TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

Board of Selectmen Meeting Agenda

Whitcomb Hall, 17 Main Street

April 9, 2025

1. Call to Order – 5:30 pm
   Join Zoom meeting at https://us02web.zoom.us/j/2353704380, Meeting ID: 235 370 4380
   Dial +1-929-205-6099

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting of March 19, 2025 – Page 8
   B. Nonpublic Meeting #1 of March 19, 2025
   C. Nonpublic Meeting #2 of March 19, 2025
   D. Nonpublic Meeting #3 of March 19, 2025
   E. Nonpublic Meeting #4 of March 19, 2025

4. Consent Agenda
   A. Payroll Manifest
   B. Payables Manifest
   C. Special Event Permit #2025-07 – Motorcycle Swap Meet – 05/04/25 – Page 13
   D. Raffle Permit #2025-09 – Cheshire County Forest Fire Warden's Association – Page 14
   E. Gravel Tax Levy – Operation 24-441-01-E – Page 15
   F. Intent to Excavate – M239/L69 – Page 16
   G. Notice of Lien – Page 17
   H. NHSFRF monitoring letter agreeing to retain all program documents for seven years – Page 18
   I. Letter to NHDES on outcome of Town Meeting vote on water system – Page 19
   J. Authorization for Assistant Town Planner to sign certain grant related documents – Page 20
   K. Personnel Action Reports

5. Public Input

6. Appointments
   A. Southwest Regional Planning Commission presentation on Next Generation Transit System – Page 21
   B. Chief Joseph Gonsalves, Police Department Update
   C. Chief Eric Mattson, Fire Department Update

7. Consideration of New Business
   A. Recognition of Fire Station Committee volunteers
   B. Authorization to purchase new Town Hall interior lobby door – Page 26
   C. Authorize additional repairs to code enforcement vehicle – Page 28

8. Consideration of Old Business
   A. Review action items and follow ups from prior meeting

9. Administrative Update

10. Correspondence
    A. Conservation Commission note awarding contract to Moosewood Ecological LLC to complete Open Space plan by 2026 – Page 30

11. Public Input

12. Possible non-public sessions, as needed

13. Adjournment

Agenda items and times are tentative and subject to change – they are provided for informational purposes only

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MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Alex Torpey, Interim Town Administrator

RE: April 9, 2025 Agenda

DATE: April 8, 2025

CC:

1. **Call to Order – 5:30 pm**

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meeting of March 19, 2025
   B. Nonpublic Meeting #1 of March 19, 2025
   C. Nonpublic Meeting #2 of March 19, 2025
   D. Nonpublic Meeting #3 of March 19, 2025
   E. Nonpublic Meeting #4 of March 19, 2025

4. **Consent Agenda**
   A. Payroll Manifest
   B. Payables Manifest
   C. Special Event Permit #2025-07—Motorcycle Swap Meet – 05/04/25
   D. Raffle Permit #2025-09 – Cheshire County Forest Fire Warden's Association
   E. Gravel Tax Levy – Operation 24-441-01-E
   F. Intent to Excavate – M239/L69
   G. Notice of Lien
   H. NHSFRF monitoring letter agreeing to retain all program documents for seven years
   I. Letter to NHDES on outcome of Town Meeting vote on water system
   J. Authorization for Assistant Town Planner to sign certain grant related documents
   K. Personnel Action Reports

5. **Public Input**

6. **Appointments**
   A. Southwest Regional Planning Commission presentation on Next Generation Transit System

B. Chief Joseph Gonsalves, Police Department Update
C. Chief Eric Mattson, Fire Department Update

7. **Consideration of New Business**
   A. **Recognition of Fire Station Committee volunteers**
   B. **Authorization to purchase new Town Hall interior lobby door.** This is the new door that Joe spoke about in previous meetings. Because there are long lead times, we suggest ordering it now. It shouldn't be installed until the new TA is in place and help coordinate important discussions about the policy and staff updates needed to move this project forward.

SUGGESTED MOTION: I move to authorize the purchase of a new interior lobby door for Town Hall pursuant to the attached specifications not to exceed $9,600.

   C. **Authorize additional repairs to code enforcement vehicle**. See memo from Kevin. Small additional repairs are needed to put this vehicle into service.

SUGGESTED MOTION: I move to authorize the additional necessary repairs to the code enforcement vehicle in an additional amount not to exceed $1,250.

8. **Consideration of Old Business**
   A. Review action items and follow ups from prior meeting

9. **Administrative Update**

10. **Correspondence**
    A. **Conservation Commission note awarding contract to Moosewood Ecological LLC to complete Open Space plan by 2026.** This is just an FYI to keep the BOS up to date on some of the Conservation Commission's upcoming plans.

11. **Public Input**

12. **Possible non-public sessions, as needed**

13. **Adjournment**

UPCOMING AGENDA ITEMS AND MEETINGS

4/2 – Board of Selectmen meeting
4/9 – Board of Selectmen meeting
- SW Regional Planning

4/16 - Board of Selectmen meeting
- TIF Advisory Board formation discussion

4-26 - Board of Selectmen meeting

PENDING BOARD MATTERS / PROJECTS

-
- TIF Advisory Board
  - We'll have an update for the 16th meeting
- Board/Committee member terms

- We are working to create an update to all of the Board/committee members and their associated terms, both used to internally track and ensure everyone's term of office is up to date, update the website, and as a platform for soliciting volunteers when there are vacancies.

- Current staff/personnel updates
  - Town Administrator Search
    -  We will have an update for the 4/16 meeting.
    - We are in the midst of BOS interviews with candidates and will update more in the next meeting.
    - We have scheduled the next round of interviews with the BOS for the week of 3/24 and received now close to 20 total resumes!
    - We have received more than 15 resumes from a wide range of qualified candidates with interesting local government experience. We began the first round of interviews last week, which we expect to be completed this week. We hope to have a next round identified for the BOS to interview towards the end of the month. We are also soliciting feedback from department heads and Town Hall staff on questions to incorporate into the next interview rounds. We are aiming to enable the BOS to make a decision on a final candidate in early April. We all feel optimistic about the candidate pool and finding a great match for the Town.
  - Current position openings in Swanzey:
    - Detective - Full time and/or Part time
      - Posting Date: Nov 12, 2019 03:08 PM End Date: Open until filled
    - On-Call Firefighters and EMTs positions
      - Posting Date: 03-04-2025 End Date: Open until filled
    - Police Officers
      - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled
    - Police Officers
      - Posting Date: Dec 30, 2024 03:08 PM End Date: Open until filled
    - Public Beach Attendants
      - Posting Date: 03-04-2025 End Date: Open until filled
    - Public Beach Lifeguards
      - Posting Date: 03-04-2025 End Date: Open until filled
    - Town Administrator
      - Posting Date: 03-04-2025 End Date: Open until filled
    - Summer Camp Counselor
      - Posting Date: 03-04-2025 End Date: Open until filled
    - Summer Camp Lifeguard
      - Posting Date: 03-04-2025 End Date: Open until filled

- Whitcomb Hall Gas Appliances
  - In response to concerns about propane smell and the gas usage in Whitcomb Hall, in consultation with the Board and DPW and Fire, we have decided to:
    - Have the gas to kitchen appliances turned off when not in use
    - Only turn the gas on and relight the pilot lights when an event requires use of the stove/oven. This will be done by authorized town staff only
    - Consider adding to the CIPC agenda for discussion the selling of the stove/oven to help pay for a new electric stove/oven

