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

MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Lori Rautiola, Town Administrator

RE: April 30, 2025, Agenda

DATE: April 29, 2025

CC: Meagen Kerris

1. **Call to Order – 5:30 pm**

2. **Pledge of Allegiance**

3. **Consideration of Meeting Minutes**
   A. Regular Meeting of:
      i) March 26th
      ii) April 2nd
   B. Nonpublic Meetings
      i) (#1) (#2) (#3) (#4) of March 26, 2025
      ii) (#1) (#2) (#3) of April 02.2025

4. **Consent Agenda**

   A.) Payroll Manifest
   B.) Payables Manifest
   C.) Personnel Action Reports
   D.) Open Container Permit – #2025-16
   E.) Permanent Applications for Property Tax Credits/Exemptions – M227/L28-0-BG0-54, M225/L31, M101/L228
   F.) Notice of Intent to Cut - M233/L20 – Summer Street
   G.) Notice of Intent to Cut - M233/L41 – Holbrook Road
   H.) Gravel Tax Levy Operation - 24-441-01-E

5. **Public Input**

6. **Appointments**
   A. Adam Paquette, Town Planner – Update on TIF District Advisory Committee

7. **Consideration of New Business**
   A. May Board of Selectmen Schedule
   B. Memo from Stephon Mehu, Assistant Town Planner - Connecticut River Sportsman's Club
   C. SOP for Public Access to Town Hall

   As the Town continues along the pathway of changing how the public accesses Town Hall, and how outside visitors are able to access different parts of the building, it is important to create a clear policy that helps define process and expectations. Attached is a draft Alex wrote up for the BOS to consider that outlines the responsibilities for staff scheduling meetings, and staff checking in visitors. This should be discussed, edited as needed and then the Town Administrator should implement it.

   Suggested Motion: I move to authorize the Town Administrator to implement the attached SOPs.

   D. Purchase of New Laptops (3)

   There are a few computers needed, one for the DPW replacement and docking station, (1) for the Trustees replacement, and (1) for the Planning Department replacement for a total cost of $6,170.

   Suggested Motion: I move to authorize the Town Administrator to purchase of (3) laptops as quoted by Twin Bridges Services LLC

8. **Consideration of Old Business**

   A. Review action items and follow ups from prior meeting

9. **Administrative Update**

10. **Correspondence**
    A. SWRPC Bylaws, Comment on Draft Update

11. **Public Input**

12. **Non-public session pursuant to SA 91-A:3II (a)(c) & (c)**

13. **Adjournment**

UPCOMING AGENDA ITEMS AND MEETINGS

4-23 - Board of Selectmen meeting
4-30 – Board of Selectmen meeting

PENDING BOARD MATTERS / PROJECTS

- 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
    - NEW We are now working on documentation and making a smooth transition happen!
    - Complete as of last week. Congratulations to Lori Rautiola!
    - 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
    - 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
            - We will have an update for the 4/30 meeting
            - 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
    - NEW 4/23 see above policy for visitor/guest access to Town Hall.
    - 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.

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OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-16 *(will be provided)*

Applicant Alaina Files

Address 103 Castle St Apt 2 Keene, NH 03431

Contact Person Alaina Files Phone Number 603-933-3301

Event Date 9/26/26 Event Time 2pm

Signature of Responsible Party Alaina Files

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT

Town of Swanzey, New Hampshire

Alaina Files is hereby granted a permit to consume alcoholic beverages or possess any open container having alcoholic beverages therein, at Whitcomb Hall, 17 Main Street located in Swanzey, NH. This permit is valid for the following time period (date/time):

September 25-27

This permit is valid only for the date and time specified above and is not transferable.

_____

_____

_____ Date _____

Selectmen of Swanzey

RECEIVED 04/15/2025 01:26PM 16033558099 SWANZEY TOWN OFFICE
04/15/2025 TUE 14:30 FAX 603 354 6886 Team A Reception
009/009

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 227 BLOCK LOT 28/0/BG0/54

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50; Optional $51 up to $750)*		○	○	
☐ All Veterans' Tax Credit RSA 72:28-b *(Standard $50; Optional $51 up to $750)*		○	○	
☒ Tax Credit for Service-Connected Total Disability *(Standard $700; Optional $701 up to $4,000)*	4000	☒	○	
☐ Surviving Spouse Tax Credit *(Standard $700; Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-C *($50 up to $500)*		○	○	

☒ Review Applicable Discharge Papers Form(s) DD214 & VA Letter

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption ○ Veteran ○ Surviving Spouse GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category	
65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS *(If adopted by the City/Town)*

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Solar Energy Systems Exemption		○	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

☐ * List of assets, value of each asset, net encumbrance and net value of each asset.
☐ * Statement of applicant and spouse's income.
☐ * Federal Income Tax Form.
☐ * State Interest and Dividends Tax Form.
☐ * Property Tax Inventory Form filed in any other town.

*** Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.**

Municipal Notes

4/07/25 Application reviewed by Assessor.

W. William Hutwelker
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

James Tempesta
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

Mark LaBelle
PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL — DATE

Map 225 Lot 31

FORM PA-29

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MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP [ ] BLOCK [ ] LOT [ ]

	AMOUNT	GRANTED	DENIED	DATE
☐ Veterans' Tax Credit RSA 72:28 *(Standard $50, Optional $51 up to $750)*		○	○	
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☐ Surviving Spouse Tax Credit *(Standard $700, Optional $701 up to $2,000)*		○	○	
☐ Tax Credit for Combat Service pursuant to RSA 72:28-c *($50 up to $500)*		○	○	

☐ Reviewed documents submitted by applicant (list documents reviewed) [ ]

☐ Other Information [ ]

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○ [ ]

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
Single			
Married			
Asset Limits			
Single			
Married			

Elderly Exemption Per Age Category

65-74 years of age	
75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	21,300	⊗	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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- ☐ * State Interest and Dividends Tax Form.
- ☐ * Property Tax Inventory Form filed in any other town.

