TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
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Address: 620 Old Homestead Hwy

Swanzey Planning Board Agenda
August 27, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, August 27, 2026, at 6:00 p.m. The meeting is upstairs at Whitcomb Hall (17 Main Street, Swanzey).** The meeting will also be live streamed on the Town of Swanzey's Facebook & YouTube pages. More information on public access to the meeting is available on the Town's website at: www.swanzeynh.gov.

1) Call to Order

2) Approval of Minutes
   A. August 13, 2026

3) Public Hearings
   A. **None**

4) Discussions/Other Business
   A. Excavation Report – 56 Cory Pond Road

   B. New Tenant Application – PLP Composites – 1 Railroad Street (Map 110 Lot 105)

   C. Zoning Audit Discussion

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **August 13, 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, Mark Scalera, Alternates Stacey Goodale, and 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: Brandon Self, Jane Johnson

SEATING ALTERNATES:
The chair seated Charlie Harbeck for Brandon Self

Others Present:
Kai Kraemer with FACT TV, Jo-Ann and Scott Gauvin, Charles Lawrence, Megan Ulin – Revision Energy, Amanda Palmeira and Brian Latham – City of Keene, John Noonan – Fieldstone Land Consultants

MINUTES:
The meeting minutes of July 23, 2026, were considered. A motion was made by Mark Scalera to approve the meeting minutes as presented. There was a second by Scott Self. All were in favor. With no further discussion, the motion passed.

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

APPLICATIONS AND PUBLIC HEARING(S):
A. **PB 26-010 – Site Plan Review:** Baylev Holdings LLC, represented by Brice Rayner, 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.

Chair Ames explained that this application is a continuation from the July 9, 2026 meeting at which time Mr. Raynor had requested a continuation to have enough time to make the required changes to the plans; additionally, a site visit was conducted at 12:30pm on 7/10/26 by some of the members of the Board.

Mr. Raynor has requested a second continuation.

Mark Scalera made a motion to approve the request for a continuation of the meeting which will be held on August 27, 2026. The motion was seconded by Scott Self. All were in favor and the motion was approved.

B. **PB 26-011 – Minor Subdivision:** An application for a minor subdivision has been submitted by Lawrence Land Surveying, acting on behalf of property owner Richard Whitney. The application proposes subdividing the subject property, identified as Tax Map 255, Lot 24, into three individual building lots. The parcel is situated within the Rural/Agricultural District, on the eastern side of Rabbit Hollow Road and south of Swanzey Lake Road.

Charles Lawrence from Lawrence Land Surveying explained that his client, Richard Whitney, has applied to separate the property into three building lots; all lots meet the requirements of frontage. The Select board has approved upgrading a portion of the road that is Class VI to Class V to satisfy the frontage requirements.

The Board reviewed the requested waivers on the plat.

A motion was made by Scott Self to grant the waivers as it would not have adverse impact on public health, safety, or abutting properties, and that granting the request is consistent with the intent and purpose of the rules waived. Mark Scalera seconded the motion; all were in favor and the motion carried.

A motion was made by Scott Self that the application is complete and may proceed to public hearing. Mark Scalera seconded the motion; all were in favor and the motion carried.

Chair Ames opened the public hearing at 6:15pm.

There was a discussion regarding the difference between Minor and Major Subdivision categories.

There were no public comments.

Chair Ames closed the public hearing at 6:21pm.

Michael York made a motion to approve the application with the condition of approval from the Public Works Director following the road work, and for any access points off Rabbit Hollow Road. The motion was seconded by Scott Self. All were in favor and the motion carried.

Discussions and Other Business:

A. PB 26-012 – Boundary Line Adjustment: An application for a boundary line adjustment has been submitted by Promised Land Survey, acting on behalf of property owners Chad Fontaine, Alice Fontaine, and Deborah Hamel. The subject properties are identified as Tax Map 249, Lots 49 and 50, with addresses at 102 and 110 Goodell Avenue. The parcels are situated within the Residence District, on the northern side of Goodell Avenue and east of NH Route 32.

Adam Paquette explained that the purpose of the application is to adjust the shared boundary line between two parcels at 102 and 110 Goodell Avenue.

Mark Scalera made a motion to approve the boundary line adjustment application; Scott Self seconded the motion; there was no further discussion; all were in favor and the motion carried.

B. Environmental Alternatives Inc. – Site Plan Modification

John Noonan from Fieldstone Land Consultants presented the request for the site plan modification of the project that was originally approved on May 12, 2025. The proposed changes increase the building size; the parking area has been modified, and the drainage has been revised based on the larger building configuration. All areas drain to the same stormwater management system as approved. There is no increase in the impervious area. The edge of pavement adjacent to the north wetlands does not change; the 50' wetland buffer was added to plans.