        - This plan wastes less gas while the stove/oven is not in use for long periods of time, may help improve indoor quality in Whitcomb, and will help contribute to safety improvements in the use of the building
- Town Meeting Follow up & Action Items
    - Updates from the last meeting:
        - Article 4
            - I have begun reviewing the architect's proposal from KCS for the construction documents/next steps and once review of a few final questions is complete the BOS should be able to move forward, likely tonight, with a motion included if we want to.
        - Articles 5 and 12
            - We have and are following up with the appropriate stakeholders to inform them of the vote.
        - Article 6
            - Loan application is due by June 30th. Stephon will begin the application first week of April with the help of Deborah L. from NHDES, project manager. After application, we would likely move to solicit qualifications, through an RFQ, for engineering consultants for the project.
        - Article 11
            - I am working with Adam to review the prior memos, development plan, and think through some recommendations to bring to an upcoming BOS meeting regarding Advisory Board, next steps, etc
    - Please see the attached memo from Michael Branley outlining some of the suggested next steps for a number of the warrant articles.
    - We should review these Wednesday night and make a clear plan for follow ups
- Town Hall Facility Fixes
    - There are a few slightly connected updates related to the Town Hall building, including fixing the rear door, fixing several windows, as well as some other upgrades being considered, such as security cameras and potential layout changes. These are being investigated by staff with consideration of the new incoming TA as well as potential changes that may be enabled by the eventual move of the fire station out of the building. We will update back to the BOS when we have had a chance to discuss further and formulate the best proposed plans for the Board to review.
- Swanzey Lake Dam
    - RFQ listed above
    - Test releases are being coordinated for the summer months with Joe DiRusso and DES
- Retaining Wall at Station #2
    - From Joe DiRusso: During 2024 a portion of the fire stations retaining that was failing was removed and rebuilt. Initially, it was decided to forego replacing the safety fence at the top of the wall. Since this decision, some safety concerns was raised. It is our understanding the funds would come out of the Fire Station CRF.
- Webber Hill Road Stabilization –
    - Project is overall around ~60% done (with wall itself closer to 75% done). Expectation is completion by the summer.
    - Construction began in September and after several months of working through issues work resumed in earnest in December and solid progress is being made.
    - 2025: Project Close out
- Rail Trail Improvements –

- We received the engineering report from Hoyle Tanner on 1/30 and are currently reviewing it. The RTAC will get back to me with any feedback after their meeting Thursday night.

- Christian Hill Road Bridge Replacement – Design work has been progressing well but slowly. Current hold up is with the Division of Historical Resources regarding historic mitigation. As required, we listed this bridge for sale and received no bids so it can be hopefully repurposed at the Ashuelot Rail Trail to bridge one of the large washouts. We are waiting for DES approval to give clearance to move forward with design of bridge relocation. Then Hoyle Tanner will provide a scope of work and cost for design, which will be 100% funded by NHDOT because it is a mitigation project.
- California & North Winchester Street Reconstruction project – design work is nearing completion with final steps being environmental reviews and finalizing permissions and easements.
    - Pre bid to be held meeting this Wednesday, due by 3/31.
    - Bidding February/March 2025
    - Construction April 2025 – November 2025
- Grange Hall Roof Repair – Work is substantially complete and we are scheduling a walkthrough.
- NHDOT Rt. 32 Bridge over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. A design and cost estimate for the dry hydrant were provided to DOT on 1/28. Bidding for construction is now scheduled in March or '26 with construction likely in '27. A public hearing is expected this spring for a project update and revised schedule.
- Wastewater Solar Array –
    - The Planning Board gave site plan approval on 2/27. Nothing further needed at this time. You can see the approved plans and applications materials in the Planning Board agenda packet here.
    - Design, permitting, and other coordination has been underway with DES, Moonshot Missions, and ReVision Energy. This is on the Planning Board's agenda for 2/27 for site plan review.
- Wastewater Treatment Plant Study – We had the kickoff meeting with NHDES and Underwood Engineers on 1/21 and a stie visit with Underwood Engineers on 1/22. Current schedule is:

• Metals & Phosphorus Removal Pilot Study	January – July 2025
• Historical Review, Future Projections, WWTF Inspection	March 2025
• Mid-point meeting with Town & NHDES	June 2025
• Capacity and Future Upgrades	June 2025
• Draft hard copy report for review by Town & NHDES	August 2025
• Wrap-up meeting with Town & NHDES	September 2025
• Final hard copy & electronic report	September 2025
• Estimated completion	October 2025

- West Swanzey AA Park – Project is complete, staff is working on closeout.
- Brown Field Improvements – Staff is working on identifying grants or other funding sources.
- West Swanzey TIF District – on hold pending Town Meeting vote.
- West Swanzey Water Company Purchase & Improvement – on hold pending Town Meeting vote.
- Fire Station Project – on hold pending Town Meeting vote.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – March 19, 2025
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 was called to order by Chair W. William Hutwelker III at 5:33p.m. at Whitcomb Hall, Main Street, Swanzey, NH. Present were Selectmen James Tempesta, and Mark LaBelle. Also present was Recording Secretary Meagen Kerris.

OTHERS PRESENT Mark Scalera

ORGANIZATION
Discussion of Selectmen member positions. Hutwelker was elected to serve as Chair, Tempesta as Vice Chair, and LaBelle as Secretary.

Designation of Representatives to the Planning Board, Economic Development Advisory Committee, and Capital Improvements Program Committee. The Selectmen will serve rotationally. Tempesta will start with the Planning Board, switching to LaBelle July through September, and Hutwelker October through December. Tempesta will take Capital Improvements Program Committee, and LaBelle will take EDAC.

There will be a subset group from the Conservation Committee for wetlands and other amendments. Hutwelker requested the Board be involved to stay informed of possible changes that are being brought forward. Scalera stated that the idea of this group will be to work with consultants to help put plans together and play a big role in educating residents of the changes to have more informed votes.

Hutwelker discussed with Scalera the new restrictions surrounding social media posts and comments within Board and Committee members. There is a need to create social media guidelines and possible training to help prevent any liabilities.

MINUTES
- The regular meeting minutes of March 4, 2025 were considered. There was a **motion** by Tempesta to approve the regular meeting minutes of March 4, 2025. Seconded by Hutwelker, LaBelle abstained, and no further discussion, all were in favor. ***Motion passed***.
- The nonpublic meeting #1 minutes of March 4, 2025 were considered. There was a **motion** by Tempesta to approve the nonpublic meeting #1 minutes of March 4, 2025. Seconded by Hutwelker, LaBelle abstained, and no further discussion, all were in favor. ***Motion passed***.
- The nonpublic meeting #2 minutes of March 4, 2025 were considered. There was a **motion** by Tempesta to approve the nonpublic meeting #2 minutes of March 4, 2025. Seconded by Hutwelker, LaBelle abstained, and no further discussion, all were in favor. ***Motion passed***.
- The regular meeting minutes of March 11, 2025 were considered. There was a **motion** by Tempesta to approve the regular meeting minutes of March 11, 2025. Seconded by Hutwelker, LaBelle abstained, and no further discussion, all were in favor. ***Motion passed***.

