue was noted for the existing water company, showing a small profit. They have $40,000 in payroll expense. He said they are charging nearly a penny a gallon. Rate is very low. He noted a need for a reserve, which could be as high as $200,000 with a minimum of $80,000. Reserves could help pay for Phase 2. Bittel also noted there is much information yet to be learned about costs. He estimated that with a $0.02 per gallon charge to users of the system, it will deliver funds for the reserve.

Karasinski spoke about numbers from the North Swanzey Water & Fire Precinct. Self pointed out they are all metered. Karasinski said the numbers being discussed for the water system are in the ballpark. Hutwelker suggested using $0.02 per gallon right from the start in order to ramp up the reserves for the system. Bittel said some of that funding could go for both reserves and debt service. Self said we have a 10,000 gallon tank in the ground and we could add capacity in ground, but we would still have to pump it. Karasinski pointed out fire suppression needs pressure. Self said they are looking for volume as well as pressure for fire protection. Self said the loop for Perry Lane would be nice to have but not necessary.

Self spoke about a possible new route for sewage which also could be used for a water line and where there is no pavement to be broken up. He noted the cost for that would be cheaper. Base cost and hookup fees were discussed.

Bittel said the Selectboard has to decide about going with two Warrant Articles this year. One to purchase the company, second would be for Phase 2. Hutwelker said he thinks it would be less confusing to have only one Article. There was a brief discussion about ordinance changes that the Planning Board will be placing on the Warrant.

Hutwelker left the meeting at 10:31 pm

Discussion was held about awarding of grants, and if awarded to Swanzey, there would not be any cost to the Town for purchase of the water company. Mehu spoke about another grant possibility. There was further discussion about having only one Warrant Article as a preference of this committee. Bittel said Enterprise Zones need to be made clear to convey to the public there is no impact to the general fund for purchase of the water company. Self said if we have only one Warrant Article and the purchase passes, it would give the committee a year to research engineering and possibly more financing for Phase 2.

Discussion about equipment availability occurred. There was discussion about operator cost for North Swanzey Water & Fire Precinct.

Self noted he visited the campground to discuss the possible new rates for sewage service. He said the Department of Public Works (DPW) will approach them to put in a pump meter. Self said no solids are being pumped; the campground put in four two-chamber holding tanks which work like septic tanks. Then that is pumped again and the clear water goes through the Town's system. RV dump is pumped out by a septic service.

There was a brief discussion about a Selectmen's Letter of Support for another grant application.

OTHER BUSINESS
Draft billing procedures

Bittel noted a Draft Wastewater Billing Procedures document that he shared with the committee members. He noted a charge for meter reading of about $5.00 per bill.

Phase 2 Consensus
Consensus was agreed upon for Phase 2 for water system and to put on the Warrant only one Article this year (Phase 1) for purchase of the water company.

NEXT MEETING: Thursday, October 8, 10 am at Whitcomb Hall

ADJOURNMENT
Bittel l **moved** to adjourn, and Self seconded the motion without further discussion. All were in favor. Meeting adjourned at 10:57 am.

Respectfully Submitted,

Recording Secretary

DRAFT