Chair Ames asked if there were any public comment.

Scott Gauvin expressed concern about the water drainage that comes off Safford Drive and is contaminating the wetlands.

John Noonan explained that there had been an episode of torrential downpour and they discovered the drains off the roof were not installed in the correct location; the contractor took immediate action to correct the issue. DES has since inspected the property.

Mr. Gauvin agreed that the contractor did a fine job; the problem is with Safford Drive and how its drainage is engineered. He would like the Town to fix the problem, so the runoff stops running into the wetlands. He suggested at least temporarily plugging the pipe, so the water backs up and leaches into the ground as it was originally designed for.

Selectman Alan Gross thanked Mr. Gauvin for bringing forward his concerns. He will bring this to the attention of the Conservation Commission.

Adam Paquette asked Mr. Gauvin for the name of the person he worked with in DES, and he will contact that person directly; he will also contact DPW Director Joe DiRusso.

John Noonan offered to provide a copy of the inspection from DES.

Chair Ames asked if there were any other questions. There were none.

Richard Lane made a motion to approve the Site Plan Modification; Scott Self seconded the motion; with no other discussion, the motion carried.

C. Dillant-Hopkins Airport Ground Mounted Solar – Site Plan Modification

Megan Ulin from Revision Energy presented minor updates to the site plan that resulted from FAA and AOT permit reviews which were: shifting the stormwater pond associated with the North Array south by 150 to create separation from the taxiway; minor adjustments to the fenceline around the north array and clarifications of interior vs. perimeter fencing for the north and south arrays; reflecting a small area of

wetland on the north property line that was unintentionally omitted due to discrepancy between the Town Tax Maps originally consulted for the wetland delineation and the final surveyed boundary lines in this area; and removing color-coded phasing plan (C2.7), construction sequence notes now found on C3.0. The design intent, size and locations of key features remain the same and continue to conform to the requirements of the site plan regulations, all conditions of the originally approved site plan, and does not alter the general layout and use of the approved site plan.

Chair Ames asked if there were questions from the Board; Mark Scalera commented that there doesn't seem there is anything major to consider.

Alan Gross asked when the project would begin; Megan replied that they expect to begin in September and will stop in April 2027 to safeguard Grasshopper Sparrows, adhering to NH Fish and Game conservation measure and then continue in August 2027.

A motion was made by Scott Self to approve the Site Plan Modification; Mark Scalera seconded the motion; there was no further discussion and the motion carried.

D. Brief Zoning Audit Discussion and Document Handouts

Adam told the board that the proposed reorganization of the documents will be provided early next week so that there will be an opportunity at the next two meetings to discuss these proposed changes before the next joint committee meeting in September.

Along with the changes is a 5-year outline of changes that could be proposed to voters.

Adam requested the board read it thoroughly and send questions to him.

Scott provided an update on the Water/Sewer project. The Sewer project is in preliminary engineering; the committee should know in the fall what is the recommended route to use. The committee is also looking into how the Town could purchase the water company using a Northern Borders 50% grant of up to $1M. The committee had a meeting with Sara Barrett who will be writing the grants for the Town, and with representatives of Northern Borders last week. He asked the Board to provide ideas of economic benefits purchasing the water company would bring to the town because that would move the Town up the list for being eligible for the grant. He listed Homestead Mill, more development on Route 10; and more fire protection, as some ideas.

ADJOURNMENT

A motion to adjourn was made by Mark Scalera. There was a second to the motion by Richard Lane; with no further discussion, all were in favor and the m*otion passed.* Adjournment occurred at 7:16pm.

Next Meeting: August 27, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary
Approved on

Excavation Report

The excavation pit, located at 56 Cory Pond Rd, Swanzey, NH was purchased by Henry and Suzie Johnson from Nellie M. Whitcomb on February 17th, 1943. This was recorded in the Cheshire County Registry of Deeds on February 19th, 1943. It is believed that the excavation of the pit began shortly thereafter and has been in operation on some level ever since.

The excavation pit is located on the western part of the Johnson property and occupies approximately 12 acres. The limits of permissible expansion include up to 10' from the property lines, identified in Tax Map 239 Lot 69 Rural/Agricultural District. See attachment 1.