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Municipal Notes

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
W. William Hutwelker		
James Tempesta		
Mark LaBelle		

Map 101Lot 22

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP [ ] BLOCK [ ] LOT [ ]

	AMOUNT	GRANTED	DENIED	DATE
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☐ Reviewed documents submitted by applicant (list documents reviewed) [ ]

☐ Other Information [ ]

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○ [ ]

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

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Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption
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Married			
Asset Limits			
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Married			

Elderly Exemption Per Age Category

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75-79 years of age	
80+ years of age	

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
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☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	46,818	⊗	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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Municipal Notes

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
W. William Hutwelker		
James Tempesta		
Mark LaBelle		

FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

RECEIVED APR 21 2025 TOWN OF SWANZEY

RECEIVED APR 21 2025 TOWN OF SWANZEY

For Tax Year April 1, 25 to March 31, 26

(Assigned by Municipality)

YR | TOWN | OP# | T

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

1. Town/City of: Swanzey

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
233/41

3. Intent Type: Original ⊗ Supplemental ○ _____ (Original Intent Number)

4. Name of Access Road: Holbrook Road

5a. Acreage of Lot: 39 Acreage of Cut: 30

5b. Anticipated Start Date: 4-14-25

6. Type of ownership (check only one):
   a. Owner of Land and Stumpage (Sole Owner) ⊗
   b. Owner of Land and Stumpage (Joint Tenants) ○
   c. Owner of Land and Stumpage (Tenants in Common) ○
   d. Previous owner retaining deeded timber rights ○
   e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ○

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER ⊗ OR LOGGER / FORESTER ○

BY MAIL ○ OR E-MAIL ○

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

X Nancy Brown 4.21.25

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

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

Nancy Brown

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

P.O. Box 321

MAILING ADDRESS

West Swanzey | NH | 03469-0321

CITY OR TOWN | STATE | ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) | CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	75,000 BF	MBF
Hemlock	10,000 BF	MBF
Red Pine	—	MBF
Spruce & Fir	—	MBF
Hard Maple	—	MBF
White Birch	—	MBF
Yellow Birch	—	MBF
Oak	—	MBF
Ash	—	MBF
Soft Maple	10,000 BF	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	15,000 BF	MBF
Other (Specify)		MBF
Pulpwood	**Tons**	
Spruce & Fir		
Hardwood & Aspen		
Pine	50 Tons	
Hemlock		
Biomass Chips		
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	20	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Ken Rolfum 4-9-25

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

KEN ROLFUM

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

562 Middle Town RD

MAILING ADDRESS

Roxbury | NH | 03431

CITY OR TOWN | STATE | ZIPCODE

PHONE NUMBER | E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received. $ 0 Date: 4/22/25
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA within 30 days.

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

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

For Tax Year April 1, 20[illegible] to March 31, 20[illegible]

RECEIVED APR 22 2025 TOWN OF SWANZEY

RECEIVED APR [illegible] 2025

(Assigned by Municipality)

YR [ ][ ] - TOWN [ ][ ][ ] - OP# [ ][ ] - [T]

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

1. Town/City of: SWANZEY

2. Tax Map/Block/Lot or USFS Sale Name & Unit No. [redacted] 233/20

3. Intent Type: Original (X) Supplemental ( ) (Original Intent Number)

4. Name of Access Road: SUMMER ST.

5a. Acreage of Lot: 4.3 Acreage of Cut: 3

5b. Anticipated Start Date: MAY 2025

6. Type of ownership (check only one):
   - a. Owner of Land and Stumpage (Sole Owner) ( )
   - b. Owner of Land and Stumpage (Joint Tenants) (X)
   - c. Owner of Land and Stumpage (Tenants in Common) ( )
   - d. Previous owner retaining deeded timber rights ( )
   - e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ( )

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER (X) OR LOGGER / FORESTER ( )

BY MAIL (X) OR E-MAIL ( )

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

X [signature] 4/22/2025

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

MATTHEW [redacted] FISHER

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

X Stanley C. Fisher 4/14/2025

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

STANLEY C. FISHER

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

70 SUMNER STREET

MAILING ADDRESS

SWANZEY | NH | 03446

CITY OR TOWN | STATE | ZIPCODE

JFSHER2@GMAIL.COM

E-MAIL ADDRESS

603 352 8571 | 603 290 0734

HOME PHONE (Enter number without dashes) | CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut
White Pine	MBF
Hemlock	MBF
Red Pine	MBF
Spruce & Fir	MBF
Hard Maple	MBF
White Birch	MBF
Yellow Birch	MBF
Oak	MBF
Ash	MBF
Soft Maple	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	MBF
Other (Specify)	MBF
Pulpwood	**Tons**
Spruce & Fir	250/MBF
Hardwood & Aspen	
Pine	50/MBF
Hemlock	
Biomass Chips	
Miscellaneous	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt.See exemptions on back of form.

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Joel S. Holton Holton Farm 4/16/25

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

Joel S. Holton - Holton Farm

MAILING ADDRESS

Box 221 | VT | 05158

CITY OR TOWN Westminster | STATE | ZIPCODE

802-722-3614 | Helma.Holton@Comcast.net

PHONE NUMBER | E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received. $ 0 Date: 4/22/25
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA immediately after signing.