CONSENT AGENDA

Motion was made by LaBelle to approve the Consent Agenda. There was a second by Tempesta. All were in favor. ***Motion passed.***

A. Payroll Manifest
B. Payables Manifest
C. MS 232 – Appropriations as Voted
D. Permanent Applications for Property Tax Credits/Exemptions – M261/L25, M232/L18, M232/L54/0/2/6
E. Acceptance of Revised Assessing Services Contract
F. Intent to Cut – M232/L39 – Cobble Hill Road
G. Personnel Action Reports

PUBLIC INPUT

Mark Scalera raised concern about the launch area on Wilson Pond. It was meant as a walking path to enter in with kayaks. Someone has plowed it to allow access to ATVs. Scalera requested the Selectmen take a ride out and look at it. This should be foot traffic only. Tempesta suggested exploring the option of putting a chain up.

NEW BUSINESS

Town Meeting Follow Up & Action Items

Hutwelker stated that the architects were targeting late summer or early fall to look at when the fire station would be built. Given the economic climate at this time, Hutwelker wanted to let them know that the Board prefers it to start as soon as possible. He will have the Interim Town Administrator, Alex Torpey, reach out to Fieldstone to discuss the next steps.

Hutwelker communicated with Dan Brown that we would not be taking the financing as the water company purchase did not get the full votes needed to pass. USDA and the engineers will need to be notified as well. Hutwelker feels strongly that the town should reapply in two years. Discussion surrounding a committee took place. The Fire Station Advisory Committee proved very successful, and the same success could be had with a committee for the water company. Tempesta agreed.

Discussion of SB2 and traditional Town Meeting came up. Labelle and Hutwelker recalled the large turnout of people for the previous Town Meetings and how it provided an opportunity to well inform the public before they voted. It was suggested by Hutwelker to consider gathering a committee for Town Government to review of the change in the future. Hutwelker would also like to see that committee put together a review of the setup of the Town leadership with consideration of switching from a Town Administrator to a Town Manager as Swanzey continues to experience considerable growth.

Discussion followed, focusing on volunteers and suggesting ways to draw more in. This may include the process of residents suggesting people they know as good candidates. Hutwelker requested that there be a more volunteer friendly web page on the Town's website. This would include volunteer opportunities and an online fillable form that would be submitted. It was requested to have these options explored with Katrina.

There was review of the final vote to approve a 5-member board in 2026. The current Board of Selectmen disagree with these results. There is research going into adding this as a warrant article in 2026 to have the board return to a 3-member board.

Authorize the Town Administrator and Fire Chief to sign a three-year agreement to retain membership in the Tri-State Fire Mutual Aid Agreement.
There was a **motion** made by LaBelle to authorize the Town Administrator and Fire Chief to sign a three-year agreement to retain membership in the Tri-State Fire Mutual Aid Agreement. Seconded by Tempesta and no further discussion, all were in favor. ***Motion Passed***.

Hutwelker would like the Selectmen to take in what they learned from the training with Interim Town Administrator, Alex Torpey, on March 18, 2025, and come back together for discussion of what they see for goals and visions over the next 5 to 10 years. Labelle asked if the goals would coincide with the Master Plan. It seems the Master Plan is put together and then shelved. Hutwelker suggested the Committee for Town Government also assess the Master Plan.

Hutwelker would like the Board of Selectmen meetings moved to the second floor of Whitcomb Hall with the cooperation of the Planning and Zoning Boards. The intention is to cut down on wear and tear of the first floor and research options for permanent setup of a video live stream / recording system to help people who watch from home see and hear better. Additionally, Hutwelker would like to add the Pledge of Allegiance. The Board then discussed holding meetings at various locations to make them more accessible to residents in different areas of town. Passed by Consensus. Locations of meetings will be arranged with the incoming Town Administrator.

Discussion of interviews for Town Administration and timeline for when someone will be in place. Additional discussion of which Board member will be a liaison for what departments.

PUBLIC INPUT
Scalera suggested disbanding the Fire Station Advisory Committee. Hutwelker agreed and suggested looking at the agendas to decide an appropriate date for this.

NON-PUBLIC SESSIONS
Non-public session(s) per RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

> **Motion** was made by LaBelle to enter Non-public session pursuant to RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. The motion was seconded by Tempesta. The Selectmen voted unanimously by roll call to go into non-public session at 6:44 p.m. ***Motion passed***. Present was Mark LaBelle, James Tempesta, and W. William Hutwelker III. Also present was Recording Secretary Meagen Kerris.
>
> **Motion** was made by LaBelle to leave non-public session and return to public session. The motion was seconded by Tempesta, with all in favor. ***Motion passed***. Non-public session ended at 7:13 p.m.
>
> **Motion** was made by LaBelle to seal the minutes, seconded by Tempesta. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

Motion was made by LaBelle to enter Non-public session pursuant to RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. The motion was seconded by Tempesta. The Selectmen voted unanimously by roll call to go into non-public session at 7:13 p.m. ***Motion passed***. Present was Mark LaBelle, James Tempesta, and W. William Hutwelker III. Also present was Recording Secretary Meagen Kerris.

Motion was made by LaBelle to leave non-public session and return to public session. The motion was seconded by Tempesta, with all in favor. ***Motion passed***. Non-public session ended at 7:33 p.m.

Motion was made by LaBelle to seal the minutes, seconded by Tempesta. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

Motion was made by LaBelle to enter Non-public session pursuant to RSA 91-A:3II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was seconded by Hutwelker. The Selectmen voted unanimously by roll call to go into nonpublic session at 7:40 p.m. ***Motion passed***. Present were Board members Mark LaBelle, James Tempesta, W. William Hutwelker, III, and Recording Secretary Meagen Kerris.

Motion was made by LaBelle to leave non-public session and return to public session. The motion was seconded by Tempesta with all in favor. Motion passed. Non-public session ended at 7:45 pm.

Motion was made by LaBelle to seal the minutes, seconded by Tempesta. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

Motion was made by LaBelle to enter Non-public session pursuant to RSA 91-A:3II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. The motion was seconded by Tempesta. The Selectmen voted unanimously by roll call to go into non-public session at 7:46 p.m. ***Motion passed***. Present was Mark LaBelle, James Tempesta, and W. William Hutwelker III. Also present was Recording Secretary Meagen Kerris.

Motion was made by LaBelle to leave non-public session and return to public session. The motion was seconded by Tempesta, with all in favor. ***Motion passed***. Non-public session ended at 7:58 p.m.

Motion was made by LaBelle to seal the minutes, seconded by Tempesta. All were in favor and the ***motion passed***.

Brief discussion of continued safety planning within the Town Hall.

Brief discussion of Department Head communications.

ADJOURNMENT

Motion to adjourn the meeting was made by LaBelle. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 8:06 p.m.

Respectfully Submitted,

Meagen Kerris
Recording Secretary

Approved on

TOWN OF SWANZEY

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EVENT PERMIT – #2025-07

Jimmy Murdough

The above named is hereby licensed and authorized by the Swanzey Board of Selectman to conduct:

An Event Known As: Motorcycle Swap Meet

To Be Held At: Cheshire Fairgrounds, 247 Monadnock Highway

On the date of: May 4, 2025

Expected attendance: 1000

Contact Person: Jimmy Murdough

This permit is valid only for the above-named event to be held on the above date(s) and is subject to the specific requirements, restrictions, and/or conditions attached (if any).