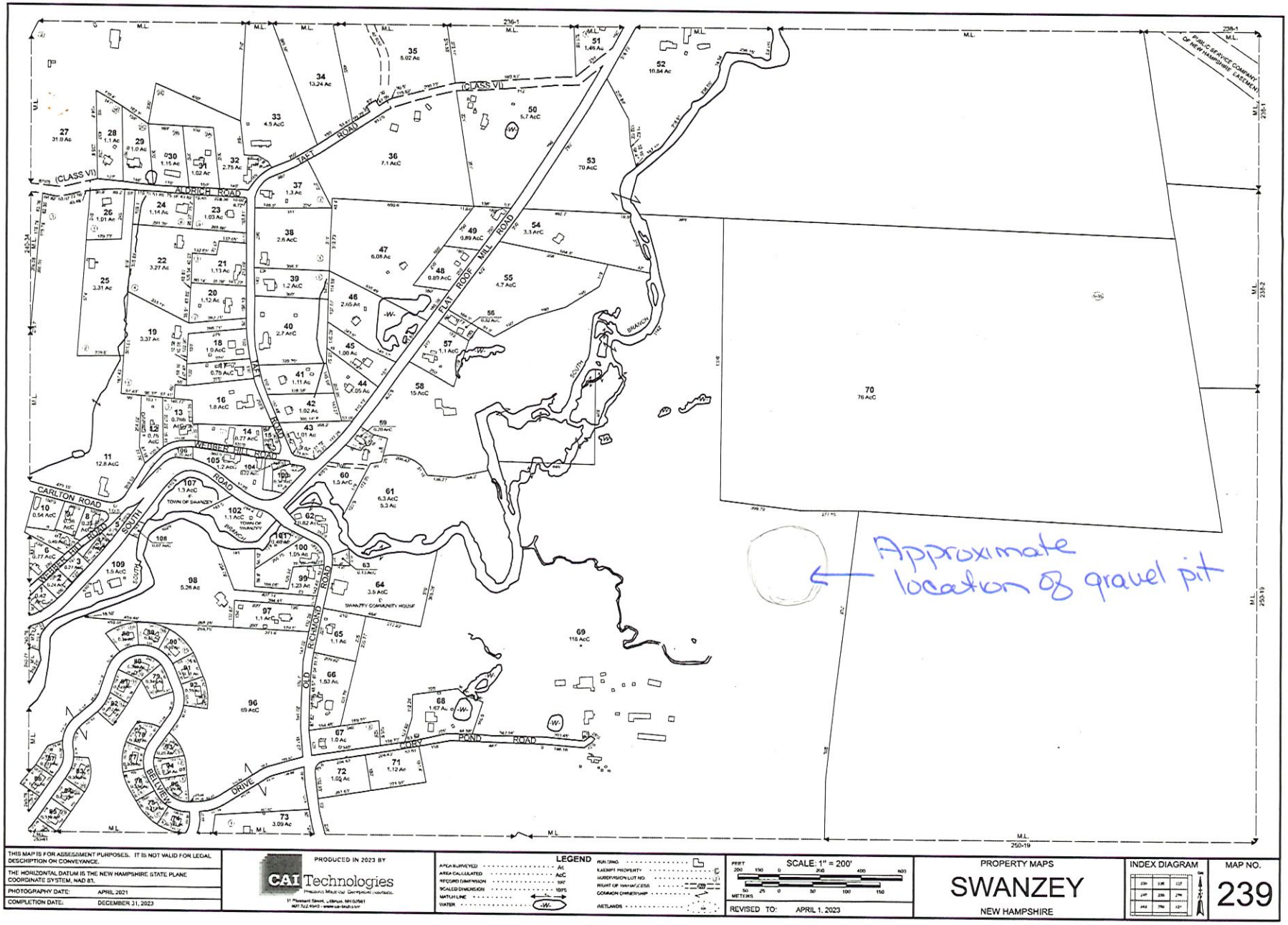
Since 1943, an estimated 3.42 acres have been removed from the pit. See attachment 2.

Based on property boundaries and current measures of height and slope, there are approximately 436,000 yards of commercially viable earth material still available on this parcel as of August 1, 2026. See attachment 3.