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

PA-7
Rev 05/2022

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. 56 Cory Pond Rd Swanzey, NH 03446	239/69	24-441-01-E	$153.20
		Total Tax Due:	**$153.20**

TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy

Memorandum – Office of Planning & Economic Development

TO: Board of Selectman

FROM: Adam Paquette, Town Planner

DATE: April 16, 2025

RE: TIF District Advisory Board

Establishment of the West Swanzey TIF District

On March 11, 2025, the Town of Swanzey voted to establish the West Swanzey Tax Increment Financing (TIF) District in accordance with RSA 162-K. This statute authorizes the Board of Selectmen to appoint a district administrator and a five-member advisory board.

Formation of the Advisory Board:

In accordance with RSA 162-K:14, the Board of Selectmen shall create by resolution a West Swanzey TIF District Advisory Board and delineate its advisory roles and responsibilities. The advisory board shall consist of five members appointed by the Board. Advisory board members shall serve for a term of three years and there shall be no limitation on the number of terms a member may serve. Terms will be staggered upon the initial creation of the advisory board. A majority of members shall be owners or occupants of real property within Swanzey and at least one member shall be an owner or occupant of real property within the district. The role of advisory board shall be limited to advising the district administrator and Board of Selectmen on planning, construction, and implementation of the development program and on maintenance and operation of the district after the program has been completed.

Goals of the Advisory Board – Year 1

The purpose of this memo is to outline suggested preliminary goals of the advisory board, especially considering Article 5 (the purchase of the West Swanzey Water Company) did not pass. It is the opinion of town staff that the advisory board should focus on the following priorities after its creation:

1. **Public Education on TIF District**: The top priority should be educating the public on the opportunities that a TIF District can offer and the impact that development could have on the town.
2. **Engagement with Experienced Entities**: The advisory board should seek out knowledgeable external entities and individuals that have successfully implemented TIF Districts in other communities in New Hampshire. Their expertise can provide valuable insights and guidance.
3. **Showcasing Potential Projects and Area Vision**: In its efforts to educate the public, the advisory board should highlight potential projects that would benefit from the TIF. For example, the Advisory Board could take project ideas from the Town Plan and work on visual aids or financial models that could help community members understand what's possible. This could include small group meetings, site visits in the field, and meetings with property owners in and outside of the district.
4. **Infrastructure Improvements Without Water Company Purchase**: Given that the purchase of the West Swanzey Water Company did not pass, the advisory board should explore what infrastructure improvements are feasible. They should also consider how the TIF can encourage development without the acquisition of the water company.

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 THE HEALTH OFFICER

TO: Board of Selectmen; Town Administrator

FROM: Stephon Mehu, Interim Health Officer

RE: Connecticut River Sportsmens Club at 125 Whitcomb Road

DATE: April 24, 2025

The Connecticut River Sportsmens Club had a Best Management Practices and financial plan for site remediation, with the New Hampshire Department of Environmental Services, approved on August 31, 2011. My investigation, short of receiving the documentation, found that the club has held up their practice of committing an unknow portion (per DES approval, shall be 50% of revenue from member dues at year's end), per Chuck Munson, Club President. Per the joint efforts of the Hazard Waste Remediation Bureau and Water Division, it was found that the Club has failed to provide documentation of maintaining Best Management Practices since 2018. NHDES requests that documentation be submitted by the club, by May 15, 2025.

Resident Ed O'Brien has made numerous complaints of health, nuisance, and injurious hazards, including but not limited to, possible lead contamination to subsurface water resources and dangerous shrapnel, originating from the subject property. As the Health Officer, per RSA 147:3, I will continue investigating his complaints of public health and safety in conjunction with NHDES.

NHDES has requested coordination from the Town and Club to execute an inspection in coming weeks. Sephera Michailides, a Compliance Specialist of the NHDES Water Division, and I are in communication to set up said inspection. The Board of Selectmen shall be updated as soon as a date for the inspection has been set and findings of the inspection shall follow. Referenced communication and direction is attached.

The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
Robert R. Scott, Commissioner

REGULAR MAIL

April 18, 2025

Connecticut River Sportsmen's Club, Inc.
125 Whitcomb Road
PO Box 10122
East Swanzey, NH 03446-0122

Subject: Swanzey – Connecticut River Sportsmen's Club, 125 Whitcomb Road
NHDES Site #200408169, Project RSN #13789

Request for Outstanding Information

Dear Club Officers:

The New Hampshire Department of Environmental Services (NHDES) issued a letter dated August 31, 2011[1] in which NHDES approved a financial plan for costs associated with site remediation and Best Management Practices (BMPs) adopted by the Connecticut River Sportsmen's Club (Club). A copy of this letter is enclosed for your reference. According to this letter, **documentation of BMPs and financial reports are to be submitted to NHDES each December.** NHDES has **not received** any correspondence from the Club **since 2018. Please submit documentation as required in the August 31, 2011 letter to NHDES by May 15, 2025.** Going forward this information should automatically be submitted to NHDES by January 30th for the prior year.

Given the time that has lapsed since these BMPs have been implemented and our last visit to the site, **NHDES anticipates scheduling a site visit.** Please provide contact information for someone NHDES can coordinate with for this visit.

If you have questions, please contact me at NHDES' Waste Management Division.