_____

_____

_____
Swanzey Board of Selectmen

Date: _____

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RAFFLE PERMIT
(RSA 287-A)

SYNOPSIS OF REQUIREMENTS OF RSA 287-A (RSA 287-A:1-11)

RSA 287-A allows raffles to be conducted by charitable, religious, educational charitable, civic, veteran and fraternal organizations, or political committee or party to promote the purposes for which they are organized. Tickets shall be sold only to persons 16 years of age or older. Tickets must have printed on their face the name of the organization, date, and place of the drawing, the prize(s) to be awarded, and the amount of the donation. Raffle Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for the prize(s) will be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2025-09

Name of Organization: Cheshire County Forest Fire Wardens Association is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Cheshire Fair located in Swanzey, New Hampshire.

Name of contact person: Tim Mason

Address: 374 Middletown Rd Roxbury NH

Phone# 603.352.8843 Email: _____

Items(s) to be raffled (attach list if necessary): cord of wood, Blanket

This license is valid, permitting sales of tickets, for the following dates:

April 9 to Aug 3

Date of raffle drawing: Aug 3 2025

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

ORIGINAL WARRANT
GRAVEL TAX LEVY
TAX YEAR: APRIL 1, 2024 - MARCH 31, 2025
THE STATE OF NEW HAMPSHIRE

COUNTY, Cheshire

TO: Kevin Westcott, Collector of Taxes for the Town of [NAME], in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **$153.20**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at TOWN OF SWANZEY, NH

_____ (Selectman/Assessor)

_____ (Selectman/Assessor)

_____ (Selectman/Assessor)

_____ (Selectman/Assessor)

_____ (Selectman/Assessor)

DATE OF BILL: 4/9/2025 **DUE DATE:** 5/9/2025

NAME & ADDRESS	TAX MAP / LOT	OPERATION NO.	GRAVEL TAX DUE
Johnson, Michael H.	239/69	24-441-01-E	$153.20
56 Cory Pond Rd			
Swanzey, NH 03446			
		Total Tax Due:	**$153.20**

FORM
PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO EXCAVATE

RSA 72-B

For Tax Year April 1, 2025 to March 31, 2026

RECEIVED
MAR 13 2025
TOWN OF SWANZEY

(Assigned by Municipality)

YR [ ] - TOWN [ ] - OP# [ ] - E

PLEASE TYPE or PRINT *(If filling in form on-line; use TAB key to move through fields)*

1. Town/City of: East Swanzey
2. Tax Map/Block/Lot #: 239 lot 69
3. Name of Access Road: Cory pond Rd
4. Total Acreage of Lot: 20
5. Date of Permit per RSA 155-E:2: _____ *(Municipal Excavation Permit)*
   or
6. Date of Report, *if required,* per RSA 155-E:2, I (d): _____
7. Permit Number per RSA 485-A:17, *if any*: _____ *(Alteration of Terrain Permit)*
8. Incidental Construction/155-E:2-a Exception: *Check if YES* ☐
9. Total Permitted Area (acres): 20
10. Excavation Area (acres) as of April 1: 1½
11. Reclaimed Area (acres) as of April 1: ½
12. Remaining Cubic Yards of Earth to Excavate: 500,000
13. Type of Ownership:
    - ☑ Owner of land
    - ○ Previous owner retaining deeded earth excavation rights
    - ○ Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways
14. DESCRIPTION OF EARTH TO BE EXCAVATED **DURING TAX YEAR**

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND ✓	25000
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	

15. **CHECK THE BOX THAT DESCRIBES THIS INTENT**
    - ☑ ORIGINAL WITH $100 FEE (check payable to State of New Hampshire)
    - ○ ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
    - ○ SUPPLEMENTAL WITH $100 FEE (exceeding original estimate of 1,000 cubic yards or less)
    - ○ SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)
16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

MICHAEL JOHNSON
PRINT CLEARLY OR TYPE NAME OF OWNER

Michael Johnson
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

56 Cory POND RD
MAILING ADDRESS

East Swanzey | NH | 03446
CITY OR TOWN | STATE | ZIPCODE

E-MAIL ADDRESS

603 352 2870 | 762 9219
HOME PHONE (Enter number without dashes) | CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/13/25

E-MAIL REPORT & CERTIFICATE? YES ○ NO ☑
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required $ 8

Security Posted (Bond, Certified Check, etc.) $ _____

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

NOTICE OF LIEN

To: Register of Deeds

Re: Lien on Real Property Pursuant to RSA 165:28 for Aid Given by the Town of Swanzey

Date: April 9, 2025

This notice is to advise that the Board of Selectmen of the Town of Swanzey place a lien against property owned by

Bonnie J. Blodgett
Tax Map 209 Lot 6
Book 2479 Page 0636
Located at 48 James Road, Swanzey NH

The Town of Swanzey has expended funds on behalf of the property owner's household which entitles it to a lien pursuant to RSA 165:28.

Signed:

W. William Hutwelker, III

James Tempesta

Mark LaBelle

SELECTMEN OF SWANZEY
Date: April 9, 2022

March 18, 2025

Attention: Katrina Burton
Town of Swazey
PO Box 10009
Swanzey, NH 03446
Katrina Burton <kburton@swanzeynh.gov

Dear Katrina,
Re: New Hampshire SFRF Funds Awardee Monitoring Results for: MPU22-102-Swanzey West Development

This letter contains the results of the most recent awardee monitoring period. As an awardee of SFRF funds, your activities must be monitored to ensure that the federal funding is used for authorized purposes, follows State of New Hampshire statutes and regulations, and that the terms and conditions of the funding are being met. To help this process run smoothly, the State of New Hampshire provides feedback to awardees to ensure compliance and improve the monitoring process for all parties.

Below you will find any issues identified during the most recent monitoring period, along with steps to remedy those before the next monitoring session.

Areas of Concern/Non-Compliance

Section	Notes
None	**Issue: Close out document retention statement signed and returned on monitoring results letter. See below** **Steps for Remediation:** Sign and return this letter.

By signing below, the awardee agrees to retain all program documentation for a period of seven years and understands that this information may be subject to audit during that time.

Signed _____ **Dated:**_____

If there is an issue with the record or documentation of a transaction, the State of New Hampshire will work with you to correct both the record of that particular transaction and the practices that gave rise to the error. This may require changes to your recordkeeping or financial management system and/or additional training for the individuals using those systems.

Please refer any questions to Maureen Martinez, Housing Finance Specialist at maureen.g.martinez@livefree.nh.gov.

Sincerely,

Maureen Martinez
Housing Finance Specialist
BEA, Division of Planning and
Community Development

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
WWW.SWANZEYNH.GOV

March 28, 2025

To the Department of Environmental Services, Drinking Water And Groundwater Bureau:

The Town of Swanzey included an article in its 2025 Town Warrant to raise and appropriate funds for the purpose of purchasing and making improvements to the West Swanzey Water Company. In order to acquire these funds, residents needed to vote in the affirmative to authorize the Board of Selectmen to participate in the Drinking Water State Revolving Loan Fund established for this purpose. The article did not pass and the Board of Selectmen expresses its regret in informing the Department of Environmental Services that the Town of Swanzey must forgo the opportunity to secure these funds.

Thank you for your time, work, and consideration.