Respectfully submitted,

Michael Johnson

Prepared by Emily Kerylow and Molly Compton – August 10, 2026



THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.	
THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83.	
PHOTOGRAPHY DATE:	APRIL 2021
COMPLETION DATE:	DECEMBER 31, 2023

PRODUCED IN 2023 BY CAI Technologies

LEGEND

SCALE: 1" = 200'

REVISED TO: APRIL 1, 2023

PROPERTY MAPS

SWANZEY

NEW HAMPSHIRE

INDEX DIAGRAM

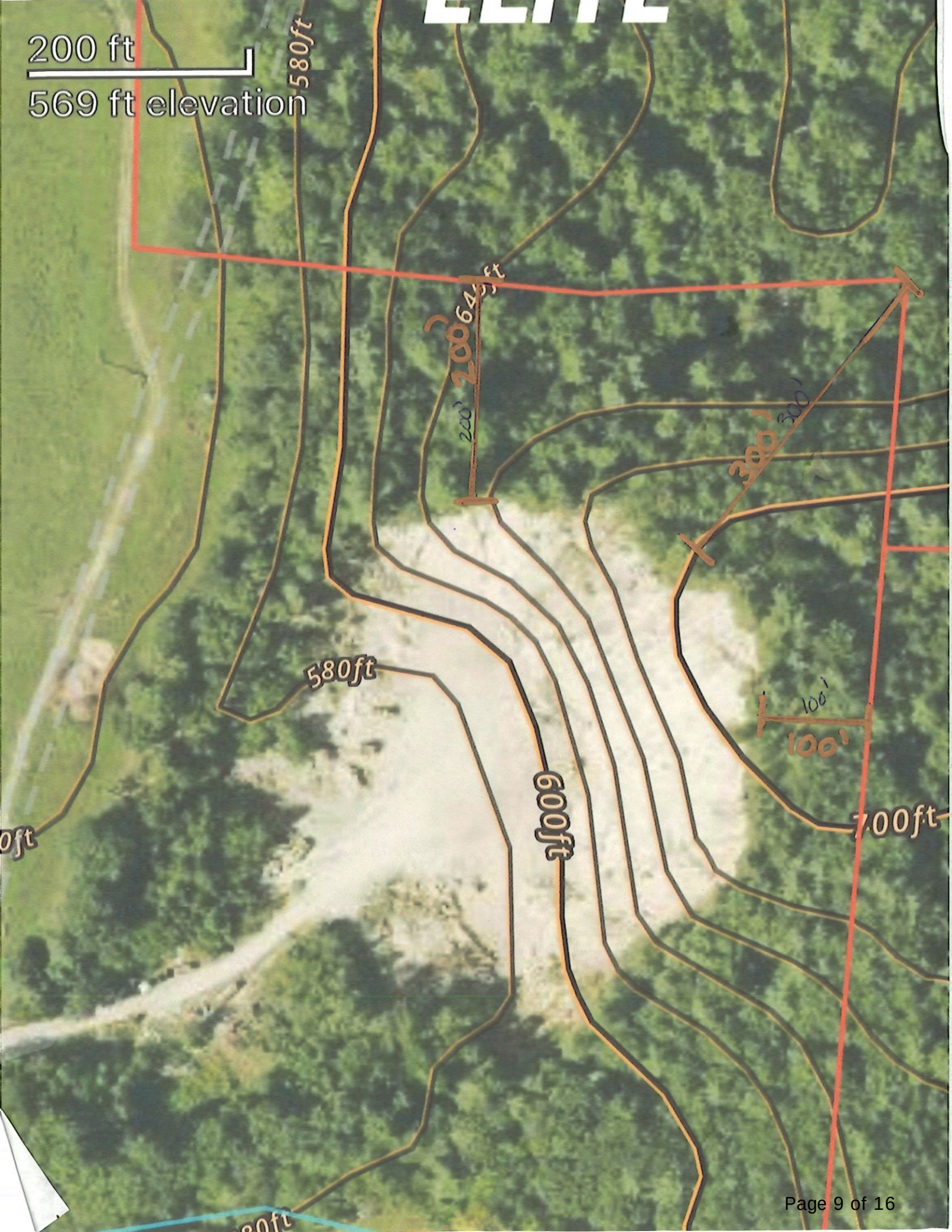
MAP NO. 239



Mike's Sandpit Area Excavated

Perimeter
472.1 m

Area
3.42 ac


200 ft
569 ft elevation
580ft
580ft
600ft
700ft
100'
100'
300'
300'
200'
200'

SWANZEY PLANNING BOARD
P. O. Box 10009
Swanzey, NH 03446
Email: planner@swanzeynh.gov

RECEIVED
AUG 20 2026
TOWN OF SWANZEY

NEW TENANT APPLICATION FORM

Date Received:_____ By:_____

Businesses moving into a building that has previously received Site Plan approval for the **same type of permitted use** may be allowed without a formal Site Plan Review.

Applications submitted by new tenants do not automatically require a public hearing. However, the Planning Board reserves the right to determine, based on the nature of the application, whether a Site Plan Review will be necessary. This process helps ensure that any proposed use aligns with local planning and zoning regulations.