Sincerely,

Melinda S. Bubier

Waste Management Division

Digitally signed by Waste Management Division
Date: 2025.04.23 09:00:28 -04'00'

Melinda S. Bubier
Brownfields Coordinator
Hazardous Waste Remediation Bureau
Tel: (603) 271-2183
Email: Melinda.S.Bubier@des.nh.gov

Encl: August 31, 2011 Letter

ec: Jeffrey Marts, P.G., Hazardous Waste Remediation Bureau/NHDES
Jeffrey Blecharczyk, Land Resources Management/NHDES
Sephra Michailides, Land Resources Management/NHDES
Town of Swanzey Health Officer

[1]See letter: https://www4.des.state.nh.us/DocViewer/?ContentId=4320231

The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
Thomas S. Burack, Commissioner

August 31, 2011

John Fletcher
Connecticut River Sportsmen's Club, Inc.
125 Whitcomb Road
PO Box 10122
East Swanzey, NH 03446

SUBJECT: **Swanzey** – Connecticut River Sportsmen's Club, 125 Whitcomb Road
DES Site # 200408169, Project # 13789

Bullet Containment Device Report Amendment, dated June 21, 2011

Dear Mr. Fletcher:

The New Hampshire Department of Environmental Services (Department) has reviewed the Bullet Containment Device Report Amendment (Amendment) sent in response to the Department letter dated May 20, 2011. The May 20, 2011 letter relayed Department comments regarding review of the Bullet Containment Device Report, dated October 11, 2010, which are the basis for the site Best Management Practices (BMPs).

The Amendment adequately addresses the issues regarding:

- Management, collection and removal of errant bullets in the containment device timbers and perimeter soils.
- Plans for management, collection and disposal/recycling of bullets within the bullet containment device sands.
- Documentation of rounds fired and loading of lead shot in the bullet containment device and scheduling of lead shot removal and management.

Therefore, the Department approves the October 11, 2010 submittal and the June 21, 2011 Amendment as formal "Best Management Practices" adopted by the Connecticut River Sportsmen's Club, Inc. (Club). The Department also approves construction of the bullet containment device as proposed.

Additionally, the Department's May 20, 2011 letter requested that a financial plan be submitted in which a portion of Club revenues would be held in escrow to address the site's remediation requirements in accordance with **Administrative Order No. WD 06-008** issued by the Department on **March 1, 2006**.

The Amendment indicates the Club's commitment to **hold 50% of Club revenues after annual expenses in savings for site remediation**. The Department approves this financial plan subject to the following requirements.

1. The Club shall maintain adherence to all procedures included in the October 11, 2010 and June 21, 2011 documents and referred to above as Club BMPs.

2. The Club shall **submit** to the Department **annually** in the month of December, documentation from the **Monthly Summary Member Log and the Annual Recycling Log.**

3. The Club shall **hold savings for the site remediation** in a separate designated account. The Club shall **submit** to the Department **annually** in the month of December copies of bank statements for the account. Monies shall be **held in the account until such time that a sufficient amount is accrued to perform the required site remediation.**

Confirmation of construction of the bullet containment device and establishment of the site remediation savings account is to be submitted to the Department in the first annual report due in December of 2011. If you have questions feel free to contact me at the Department's Waste Management Division.

Sincerely,

Rebecca S Lawrence

Rebecca S. Lawrence, P.G.
Waste Management Division
Tel.: (603) 271-6573
Fax: (603) 271-2181
E-mail: Rebecca.Lawrence@des.nh.gov

ec: John Regan, P.G., HWRB
Karlee Kenison, P.G., HWRB
Linda Magoon, DES
Evan Mulholland, AG
Health Officer

The State of New Hampshire
Department of Environmental Services

Michael P. Nolin
Commissioner

FILE COPY

Conn. River Sportsmen's Club, Inc.
125 Whitcomb Road
East Swanzey, NH 03446

Re: Wetlands Bureau File # 2003-1568.

ADMINISTRATIVE ORDER
NO. WD 06-008

March 1, 2006

A. INTRODUCTION

This Administrative Order is issued by the Department of Environmental Services, Water Division to Conn. River Sportsmen's Club, Inc. pursuant to RSA 482-A:6. This Administrative Order is effective upon issuance.

B. PARTIES

1. The Department of Environmental Services, Water Division ("DES"), is a duly- constituted administrative agency of the State of New Hampshire, having its principal office at 29 Hazen Drive, Concord, New Hampshire.

2. Conn. River Sportsmen's Club, Inc. ("Sportsmen's Club") is a New Hampshire non profit corporation having a mailing address of 125 Whitcomb Road, East Swanzey, NH 03446.

C. STATEMENTS OF FACTS AND LAW

1. Pursuant to RSA 482-A, the Department of Environmental Services regulates dredging, filling, and construction in or on any bank, flat, marsh, wetland, or swamp in and adjacent to any waters of the state. Pursuant to RSA 482-A:11, I, the Commissioner of DES has adopted Wt 100 *et seq.* to implement this program.

2. RSA 482-A:3, I states that "no person shall excavate, remove, fill, dredge or construct any structures in or on any bank, flat, marsh, or swamp in and adjacent to any waters of the state without permit from [DES]."

3. RSA 482-A:14, III provides that "(f)ailure, neglect or refusal to comply with [RSA 482-A] or rules adopted under [that] chapter, or an order or condition of a permit issued under [RSA 482-A], and the misrepresentation by any person of a material fact made in connection with any activities regulated or prohibited by [RSA 482-A] shall be deemed violations of RSA 482-A."

4. Conn. River Sportsmen's Club, Inc. is the owner of land located at 125 Whitcomb Road in Swanzey, more particularly described on the Swanzey Tax Map 22 as Lot 1-1 ("the Property").

5. On July 21, 2003, DES received a complaint that the Sportsmen's Club had filled in a pond and jurisdictional wetlands on the Property.

6. By letter, dated July 22, 2003, DES notified the Sportsmen's Club, of the complaint and requested that the Sportsmen's Club respond in writing within 20 days.

7. On August 6, 2003, DES received correspondence from the Sportsmen's Club stating that a pond had been filled in approximately 10 years ago and there were no wetlands on the Property.