Signed,

Bill Hutwelker Board of Selectmen, Chair	James Tempesta Board of Selectmen	Mark LaBelle Board of Selectmen

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY P.O.
BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.SWANZEYNH.GOV

MEMORANDUM - OFFICE OF PLANNING & ECONOMIC DEVELOPMENT

TO: Board of Selectmen

FROM: Stephon Mehu, Assistant Town Planner

RE: Authorization for Grant Management

DATE: April 4, 2025

CC: Alex Torpey, Interim Town Administrator; Meagan Kerris, HR Coordinator

The Department of Planning and Economic Development continues to manage a myriad of grants from State, Federal, and not for profit entities. Many of these grants are ready to be closed out, require extensions, or continued reporting.

Authorization to sign and submit documents for the following is requested:

Closeouts
Land And Water Conservation Fund Grant 2019 [$93,913.82]
DEMO22-101 60 Summer St [$128,925.36]
DEMO22-112 Swanzey Gardens [$130,000]
ARPA Stormwater Asset Management 2023 [$30,000]
DEMO22-113 Homestead Mill [$334,960]

Reporting
DEMO22-166 Plane View Senior Housing [$43,850]
NBRC 2022 (California & N Winchester Streets) [$306,254]
MAST 2023 [$75,000]
MAST 2024 [$51,250]
Recreational Trail Program 2025 [$80,000]

Extension
DEMO22-166 Plane View Senior Housing [$43,850]

Southwest Region Planning Commission
37 Ashuelot Street, Keene, NH 03431 603-357-0557 Voice 357-7440 Fax

March 31, 2025

Swanzey Board of Selectmen
620 Old Homestead Highway
P.O. Box 10009
Swanzey, NH 03446-0009

Subject: April 9, 2025 Transit Project Presentation

Dear Selectmen,

On behalf of Southwest Region Planning Commission (SWRPC), I appreciate the opportunity for my colleagues and me to come before the Swanzey Board of Selectmen at its April 9, 2025 meeting. The purpose of our appearance is to provide an overview of the "Next Generation" Transit System project. The project, which is led by SWRPC with support from Steadman Hill Consulting, aims to expand transit services in the greater Keene area, including Swanzey and Marlborough, and improve public transportation services regionwide. The system would supplant or complement the existing transit system which serves the City of Keene.

While the existing transit system is beneficial to many of our region's constituents, it is limited in its geographic reach, inconvenient for commuters and "choice riders", and serves only a small percentage of our population. We are currently working to select a governance and operating model, identify a transit system operator and, at the same time, are reaching out to municipalities and institutions to contribute to the system as governance or financial partners. Our target timeline is to select the governance model and identify the system operator by the end of June 2025. Our long-term goal is to engage contributing partners and have the system operational by 2028. SWRPC has secured NHDOT funding to support the transit system operator to stand up the system leading up to its launch.

During the April 9th meeting, we wish to present the project and entertain comments and questions from the Board of Selectmen. More information about the project is included in the attached brochure and at: "Next Generation" Transit System.

Again, I appreciate the opportunity and look forward to meeting with the Board of Selectmen on April 9th.

Sincerely,

Terry Johnson,
Senior Project Manager/Mobility Manager
Southwest Region Planning Commission

ATTACHMENT: "Next Generation" Transit System Brochure

Help Us Create a "Next Generation" Transit System for the Monadnock Region: Be Part of the Solution!

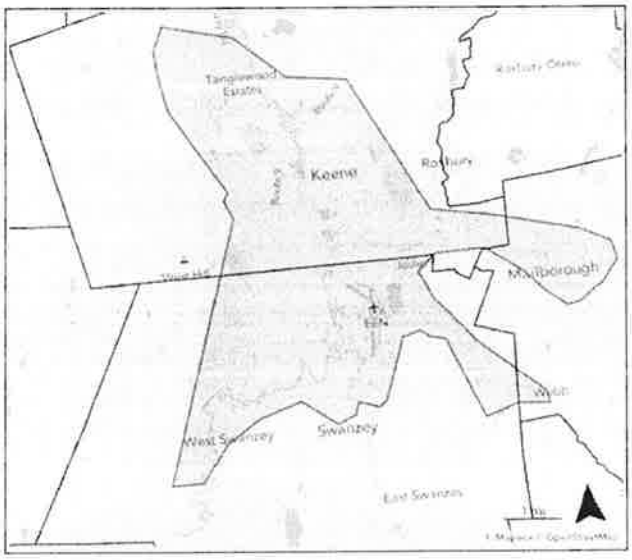
A Phased Approach to Expanding Public Transit Services to Greater Keene and Beyond

A 2022 Southwest Region Planning Commission (SWRPC) Transit Study produced a roadmap to expand much needed public transit services to more areas and people in the Monadnock Region through a phased, incremental approach. Efforts would begin with a pilot project to implement microtransit services in the Greater Keene area while augmenting existing services throughout the region with a new critical medical care ride service.

Greater Keene Microtransit and Critical Care Service Profile

Greater Keene Service Area: Serves key population centers and destinations within and surrounding Keene, including Swanzey and Marlborough.

Demand Hot Spots: Keene downtown/ Keene Transportation Center, Market Basket, Keene State College, West St. Plaza, Cheshire Medical Center, West Swanzey, Swanzey Town Hall, Marlborough Town Center.



Demographic and Socioeconomic Patterns	
Population	23,900
Jobs	18,000
Zero-vehicle households	10%
Households in poverty	14%
Older adults 65+	17%
Young adults, 18-29 (based on KSC 2023 enrollment: 2,697)	32%
People with disabilities	15%

Transit System Simulation Results

Demand Scenario	Greater Keene Service	Regionwide Critical Care Service
Hours of operation	7AM-6PM, weekdays	To be negotiated
Ridership Estimates (trips/year)	63,500	3,460
Annual operating cost	$965,200	$133,100
Initial Capital Costs	$130,000	-

Funding Sources



Help Us Create a "Next Generation" Transit System for the Monadnock Region: Be Part of the Solution!

Based on Greater Keene's "proof of concept" followed by "success breeding success", services would be further expanded to high need/high demand areas, and to address other gaps as needed.



What would a "Next Generation" system look like compared to the existing system?

	Improved Public Transit in Greater Keene
Current services	• HCS operates two City Express bus routes and demand-response transportation services **within Keene**. Service hours are 8 a.m. to 4:30 p.m. on weekdays only. • Additional public transportation services include volunteer driver programs (VDPs) offered on a limited basis regionwide. • Except for City Express, public transportation services have specific eligibility requirements restricting ridership to certain populations.
Expanded services and service area	**Services will include the introduction of microtransit*** and will be initially expanded to the **Greater Keene area** (including Keene, Swanzey and Marlborough), along with a new regionwide critical care rides service.
Expanded service hours	Increase service hours to 7 a.m. to 6 p.m. on weekdays. VDP services would be continued and coupled with an effort to integrate fragmented services to make them available to more people regardless of eligibility.
Expanded service coverage	• Ridership projected to increase by 125% from 29,000 rides per year to up to 63,500, • Provide transit access to 70% more people and 46% more jobs, • More convenient ride booking (10-25 minutes before travel), and; • More direct and faster rides between origin and destination.
Populations served	• Seniors and individuals with disabilities are the primary users of current transit services. • Expanded services will be designed to serve existing riders and be more attractive to "Choice Riders", including commuters and those who desire to have the option to use public transportation instead of their personal vehicles.