Application Fee: $25.00

SELECT ONE OPTION BELOW:

☐ **New Tenant in a Multi-Tenant Building**

☑ **New Tenant in a Single-Tenant Building**

1. Name and address of owner(s) of record:
   P/L Limited Partnership
   P.O. Box 630, West Swanzey, NH 03469
   Preferred Telephone: 603-352-3205 Email: portol@ne.rr.com

2. Name and address of applicant (if different):
   Duxbury Composite Products, Inc., Attn: Daniel A. Scheerer
   398 Mountain Road, Jaffrey, NH 03452
   Preferred Telephone: 781-608-1978 Email: dscheerer@plpcomp.com

3. Street Address of Proposed Project: 1 Railroad Street

4. Zoning District(s): Business Tax Map# 110 Lot(s)# 105

5. Type of Business (describe briefly):
Composite Pole Manufacturer

6. Location of Business on Property (site plan of property location shall be included:
The Applicant will use the existing building, driveway and parking on site.

7. Proposed Hours and Days of Operation: 8:30 am - 4:30 pm M-F

8. Estimated Customers Per Day: NA (customers will not be visiting the site)

9. Parking Spaces Planned: The business will utilize the existing parking spaces

10. Number of Full-Time Employees: Approximately 6-8

11. Number of Part-Time Employees: None

12. Number of Pick-ups & Deliveries each day/week: 3-4

13. Means of Pick-up & Delivery (large truck, van, personal vehicle, etc.):
A combination of truck, van, and personal vehicle

14. Outside Lighting (describe briefly):
The existing site lighting will be used.

15. Special Licenses Required: None

16. Permits Required: None

17. Signs Required (describe briefly and attach a copy of completed sign permit application):
The Applicant does not yet own the property. The Applicant will apply
for a sign permit for a new business sign if/when it purchases the property.

The Applicant certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

8/19/26
Date

Applicant Signature

The Owner certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

8/19/26
Date

Owner Signature

FOR PLANNING BOARD USE ONLY

Comments:

The above application was:

☐ **APPROVED**

☐ **DENIED**

New Tenant Application Form

PROJECT NARRATIVE

1 Railroad St., Swanzy, NH 03446
Tax Map 110, Lot 105

The Applicant, Duxbury Composite Products, Inc., on behalf of the Owner, P/L Limited Partnership, is proposing to purchase the 9.89-acre property at 1 Railroad Street (Tax Map 110, Lot 105), which is in the Business District, and to operate a composite pole manufacturing business in the existing manufacturing building on the property.

The existing site and building have been used by Port-O-Lite Company since the mid-1980s. Port-O-Lite manufactures wooden shutters, blinds, doors, and specialty millwork. Port-O-Lite currently has 7 full-time employees on site each day, Monday through Friday from 7:30 am to 3:30 pm, and has an average of 6 truck deliveries to the site each week. A Site Plan and Plot Plan was prepared for Port-O-Lite Co. on April 30, 1986 by Thomas W. Flavin. The Applicant has requested a copy of this plan from the Town, but the Town has not yet been able to locate this document. A Site Plan Modification for Port-O-Lite was approved by the Planning Board on March 13, 2003 to expand the existing building and install a pole barn. This plan, which was prepared by SVE Associates, is on file with the Town.

The Applicant proposes to have between 6-8 full-time employees on site, Monday through Friday, between the hours of 8:30 am to 4:00 pm. The Applicant estimates there will be between 3 to 4 truck deliveries each week. Initially, after purchasing the property and for a limited time, the Applicant intends to lease a portion of the existing building back to Port-O-Lite.

The Applicant does not propose to make any changes to the existing building or exterior site. There are currently 49 parking spaces on the site (See the 2003 Site Plan Modification approved on March 13, 2003), which will be more than sufficient to support the Applicant's proposed use in addition to the existing Port-O-Lite use.