8. On April 22, 2004, DES personnel conducted a site inspection of the Property and observed a suspected area of dredge and fill in wetlands measuring approximately 200' x 200' (40,000 sq. ft) including the previously existing pond, a stream channel which previously ran through the disturbed wetland area had been rerouted into a constructed ditch that extended around the filled area, an additional 360 sq. ft. of wetland was filled and a culvert installed to cross the re-routed stream channel, and numerous clay pigeons and shotgun wads were observed within the dredged stream and wetlands. This also suggested that the dredged stream and wetland may be contaminated with lead shot.

9. By letter dated July 15, 2004, DES notified the Sportsmen's Club that in response to a complaint, a site inspection had been conducted on April 22, 2004 and impacts to surface water and jurisdictional wetlands were documented. The letter requested that the Sportsmen's Club contact the Division within 20 days to arrange a site inspection with the Division and a New Hampshire Certified Wetland Scientist.

10. On August 4, 2004, DES personnel were contacted by phone by John Fletcher, the president of the Sportsmen's Club. Mr. Fletcher stated that he wanted to bring the Sportsmen's Club into compliance. DES personnel indicated that coordination with the DES Hazardous Waste Bureau would be necessary due to potential lead contamination of the site. Mr. Fletcher stated that he would hire a Certified Wetland Scientist and contact DES within 20 days to schedule a meeting.

11. On December 2, 2004, DES personnel conducted a second site inspection. Additional construction debris and gravel fill was observed to have been graded into the jurisdictional wetland. No visible site stabilization work had been conducted on the Property.

12. By letter dated December 23, 2004, DES requested that the Sportsmen's Club cease further activities on the Property within jurisdictional wetlands and surface waters and obtain a Certified Wetland Scientist to prepare a site stabilization and wetland restoration plan. DES also requested that the Sportsmen's Club co-ordinate with DES Hazardous Waste Remediation Bureau due to the identified lead contamination on the Property.

13. To date, DES has not received a response from the Sportsmen's Club relative to violations of RSA 482-A.

D. Determination of Violations

1. Conn. River Sportsmen's Club, Inc. has violated RSA 482-A:3, I by dredging and filling approximately 40,000 square feet of jurisdictional wetland without a permit from DES.

2. Conn. River Sportsmen's Club, Inc. has violated RSA 482-A:3, I by dredging and filling a minimum of 360 square feet of wetland for a road crossing without a permit from DES.

3. Conn. River Sportsmen's Club, Inc. has violated RSA 482-A:3, I by dredging and filling a minimum of 20 linear feet of stream channel for a road crossing without a permit from DES.

E. ORDER

Based on the above findings, DES hereby orders Conn. River Sportsmen's Club, Inc. as follows:

1. **Immediately** hire a New Hampshire Certified Wetland Scientist to conduct a wetland delineation according to the 1987 USACOE Wetland Delineation Manual "Section F."

2. **By June 30, 2006,** submit a wetland delineation plan prepared by a New Hampshire Certified Wetland Scientist according to the 1987 USACOE Wetland Delineation Manual "Section F" to DES. The Certified Wetland Scientist shall coordinate with DES prior to conducting any field work to insure that proposed wetland field investigation protocol has been reviewed and approved by the DES Hazardous Waste Remediation Bureau.

3. **By July 30, 2006,** submit a wetland restoration plan and site stabilization plan to the Division for review and approval. The wetland restoration and site stabilization plan must be prepared by a New Hampshire certified wetland scientist, and include provisions for restoration of the wetland and surface waters impacted by activities at the Property. The following shall be submitted with the restoration plan:

a. A plan with dimensions, drawn to scale, showing:
i. existing conditions and jurisdictional impacts on the sites, with delineated jurisdictional wetland boundaries, and land topography; and
ii. proposed conditions after reestablishing the jurisdictional areas;

b. A detailed description of the proposed means of erosion control (silt fence, hay bales, etc.) and stabilization of the restoration area;

c. A detailed description of the proposed planting plan for the stabilization and revegetation of the restoration areas;

d. A description of the proposed construction sequence, equipment, methods for accomplishing restoration and anticipated restoration compliance date.

e. A description of the method of documenting at least 75% survival of all vegetation planted during the restoration project. This should include at a minimum, an initial monitoring report documenting that restoration has been completed and monitoring progress reports for two successive growing seasons following completion of the restoration project. These reports shall be submitted to DES on **October 30, 2007, October 30, 2008** and **October 30, 2009**, respectively.

f. The wetland restoration plan shall be reviewed and approved by DES Hazardous Waste and Remediation Bureau to address the lead contamination on the Property as it relates to the wetlands restoration areas.

4. Implement the wetland restoration and site stabilization plan only after approval and as conditioned by DES but no later than **August 30, 2006**.

5. Send correspondence, data, reports, and other submissions made in connection with this Administrative Order, **other than appeals**, to DES as follows:

Dawn Buker, Wetlands Bureau
DES Water Division
P.O. Box 95
Concord, NH 03302-0095
Fax: (603) 271-6588
e-mail: dbuker@des.state.nh.us

F. APPEAL

Any person aggrieved by this Order may request that DES reconsider the Order within 20 days of the date of the Order. The request for reconsideration must comply with Wt 203.01(d) (copy attached), and will be processed in accordance with Wt 203.01(e)-(j). Any party not satisfied with the decision on reconsideration may appeal to the Wetlands Council. Please note under RSA 482-A:10, II, the Council may not consider any ground that is not set forth in the request for reconsideration.

Filing an appeal or motion for reconsideration does not relieve the Conn. River Sportsmen's Club, Inc., of the obligation to comply with the Order.

