



TOWN OF SWANSEY

620 OLD HOMESTEAD HIGHWAY

P.O. BOX 10009

SWANSEY, NH 03446

TOWN HALL (603) 352-7411 FAX (603) 352-6250

WWW.SWANSEYNH.GOV

Notice of Public Hearing Swansey Zoning Board of Adjustment

Please be advised that on Monday, February 8, 2021 beginning at 7:00 p.m. the Swansey Zoning Board of Adjustment will hold a public hearing on an application from Dorrie Masten for a Special Exception pursuant to Section III-AA, Article B of the Zoning Ordinance for a Detached Accessory Dwelling Unit at 326 Matthews Road. The applicant is proposing to convert the second floor of the existing barn structure on the property into an Accessory Dwelling Unit. The subject property is shown at Tax Map 38, Lot 13 and is located in the Residence District.

Due to the COVID-19 State of Emergency and pursuant to the Governor's Emergency Order #12 Pursuant to Executive Order 2020-04, the meeting will be held remotely using the web-based program Zoom. The public may access the meeting online by visiting www.zoom.us, using the Zoom App, or by calling (929) 205-6099, and entering Meeting ID number **862 4855 5341**.

If you have difficulty accessing the meeting, call (603) 352-7411 ext. 108. More information on public access to the meeting is available on the Town's website at: www.swanzeynh.gov. Individuals having special needs covered by the Americans with Disabilities Act should notify the Land Use Office at least seven days prior.

Matthew Bachler, Director of Planning & Economic Development
On behalf of the Zoning Board of Adjustment
603-352-7411, ext. 108
mbachler@swanzeynh.gov

Town of Swanzey Public Participation Guidelines Planning Board and Zoning Board of Adjustment

Due to the COVID-2019 State of Emergency, the Swanzey Planning Board and Zoning Board of Adjustment will be holding their meetings remotely using the web-based program Zoom until further notice. Board members and applicants will be participating in meetings remotely. A physical location will not be provided for the meetings.

Members of the public will be able to access these meetings through a variety of options further described below. If you have questions about these meetings or how to participate, please contact Matthew Bachler, Director of Planning & Economic Development at (603) 352-7411, ext. 108 or by email at mbachler@swanzeynh.gov.

1. How do I view and listen to the meeting online?

- Go to the weblink: www.zoom.com and click on the “Join a Meeting” link at the top of the screen.
- You will be prompted to enter a Meeting ID number. Enter the 9-digit Meeting ID advertised for the meeting. The Meeting ID will be on the top of the agenda for the meeting. Meeting agendas are posted on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You will have the option to listen to the meeting using your computer audio or to call into the meeting. If you call into the meeting, you will need to use the phone number listed below and then enter the Meeting ID, which will be on the top of the meeting agenda.

2. How do I access the meeting if I do not have a computer or smartphone?

- Call the following phone number: (929) 205-6099. Please note this is not a toll-free number.
- You will be prompted to enter a Meeting ID number on your phone keypad. The Meeting ID will be on the top of the agenda for the meeting. Meeting agendas are posted on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You will only be able to listen. You will not be able to see any visuals or graphics that are displayed during the meeting unless you access the meeting through www.zoom.com.
- Note: As an attendee of the meeting, your microphone and/or phone will be muted. To provide public comment during a public hearing, please see #3 below.

3. How do I provide public comments during a public hearing?

If you are a member of the public and would like to speak or provide comment during a public hearing, please review the following guidance for how to participate in this meeting:

- To see the order of public hearings at the meeting view the agenda, which can be found on the Town’s website on the “Agendas and Minutes” page under the “Government” header.
- You may send written comments or questions on the application to Town staff in advance of the meeting by emailing: mbachler@swanzeynh.gov. Written comments will only be accepted until 3:00 p.m. on the day of the meeting. Please include your name and address with your written comments. Written comments and questions will be read aloud by Town staff during the public hearing.
- The Board Chair will specify when the public comment period is open for an application. It will also appear on the screen for those participating online. Town staff will be in attendance at the meetings to manage the public comment process and ensure that all attendees who wish to speak have an opportunity.
- You may speak during the public hearing by one of the following methods:
 - If you are participating online with the Zoom program, **click on the blue hand icon at the bottom of the screen**. This will “Raise Your Hand” so that the moderator knows that you wish to speak. When it is your turn, the moderator will unmute you and let you know that you can share your comments.
 - If you are participating by phone, **press *9**. This will indicate to the moderator that you wish to speak. When it is your turn, the moderator will unmute you and let you know that you can share your comments.
- You will need to provide your name and address before making any comments.
- The Boards will only accept public comments or questions related to the application for which the public hearing is being held.
- Public comment will only be accepted for a specified period of time. The Board Chair will inform the public when the public comment period of the public hearing is closed.

4. What if I have issues accessing the meeting?

- If you encounter any issues accessing this meeting, please call (603) 352-7411, ext. 108 during the meeting.