1 RAILROAD ST. PLOT PLAN

Town of Swanzey, NH

1 inch = 175 Feet

0 175 350 525

August 18, 2026

CAI Technologies
Precision Mapping Geospatial Solutions
www.cai-tech.com



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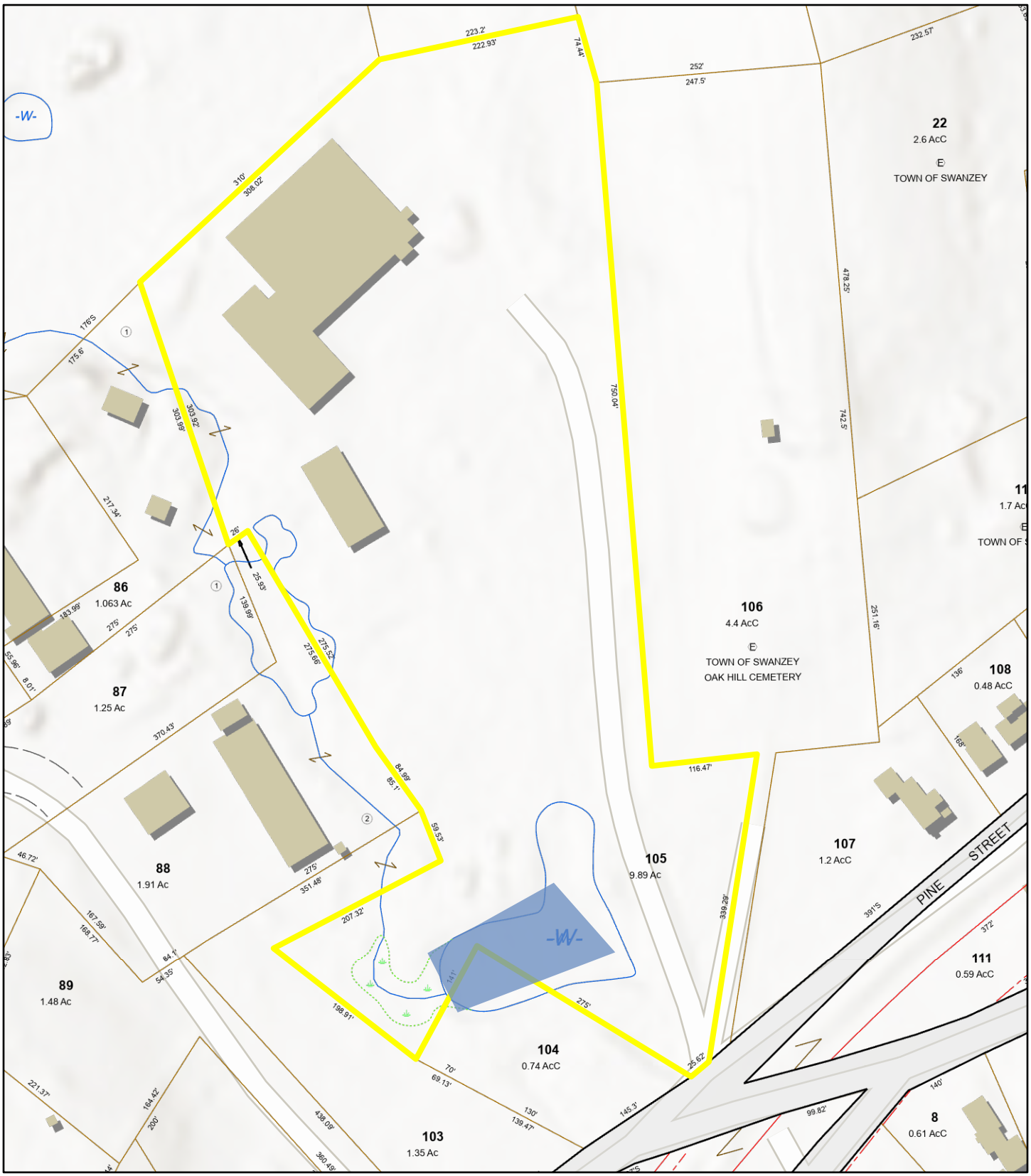
Town of Swanzey, NH