G. OTHER PROVISIONS

Please note that RSA 482-A:13 and RSA 482-A:14 provides for administrative fines, civil penalties, and criminal penalties for the violations noted in this Order, as well as for failing to comply with the Order itself. DES will continue to monitor the Conn. River Sportsmen's Club, Inc. compliance with applicable requirements and will take appropriate action if additional violations are discovered.

This Order is being recorded in the Cheshire County Registry of Deeds so as to run with the land.

Harry T. Stewart, Director
Water Division

Michael P. Nolin, Commissioner
Department of Environmental Services

Map 22, Lot 123

The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner

May 20, 2011

John Fletcher, President
Connecticut River Sportsmen's Club, Inc.
125 Whitcomb Road
PO Box 10122
East Swanzey, NH 03446

Mr. Fletcher,

Subject: **Swanzey** – Connecticut River Sportsmen's Club, 125 Whitcomb Road
DES Site **#200408169**, Project # 13789

Bullet Containment Device Report, dated October 11, 2010

Dear Mr. Fletcher:

The New Hampshire Department of Environmental Services (Department) has reviewed the document submitted by the Connecticut River Sportsmen's Club (Club) and has the following comments.

The bullet containment device design (site BMP) proposes to have a single pour concrete box to be filled with sand to be used as a backstop for shooting, and includes a roof structure.

The Department has reviewed the plan in comparison to the Environmental Protection Agency's "Best Management Practices (BMPs) for Lead at Outdoor Shooting Ranges". The four step approach to lead management in the BMPs include: 1. Control and contain lead bullets and bullet fragments. 2. Prevent migration of lead to the subsurface and surrounding surface water bodies. 3. Remove the lead from the range and recycle. 4. Documenting activities and keeping records.

1. The site BMP adequately provides for control of bullets which are shot into the sand trap area. In the event of misfiring, however, bullets may ricochet off the structural framework and fall to perimeter soils not within the containment device. The Department recommends the site BMP be expanded to describe a plan to manage, collect and remove these misfired bullets.
2. The roof structure of the bullet containment device will protect the sand from precipitation and preclude runoff and leaching of lead to site soils, groundwater and surface water. This design adequately prevents migration of lead to the environment.
3. The site BMP does not appear to address a plan for removing the lead shot from the sand or address waste disposal. Hand raking, sifting and or screening may be proposed as methods of removing lead shot. The Club may also contact and work with a lead reclamation company for removal. The site BMP should also address the method for recycling or disposal of the spent lead shot.
4. To be consistent with EPA's guidance the Department recommends the site BMP discuss the documentation of rounds fired and loading of lead shot in the bullet containment device. A method for documenting the schedule for removal of lead shot

from the sand of the bullet containment device and recording the amount of waste collected and the recycling of the lead shot should be specified.

The above-mentioned additions are to be made to the site BMP and submitted to the Department prior to the construction and implementation of the bullet containment device.

Nothing in this letter shall preclude the Department from taking further enforcement action. Administrative Order No. WD 06-008 (Order), issued by the Department on March 1, 2006 and later amended on June 17, 2007, remains outstanding. The Order requires the Club to, among other things, restore wetlands and surface waters impacted from various shooting activities performed by the Club. Although a wetland delineation and proposed restoration plan was submitted to the Department, the Club asserts that because of financial constraints it is unable to carry out the restoration. Therefore, compliance with the Order has not been achieved. Because the implementation of the bullet containment device may potentially result in increased revenue for the Club, the Department requests the submission of a financial plan in which a portion of Club revenues would be held in escrow to address the site's remediation requirements.

Please submit the above-requested information by July 15, 2011.

If you have any questions, feel free to contact me at (603) 271-6573 or by e-mail at Rebecca.Lawrence@des.nh.gov at the Department's Waste Management Division.

Sincerely,

Rebecca S. Lawrence

Rebecca S. Lawrence, P.G.
Waste Management Division
Tel.: (603) 271-6573
Fax: (603) 271-2181
E-mail: Rebecca.Lawrence@des.nh.gov

Waste Management Division

Digitally signed by Waste Management Division
DN: cn=Waste Management Division, o=NHDES, ou=Hazardous Waste Remediation Bureau, email=brenda.higgins@des.nh.gov, c=US
Date: 2011.05.20 10:49:08 -04'00'

ec: Karlee Kenison, P.G., HWRB
John Regan, P.G., HWRB
Linda Magoon, DES Wetlands Bureau
Evan Mulholland, DOJ
Town of Swanzey Health Officer

Purpose: to provide consistent and clear instructions for public access to Town Hall and scheduling meetings between visitors and employees.

This SOP has instructions for two different parties:

1. Staff who may be scheduling meeting with outside visitors
2. The staff responsible for buzzing in guests

1. To schedule a meeting with an outside guest/visitor

When scheduling a meeting in Town Hall with someone who doesn't work for the Town, make sure to add the "staff calendar" as a guest on the event. If you need to make the event confidential due to sensitive information, etc, create a second calendar invite in your calendar with the needed information for the purpose of sharing on the staff calendar. In the event, include the name of the person, contact information (if available) and short description of meeting, and any other relevant information. This will allow the staff checking in to have the necessary information. If the meeting changes or is canceled, make sure to update the calendar invite.

2. For staff responsible for checking in outside visitors

1. Ask for the person's name or information and/or who they are meeting with.
2. Check the staff calendar to confirm details
3. If the information is there and it is the scheduled time, you can send the person back
4. If the information is not there or the visit is unscheduled, call the staff in question and ask if they are able to meet with the visitor
5. If the staff is unreachable or not available, in all instances, make sure to get the visitor's basic information below, plus any information that staff my ask for:
    a. Visitor's name
    b. Contact information – at least phone or email
    c. Purpose of visit
    d. Any relevant documents of information
    e. Note down time of visit
6. Email the staff the information so they have it easily searchable and ask them to follow up with the visitor when they are able to.