***What is microtransit?**



- Fleet of vehicles **'roam'** the zone.
- **Anyone** can use the service.
- Pickup time usually **10 – 25 minutes**.
- Can travel **anywhere** within the zone.
- Rider **walks** to meet the vehicle (average walk of 2-3 min).
- Rides are **shared** with people going in the same direction.
- Service is subsidized. Riders pay a **regular bus fare**.
- Rides are **booked** via smartphone app or call center.

Help Us Create a "Next Generation" Transit System for the Monadnock Region: Be Part of the Solution!

What agency will operate the new system?

Four different options are being explored based on an analysis that included input from an advisory task force and the public. These include:

- County operated transit system
- Joint powers agreement with governance provided by the county and multiple municipalities
- Specially designated entity created by state law
- Nonprofit

Any of these entities could directly operate the new services or contract out operations using a "turnkey" model.

What additional stakeholders are needed to expand public transportation in the Monadnock Region?

- **Contributors:** Contributors are municipalities, funders, anchor institutions, employers, and other organizations with a vested interest in supporting the managing entity by providing funding and other resources that support the transit system. Contact us to learn how contributors can help support the transit system (contact information last page of this document).
- **Advocates:** Advocates are citizens, and human service and community-based organizations whose clients and populations served will thrive and benefit from a robust and resilient public transportation system.

What opportunities will the new transit system present?

Despite over twenty years of transit needs assessments showing that transit services in the Region are desperately needed, transit service remains anemic. And the need continues to grow. The more robust "Next Generation" transit system is designed to:

Overcome the Region's limited transportation options	The Region is largely rural with small pockets of higher density populations in most towns which can make providing transit challenging due to cost inefficiencies. New critical medical care transportation services and future transit system improvements are designed to deliver services efficiently to low-density areas.
Better serve high transit-need populations	In addition to high transit-need populations in Greater Keene, parts of Winchester stand out as having higher poverty rates and people living with disabilities. The Eastern Monadnock Region stands out as having higher rates of car-free households and seniors. The new transit system is designed to better reach high-need transit areas as well as populations with a higher likelihood of needing public transit services including people with disabilities, seniors, youth and low-income and car-free households.
Make transportation more affordable	According to a 2022 US Bureau of Labor Statistics Consumer Expenditure Survey, transit riders can save over $12,000 per year by using public transit instead of driving a car.
Attract a younger workforce and "choice riders"	As a major employment hub, the greater Keene area has about 18,000 jobs (about 40% of the Region's jobs). Approximately 12,700 jobs are held by those living outside of the city and travel to Keene for work. Many young workers and "choice riders" desiring to leave their cars at home would prefer to take transit if convenient options are available.

Help Us Create a "Next Generation" Transit System for the Monadnock Region: Be Part of the Solution!

Learn More and Get Involved

Stay informed about important project activities and learn about actions you can take to support improved public transportation in the Monadnock Region.

To learn more about the project, please visit "Next Generation" Transit System, or use the following QR code:

Ready to get involved?

Contact Terry Johnson, Southwest Region Planning Commission, (603) 283-5232, tjohnson@swrpc.org to:



1. **Share your story** or tell us about your experiences with public transportation (good and not so good) in the Monadnock Region.
2. **Show your support** for an improved public transportation system. Every trip on public transit meets a need or provides an opportunity—accessing needed healthcare, creating social connections, getting to work, reducing traffic congestion and improving air quality.

SWRPC, with support from Steadman Hill Consulting and engaged community partners, are actively working to make the "Next Generation" transit system a reality.

SWRPC

STEADMAN HILL

ESTIMATE

LFC Doors
29 Bonds Corner Rd
Hancock, NH 03449

Sales@lfcdoors.com
+1 (603) 325-1088
www.lfcdoors.com

Bill to
Town of Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446

Ship to
Town of Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446

Estimate details
Estimate no.: 25-1941-Rev1
Estimate date: 04/01/2025
Expiration date: 05/01/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**WD 3/0 7/0**	LHR/RH 3/0 6/8 White Birch Rotary- Brown Stain Clear Prefinish W/ Flush Bead Birch Unfinished Half Glass 23" x 30" Vision, Butt Hinge 4-1/2" Prep, 161 Prep, Bevel 2 Sides 1/4" Width.	1	$1,187.12	$1,187.12
2.	**HMFWL 3/0 6/8**	Welded Hollow Metal Frame, 3/0 6/8, LHR/RH, W/strike & Hinge side lite, 16G, Primed, Hess 1006 Prep, Jamb Depth 6", Glass Size TBD, Glass Included.	1	$1,728.32	$1,728.32
3.	**DL2700IC US26D**	Pushbutton Cylindrical Lock, Straight Lever, SFIC Prep, Less Core, Satin Chrome Finish, Keyed New System.	1	$687.60	$687.60
4.	**Nortek Control**	Power Supply & Integrated Push Button to Release Door Lock From Inner Office. Plug-In Power Supply, ElSA Compliant, Auto-Resetting Poly Fuse, 120 VAC input, 24 VDC Output at 1000 mA (1 Amp)	1	$1,934.55	$1,934.55
5.	**Hes 1006**	He's 1006 Electric Strike Body, Fail Secure, 12/24VDC, Oil Rubbed Bronze	1	$551.50	$551.50
6.	**LCN 1461-HW/PA 689**	Surface Closer, Slim Plastic Cover, 180 Deg. Swing, With Parallel Arm Bracket, Aluminum	1	$297.25	$297.25
7.	**Mac HUS26D**	US26D Standard Weight 4-1/2 X 4-1/2 BB.	1	$68.97	$68.97
8.	**Shop Supplies**	Caulking, Anchors, Fasteners, Metal Conduit, Wire For Run	1	$279.99	$279.99

9.	**Labor**	Labor 1 Hour	28	$95.00	$2,660.00
10.	**Miscellaneous**	Single Way Mirror Glass For Side Lites & Door Vision	1	$175.00	$175.00

Total **$9,570.30**

Note to customer

Adding new secured single doorway to inner vestibule - Town Hall Entry. Door will receive integrated push button lock programed to existing entry system. Door will receive two integrated push buttons for staff to unlock door / activate electric strike from inside office area.

Expiry date 05/01/2025

Accepted date

Accepted by

At the March 26 BOS meeting $1,000 was approved for transmission work on a 2017 Ford Explorer, formerly a Swanzey PD vehicle. This vehicle is to be assigned to the Code Enforcement Officer. This repair totaled $650. During this repair it was determined that additional repairs are needed.

Emerson's has provided the following:

Left front outer tie rod and wheel bearings
Front and rear brake pads and rotors
Rear differential axle seals (leaking badly)

Emerson's is hopeful of keeping this around $1,616. With $350 remaining from the transmission repair an additional authorization of approximately $1,266 is needed.

Emerson's has cautioned that it will need tires soon. Safety Inspection is due in September.