1 inch = 150 Feet

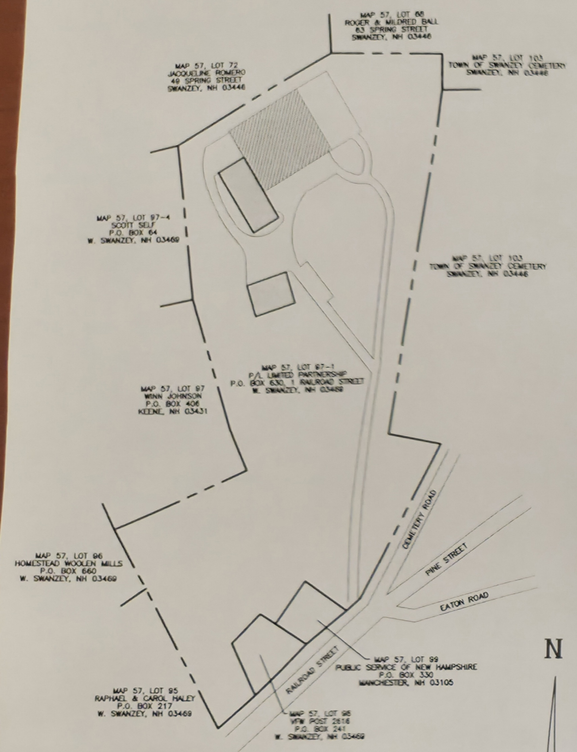
0 150 300 450

August 20, 2026

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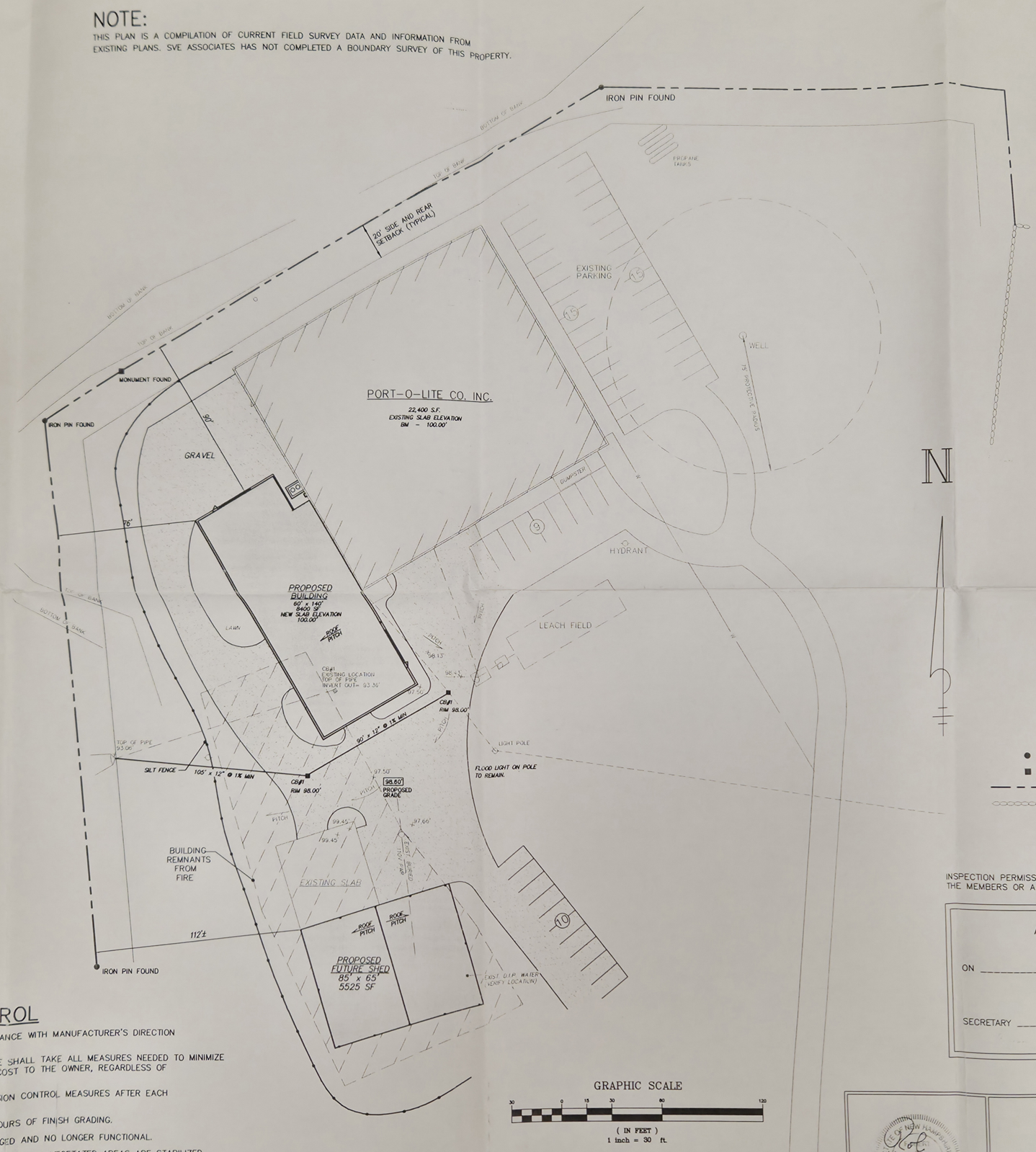