Created: 4/14/25
Updated: 4/14/25

Twin Bridge Services LLC

Allan E. Treadwell
93 Twin Bridge Road
Washington, NH 03280
(603) 716-8160
allan@twinbridgeservices.com

Proposal No.: TBS-04242025p

Date: 24APR2025

Service For: Swanzey Town Office
Attn. Adam Paquette
PO Box 10009
Swanzey, NH 03446

Re: Planning Department Replacement Laptop and Docking Station

Hi Adam, this Proposal, as discussed, is for the Purchase and Installation of a Remanufactured HP Business Class Laptop Computer as described below:

HP EliteBook 840 G11 – 14.0" Laptop Computer	$ 1,850.00
Intel Ultra 7 – 155H G7 – 1.7 GHz – 16 Core CPU	
Windows 11 Professional 64 Bit Operating System	
32 GB MB RAM	
512 GB NVME - SSD Hard Drive	
Webcam / WLAN / WUXGAA On-Board Display	
HP Three (3) Next Business Day Onsite Warranty – With ADP	$ 350.00
One (1) Year Onsite Warranty by Twin Bridge Services	
Installation and Setup all Application Software	
USB Docking Station	$ 280.00

Total Proposal: $ 2,480.00

Signed, Allan E. Treadwell Date 4/24/2025

Signed, _____ Date _____
Authorized Signature

This Proposal is valid for 10 Days. Subject to availability and uncertain tariff conditions.

Twin Bridge Services LLC

Allan E. Treadwell
93 Twin Bridge Road
Washington, NH 03280
(603) 716-8160
allan@twinbridgeservices.com

Proposal No.: TBS-04282025-2p

Date: 28APR2025

Service For: Swanzey Town Office
Attn. William Hutwelker, III
PO Box 10009
Swanzey, NH 03446

Re: DPW – Joe DiRusso Replacement Laptop and Docking Station

Hi Bill, this Proposal, as discussed, replaces Joe's failed Laptop installed in 2019 for $ 1,480.00. The replacement Purchase and Installation of a Remanufactured HP Business Class Laptop Computer is as described below:

HP EliteBook 865 G11 – 16.0" Laptop Computer	$ 1,580.00
AMD Ryzen 5 – CPU (minimum)	
Windows 11 Professional 64 Bit Operating System	
16 GB MB RAM CPU (minimum)	
256 GB NVME - SSD Hard Drive (minimum)	
Webcam	
HP Three (3) Next Business Day Onsite Warranty – With ADP	$ 350.00
One (1) Year Onsite Warranty by Twin Bridge Services	
Installation and Setup all Application Software	
USB Docking Station	$ 280.00

Total Proposal: $ 2,210.00

Signed, Allan E. Treadwell Date 4/28/2025

Signed, _____ Date _____
Authorized Signature

This Proposal is valid for 10 Days. Subject to availability and uncertain tariff conditions.

Twin Bridge Services LLC

Allan E. Treadwell
93 Twin Bridge Road
Washington, NH 03280
(603) 716-8160
allan@twinbridgeservices.com

Proposal No.: TBS-04282025-1p

Date: 28APR2025

Service For: Swanzey Town Office
Attn. William Hutwelker, III
PO Box 10009
Swanzey, NH 03446

Re: Trustees Replacement Laptop

Hi Bill, this Proposal, as discussed, replaces Richard Scaramelli's failed Laptop installed in 2018 for $ 1,480.00. The replacement Purchase and Installation of a Remanufactured HP Business Class Laptop Computer is as described below:

HP ProBook 465 G11 – 16.0" Laptop Computer	$ 1,280.00
AMD Ryzen 5 – CPU (minimum)	
Windows 11 Professional 64 Bit Operating System	
16 GB MB RAM CPU (minimum)	
256 GB NVME - SSD Hard Drive (minimum)	
Webcam	
HP Three (3) Next Business Day Onsite Warranty – **NO ADP**	$ 200.00
One (1) Year Onsite Warranty by Twin Bridge Services	
Installation and Setup all Application Software	

Total Proposal: $ 1,480.00

Signed, Allan E. Treadwell Date 4/24/2025

Signed, _____ Date _____
Authorized Signature

This Proposal is valid for 10 Days. Subject to availability and uncertain tariff conditions.

SWRPC | Southwest Region Planning Commission

37 Ashuelot Street
Keene, NH 03431
(603) 357-0557
www.swrpc.org

TO: **SWRPC Commissioners, Planning Board Chairs, Selectboard Chairs**

FROM: **Todd Horner, Executive Director**

DATE: **April 25, 2025**

SUBJECT: **SWRPC Bylaws, Comment on Draft Update**

Dear Colleague,

I'm writing to inform you that Southwest Region Planning Commission is currently drafting an update to its bylaws. As part of the update process, we are inviting planning boards, selectboards, and SWRPC commissioners of member municipalities to review the draft (enclosed) and to provide comments. Any comments received by May 12, 2025 will be considered by the SWRPC Board of Directors at their next regularly scheduled meeting on May 13th. A final draft will be brought before the full commission for a vote at the Annual Meeting, scheduled for June 3rd at Stonewall Farm in Keene, NH.

Proposed updates to the bylaws aim primarily to ensure alignment with state statute, clarify commission governance, and maintain sound oversight of SWRPC's operational and programmatic activities. Overall, the updated bylaws would help strengthen the organizational foundation that has supported SWRPC's work over the last 56 years.