Emerson's Towing Repairs, LLC
429 Monadnock Highway
Swanzey, NH 03446
(603) 357-1028
Estimates good for 30 days from date below

Qty	Parts & Labor	Each	Amount
.5	L/F outer tie rod P7		66.00
2.5	L/F wheel bearing		209.00
	front brake pads P7		54 00
2	front brake rotors	81 -	162.00
1.25	Rear brake pads		54.00
1.25	2 Rear brake rotors	81-	162.00
	2 Rear Diff axle seals	23-	46.00
5	Gear lube		20 00
	Shop supplies		25 00
10 S	labor	95 -	997.50
	will need tires soon		

Estimate for: Town of Swanzey

1795.50

Phone #

Year: 17 **Make:** Ford

Engine: **Model:** P(U)

VIN# HGC25737

Mileage: **Date:** 4/4

Independent Contractual Agreement
between
Swanzey Conservation Commission
and
Moosewood Ecological LLC

ARTICLE I. PARTIES AND TERMS OF CONTRACT

THIS AGREEMENT made and entered into by and between the Town of Swanzey Conservation Commission (hereinafter "SCC") with legal physical and mailing address at 620 Old Homestead Highway, PO Box 10009, Swanzey, NH 03446 and Moosewood Ecological LLC (hereinafter "MELLC"), with legal physical and mailing address at 20 Horseshoe Road, PO Box 9, Chesterfield, NH 03443-0009.

This agreement will become effective on the date of the most recent signature.

ARTICLE II. SERVICES TO BE PERFORMED BY MELLC

BE IT HEREBY AGREED that the services MELLC agrees to perform for SCC are those of project assistance for a Wildlife Habitat and Natural Resource Protection Audit in Swanzey, NH, as identified in Exhibit A.

ARTICLE III. TERMS OF CONTRACTUAL RELATIONSHIP

MELLC enters into this Agreement as an independent Contractor, and agrees that MELLC is not and will not become an employee, partner, or representative of SCC while this Agreement is in effect. MELLC is not entitled to the rights or benefits afforded to the SCC, including disability, unemployment insurance, workers compensation, medical insurance, sick leave, or any other employment benefit. MELLC is responsible for providing, at MELLC's own expense, disability, insurance, worker's compensation, and other insurance for MELLC and its employees, if any.

MELLC is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by SCC to MELLC for services under this Agreement. MELLC agrees to indemnify SCC for any claims, costs, losses, fees, penalties, interest, or damages suffered by MELLC resulting from MELLC's failure to comply with this provision.

SCC shall have the right to terminate this contract for convenience or in the event of gross negligence on behalf of MELLC, and SCC shall provide a written seven (7) day notice of such termination. In the event of termination of this contract MELLC shall be entitled to compensation for all work performed to the satisfaction of SCC and pursuant to this agreement.

The work to be performed under this Agreement shall be performed entirely at MELLC's risk. MELLC agrees to indemnify and hold SCC harmless for any and all liability during the performance of this Agreement. MELLC shall carry appropriate liability insurance coverage during the term of this Agreement.

ARTICLE IV. TERMS OF PAYMENT

As compensation for the services rendered by MELLC under this Agreement, SCC shall pay MELLC **$16,000** (sixteen-thousand dollars) for the tasks identified in Exhibit A. Additional services may be requested that extend above and beyond the scope of services in Exhibit A at standard bill out rates of $75-100/hour. All additional services must be prepared in writing and approved by the SCC. MELLC will invoice SCC as services are completed on a monthly basis. These services will be billed at an hourly rate. SCC agrees that payment of invoices is due on receipt. Payments not received within 30 days of invoice date shall nullify the deliverable date(s) noted in Exhibit A.

ARTICLE V. CHOICE OF LAW/FORUM

This Contract shall be interpreted, construed and governed by the laws of New Hampshire and such laws of the United States as may be applicable. In the event of any litigation over the interpretation or application of any of the terms or provisions of this Contract, SCC and MELLC agree that litigation shall be conducted in the State of New Hampshire.

ARTICLE VI. GENERAL PROVISIONS

BINDING EFFECT/AMENDMENTS. This Contract shall become binding when signed by both parties. This Contract supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire Contract between the parties relating to the work set out above. No amendment shall be effective except in writing signed by both parties.

SEVERABILITY. If any provision of this Contract is held invalid, the other provisions shall not be affected thereby.

EXECUTION OF CONTRACT

IN WITNESS WHEREOF, MELLC and SCC have executed this Contract, effective as of the last date written below.

TOWN OF SWANZEY, NH

Authorized Signature	Date
Printed Name	Position

MOOSEWOOD ECOLOGICAL LLC

Jeffry N Littleton, Principal Ecologist/Owner	Date

Exhibit A

SCOPE OF WORK

Task A – GIS Mapping and Analyses

This task focusses on natural resources data enhancement/creation and analyses, as well as map development. This also includes a Story Map that provides the users with an interactive web-based interface to learn about the conservation plan through maps, text, and photographs.

Conservation Plan Natural Resources Maps and Data Development

A series of thematic maps will be developed to illustrate the existing conditions of Swanzey's natural resources. This will provide readers a background for the types of information that were used in the Conservation Plan and resulting recommendations. Typical map themes include water resources, ecological resources, working landscape (agricultural and forest resources), and recreational resources. However, there may be other topics of high priority for mapping (e.g., steep slopes, sand and gravel deposits) that the Town may want to include. Moosewood Ecological will work in consultation with the Swanzey Conservation Commission to develop a list of natural resources maps for inclusion in the Plan. The most currently available data will be used for these maps, and some of these data have been revised since the previous Swanzey NRI were completed.

In addition, various types of natural resources data will be enhanced or developed as needed to achieve the conservation goals of this project. Aerial photography interpretation as well as analysis of other spatial data can be conducted for these purposes. The results of previous field assessments will be used to update and develop data. Conservation lands will also be corrected to the extent possible using multiple sources. This data enhancement is significant as it a major driving force that identifies conservation focus areas and ways to develop conservation corridors and ecological reserve systems.

Parcel-based Ecological Assessment Models

A series of three parcel-based ecological assessment models will be produced based on the following natural resource themes: water resources, ecological resources, and the working landscape (combined agricultural and forest resources). Other themes or topics can be included. This GIS model/analysis will be used to identify areas of significant ecological significance and conservation value.

At a minimum, the three aforementioned parcel-based ecological assessments will be utilized to identify areas of ecological and conservation significance, including water resources, sensitive species, ecological resources, and important soil resources (Figure 1). The output of each of these analyses will identify clusters of parcels with high natural resource value from which general *conservation focus areas* can be mapped on a town-wide scale. This type of analysis affords the opportunity to combine objective analytics with ecological interpretation to identify areas of ecological and conservation significance. The final output will be mapped as inclusive polygons for *conservation focus areas*, with parcel-based output available for the Swanzey Conservation Commission's and other town boards' internal purposes.

Conservation Focus Areas

Using the results of the ecological assessment models as a guide, conservation focus areas will be identified, mapped, and described (Figure 2). This will result in a combination of high-valued polygons that demonstrate priorities for conservation through various land use planning techniques, both voluntary and regulatory.