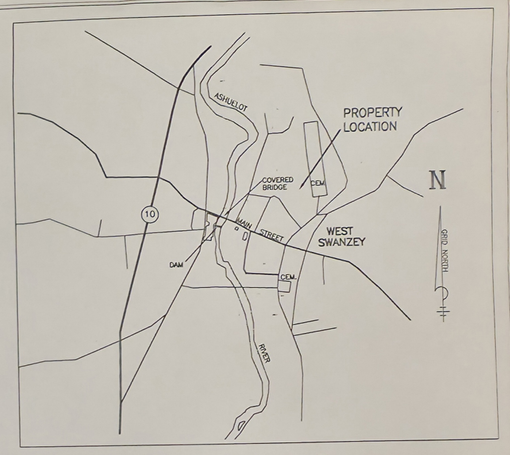
LOCATION PLAN

SCALE: 1" = 150'

NOTE:

THIS PLAN IS A COMPILATION OF CURRENT FIELD SURVEY DATA AND INFORMATION FROM EXISTING PLANS. SVE ASSOCIATES HAS NOT COMPLETED A BOUNDARY SURVEY OF THIS PROPERTY.





LOCUS MAP

NOT TO SCALE

SITE DATA TABLE

ZONE:	BUSINESS	
TAX MAP:	MAP 57, LOT 9-1	
LOT SIZE:	12.3 AC ±	
BUILDING SIZE:		# EMPLOYEES:
OFFICE:	2,000 SF	5
PRODUCTION:	34,325 SF	36
PARKING REQUIRED:		
OFFICE:	1 SPACE/ 150 SF GFA:	13
PROD/WRHSE:	1 SPACE/ EMPLOYEE:	36
TOTAL SPACES PROVIDED:		49
FRONTAGE REQUIRED:	125'	
AVAILABLE:	402'±	

LEGEND

- IRON PIN FOUND
- MONUMENT FOUND
- PROPERTY LINE
- STONEWALL

OWNER OF RECORD

P/L LIMITED PARTNERSHIP
P.O. BOX 630
1 RAILROAD STREET
W. SWANZEY, NH 03469

INSPECTION PERMISSION: UPON APPROVAL OF THIS SITE PLAN, THE OWNER GRANTS PERMISSION FOR THE MEMBERS OR AGENTS OF THE SWANZEY PLANNING BOARD TO INSPECT THIS SITE AS NECESSARY.

APPROVED BY THE SWANZEY PLANNING BOARD

ON _____ CERTIFIED BY CHAIRMAN _____, AND

SECRETARY _____

APPROVED FOR BUILDING PERMIT 5-5-03 TOWN OF SWANZEY PERMIT #03-032

SEDIMENT AND EROSION CONTROL

1. INSTALL ALL SEDIMENT & EROSION CONTROL MEASURES IN ACCORDANCE WITH MANUFACTURER'S DIRECTION OR DETAILS PROVIDED.
2. THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION CONTROL. HE SHALL TAKE ALL MEASURES NEEDED TO MINIMIZE EROSION TO THE GREATEST EXTENT POSSIBLE, AT NO ADDITIONAL COST TO THE OWNER, REGARDLESS OF DETAIL SHOWN ON THESE PLANS.
3. CONTRACTOR SHALL INSPECT AND REPAIR ALL SEDIMENT AND EROSION CONTROL MEASURES AFTER EACH RAINFALL AND NOT LESS THAN ONCE A WEEK.
4. SEED, FERTILIZE & MULCH ALL FINISH GRADED AREAS WITHIN 72 HOURS OF FINISH GRADING.
5. HAY BALES AND/OR SILT FENCES SHALL BE REPLACED WHEN CLOGGED AND NO LONGER FUNCTIONAL.
6. HAY BALES AND/OR SILT FENCES SHALL REMAIN IN PLACE UNTIL ALL UPHILL VEGETATED AREAS ARE STABILIZED.
7. ALL SOIL STOCKPILES SHALL BE SEEDED AND MULCHED IF LEFT IN PLACE MORE THAN 21 DAYS.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

REVISION #	DESCRIPTION	DATE
1	ADD CBs & DRAIN, DRIVEWAY TO BLDG	04/17/03

NEW HAMPSHIRE LICENSED PROFESSIONAL ENGINEER

SITE PLAN MODIFICATION
PREPARED FOR
P/L LIMITED PARTNERSHIP
RAILROAD STREET
WEST SWANZEY, NH

SVE Associates © 2003
Engineering Surveying Landscape Architecture Planning
47 Marlboro St., Keene, NH 03431 Phone (603) 355-1532 Fax (603) 355-2969
website: www.sveassoc.com

DATE PLAN: 03/13
DATE SURVEY: 03/2
DRAWN BY:
CHECKED BY:
SCALE: 1"
PROJ. NO. K
CAD FILE NO. K128