Comments may be submitted either via hard copy or by emailing myself at thorner@swrpc.org. I would also be glad to speak by phone. My direct number is (603) 283-5226.

Sincerely,

Todd Horner, Executive Director

SOUTHWEST REGION PLANNING COMMISSION

BYLAWS

Article I. Name

The name of this agency shall be the Southwest Region Planning Commission, hereinafter referred to as SWRPC.

Article II. Authorization

The authorization for the establishment of SWRPC, including purpose, powers, and duties is set forth in the New Hampshire Revised Statutes Annotated, Chapter 36:45-58. SWRPC's formation and existence as a regional planning agency in New Hampshire is made through its municipal and county members in accordance with RSA Chapter 36.

Article III. Membership

SWRPC's municipal membership shall consist of those eligible municipalities and counties within the planning region delineated by the State of New Hampshire which agree to become members and to share in its financial responsibility through payment of annual membership dues and payments for defined services through agreements and contracts at their discretion.

Article IV. Commissioners

SWRPC's member representation shall be as set forth in RSA 36:46.

Municipal representatives, known as Commissioners, collectively serve as the governing body of SWRPC. Commissioners are eligible to be elected to serve on the Board of Directors and as Officers. Commissioners expressing interest can also be appointed to committees established by the Board of Directors.

Commissioners are responsible for the election of SWRPC's Board of Directors and Officers, as well as the approval of the agency's annual budget.

SWRPC Commissioners shall meet periodically throughout each year as scheduled by the Board of Directors in conjunction with the Executive Director and in accordance with public notice requirements of NH RSA 91-A. Each year, one of these meetings shall serve as SWRPC's Annual Meeting in which, at a minimum, the annual budget shall be acted on and elections as described above will be held.

Voting shall be by voice vote except that a roll call vote may be called at the discretion of the Chairman. Special meetings may be called on an as-needed basis at the call of the Chairman or by a majority vote of the Executive Committee.

Commissioners shall serve without compensation, but may be reimbursed by SWRPC for necessary and reasonable expenses upon prior approval of the Board of Directors.

Article VIII. Elections

Election of the Executive Committee and Board of Directors members, facilitated by a nominating committee appointed by the Board, shall occur during SWRPC's Annual Meeting and shall become effective on July 1, to serve for one year.

Vacancies on the Board or Executive Committee shall be filled by appointment of the Board of Directors, as determined by a majority vote, to serve for the remainder of the year.

Article IX. Committees

The Board of Directors may establish committees for purposes as it sees fit. Such committees will serve at the pleasure of the Board to support the work of SWRPC. Committees are to have defined purposes and functions while serving primarily in an advisory capacity with regular updates provided to the Board. Committee members shall be appointed by the Board, and shall involve oversight by the Board and be reviewed periodically, at minimum every two years. A chairperson shall be selected by the committee from among its appointed members. Efforts will be made with the intent that committee membership include not less than three Commissioners representing at least three separate municipalities. Committees may include other individuals external to SWRPC. The Board of Directors may discharge any committee it has established as it determines appropriate.

Article X. Structure of Meetings

Meetings of SWRPC Commissioners, the Board of Directors and Committees shall be guided by structured agendas for the purpose of order and efficiency and led by the Chairman or designee with support from staff. Meeting agendas should be accompanied by back-up materials as appropriate to provide information to facilitate sound and efficient decision-making. Public notice of such meetings shall be made pursuant to NH RSA 91-A and meeting minutes summarizing discussion and actions are to be prepared. Non-public sessions may occur subject to the provisions of NH RSA 91-A.

Article XI. Quorums

A quorum for meetings of SWRPC Commissioners, Board of Directors, Executive Committee, and Board-designated Committees shall be required for discussion or taking action. A quorum shall be defined as a majority of the elected or appointed membership of the respective public body.

Article XII. Executive Director

The Board of Directors shall appoint an Executive Director to serve at its pleasure and upon terms and conditions as agreed to by the Parties.

The Executive Director has the authority to employ such persons as needed to fill authorized staff positions and to carry out the work of SWRPC. The Executive Director shall have responsibility to manage SWRPC's operations including managing the office (including equipment, lease, utilities, insurance), staffing/personnel, finances, maintaining records, compliance with laws and contracts, maintaining SWRPC membership and of the Board of Directors and committees, development and implementation of

areas, such as environment, transportation, economic development, housing, demographics, emergency preparedness, energy, infrastructure, etc.

B. Utilize newsletters, Commission website, news and social media and other outlets to educate and promote a more well-informed public regarding planning-related issues, challenges and opportunities.

C. Sponsor community-based public forums for the purpose of raising awareness, education and an exchange of views on planning-related matters.

Article XV. Indemnification

Pursuant of N.H. RSA 31:105 Indemnification of Damages, the Southwest Region Planning Commission has taken appropriate action, by majority vote during a duly noticed meeting of SWRPC Commissioners on 1/20/2010, to indemnify and save harmless for loss or damage any full or part-time employee and any member or officer of the Southwest Region Planning Commission from personal financial loss and expense including reasonable legal fees and costs, if any, arising out of any claim, demand, suit, or judgement by reason of negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property if the indemnified person at the time of the accident resulting in the injury, damage or destruction was acting in the scope of his/her employment or office.

Article XVI. Amendments

These bylaws may be amended by majority vote of member Commissioners upon written request signed by at least three Commissioners representing at least three municipalities, and submitted at least thirty (30) days prior to the Annual Meeting.

Article XVII. Repealer

Any Commission bylaws or any other conflicting resolutions adopted prior to the date of these bylaws are hereby repealed.

Amended this date,
June 3, 2025

Attested:

Christine Robidoux
Secretary

Thomas Mullins
Chairman