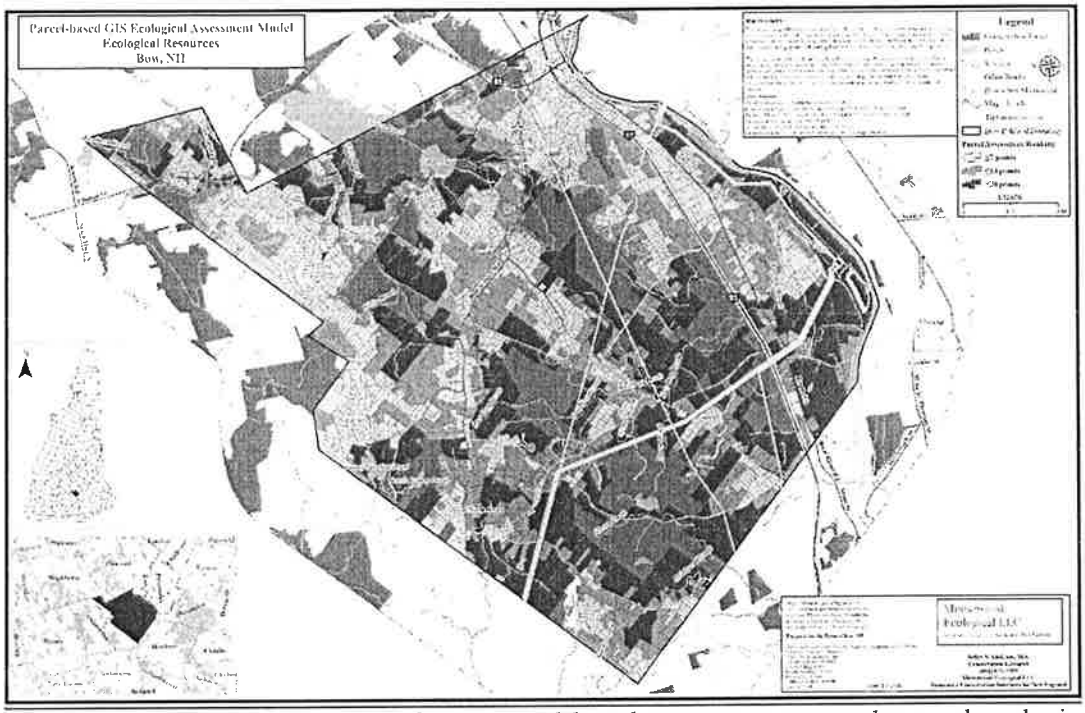


Figure 1 Example of a map output from a parcel-based assessment centered around ecological resources. Red colored polygons denote high-valued parcels, while yellow parcels represent relatively low conservation value when all parcels are compared together.

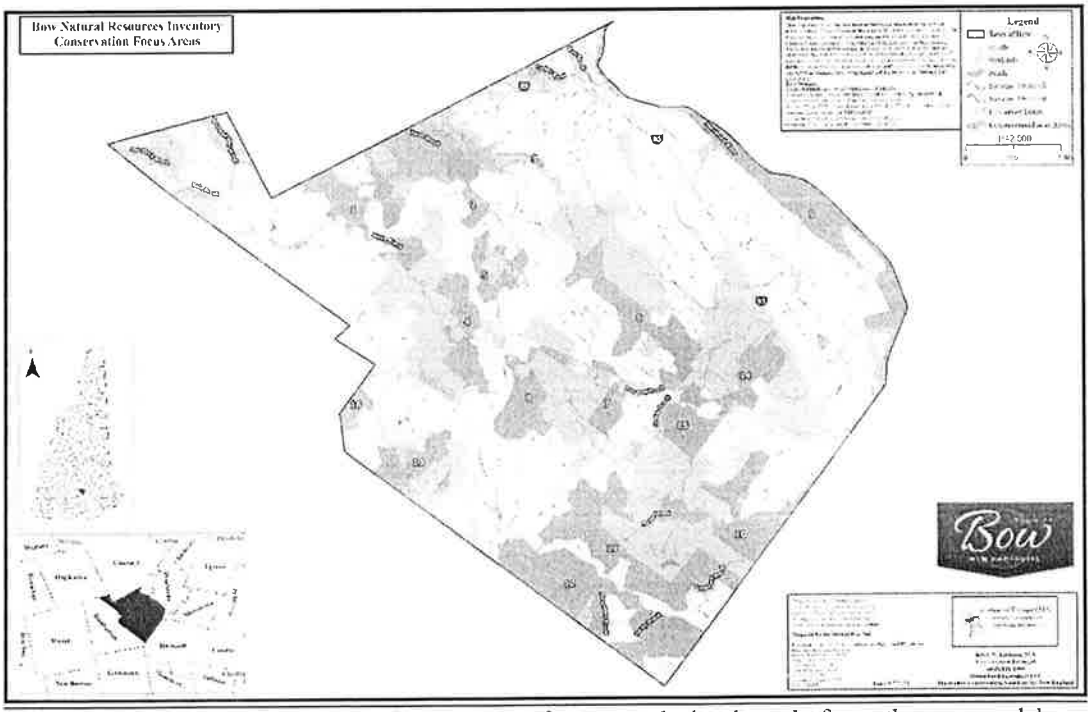


Figure 2 Example of a map showing conservation areas derived partly from three parcel-based ecological assessments.

GIS Story Map

A GIS story map will be prepared as part of the project. This interactive web-based program enables viewers to see maps and to click on specific features to learn about them. A Story Map provides users the essence of the Swanzey Conservation Plan without having to necessarily read the full document, although a link to the report in PDF will be included in the Story Map. Refer to the following links for examples of Story Maps completed by Moosewood Ecological.

Concord Natural Resources Inventory and Open Space Plan
https://www.arcgis.com/apps/MapJournal/index.html?appid=413f41065dc34f4a874525140e20d57e

Bow Natural Resources Inventory
https://cnhrpc.maps.arcgis.com/apps/MapSeries/index.html?appid=cbb3d292e64d4762b7ba75d5dff5c4f0

Chesterfield Natural Resources Inventory and Conservation Priorities
https://www.arcgis.com/apps/MapSeries/index.html?appid=d2ee07267bf54d1596f8cd192a2217a4

Task B – Conservation Plan report

A draft Conservation Plan will be developed based on the culmination of the entire project and in coordination with the Town of Swanzey. This draft will then be refined to incorporate feedback from the public and/or the Town of Swanzey. This final Plan will be accessible to a wide audience and prepared in PDF format. The final report will contain a series of thematic maps developed as part of Task A, as well as tables and other graphic representations of Swanzey's natural resources and conservation priorities. The final format of the Plan will be determined based on input from the Town. However, a typical outline may include the following:

- Purpose and Scope
- Synthesis of Existing Plans and Reports
- Methods / Approach – Resources and Protection / Selection Criteria
- Conservation Lands
- Ecological Assessment Model Interpretations
- Updated Conservation Focus Areas
- Strategies and Objectives for Open Space Protection and Land Use Planning
- Criteria for Land Conservation Projects Outside of Priority Areas
- Stakeholder Input
- Recommendations for voluntary and regulatory protection of natural resources
- Sources
- Appendices: Tables, Lists of conservation lands, etc.

Task C – Project Management and Coordination

Moosewood Ecological will meet with the Town of Swanzey to initiate the project and to discuss proposed methods, schedules, and goals for the Conservation Plan. Moosewood Ecological will then attend a second meeting to provide a progress update during the mid-term of

the project. Finally, a public presentation will be prepared to present the results of the Conservation Plan. Additional meetings can be accommodated as needed.

Jeffry Littleton, principal ecologist / senior planner, will serve as the main point of contact and provide overall project coordination and management. He will ensure timeliness and completeness of all deliverables. Steven Lamonde, ecologist / project manager, will serve as the secondary contact and project manager.

ESTIMATED TIMELINE

Task A – GIS Mapping and Analyses	October/November 2025
Task B – Conservation Plan	
Draft Plan	January 2026
Final Plan	March 2026
Task C – Project Management and Coordination	project duration