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

July 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 Meetings:
      i.) June 13
      ii.) June 25
      iii.) July 1
   B. Nonpublic Meetings:
      i.) June 17
      ii.) June 25
      iii.) July 1

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit – Bands at the Bowl Summer Concert
   D. DRA RE: PA-28 Inventory Taxable Property Form
   E. Notice of Intent to Cut – Map 228 Lot 3
   F. Raffle Permit – Swanzey PTO

5. **Public Input**

6. **Appointments**
   A. Chief Gonsalves: Oath of Office & Ceremony for Officer Shawn Collins & Tabitha DiRienzo
   B. DPW Director, Joe DiRusso: Updates on Water & Sewer and Covered Bridge Update

7. **Consideration of New Business**
   A. Construction Management Contract & Letter of Intent for New Fire Station

8. **Consideration of Old Business**
   A. Update of Governance Committee Appointments
   B. Mission Statement for Grange Committee

9. **Administrative Update**
10. **Correspondence**
11. **Public Input**
12. **Non-public session pursuant to RSA 91-A:3 II (as needed)**
13. **Adjournment**

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

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – June 13, 2025
Town Hall
620 Old Homestead Highway, 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 11:33am at Town Hall, 620 Old Homestead Highway, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

MINUTES

- The regular meeting Minutes of June 11, 2025, were considered. There was a **motion** by LaBelle to approve the minutes as presented. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

NEW BUSINESS

Certificate of vote regarding authorization of bonds and approval of loan agreement with NH Municipal Bond Bank

Motion made by LaBelle to adopt the authorization of bonds as stated below, as documented on the Certificate of Vote regarding authorization of bonds with the NH Municipal Bond Bank with the following resolutions. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 11, 2025 under Article 4of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a $2,000,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer to finance the costs of preparing plans and specifications, and constructing, equipping and furnishing a new fire station at 321 Old Homestead Highway.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of five and three quarters percent (5.75%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – June 25, 2025
Whitcomb Hall
17 Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally 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 5:30 pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

OTHERS PRESENT

Garrett Ranney with FACT TV, Assistant Town Planner Stephon Mehu, Jim Jarzabek, Jane Kennedy, Michael York, Julianna Kendall, Mark Scalera, Asst Fire Chief Vincent (Mick) Sanchez, George Hoffman Sr, George Hoffman Jr., and Dylan Dickson, Ali Kreutz, Nick Raymond, and Alice Romanuck from The Honey Bee Hollow Children Center.

MINUTES

- The regular meeting Minutes of April 23 and June 4 were considered. There was a **motion** by LaBelle to approve the minutes as presented. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

- The non-public session Minutes of June 11 #1 and #2 and June 17 were considered. There was a **motion** by LaBelle to approve the non-public session Minutes as presented. The motion was seconded by Tempesta and there was 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. There was no further discussion. All were in favor. ***Motion passed.***

- Payroll Manifest
- Accounts Payable Manifest
- Special Events Permit – Potash Bowl – Lee Dunham
- Gravel Tax Levy – Operation #21-441-07-E, Map 210 lot 8
- Open Container Permit, Whitcomb Hall October 18, 2025 – Jackelyn Salisbury

PUBLIC INPUT

- Jane Kennedy from Sawyers Crossing Road spoke regarding the new white line on Matthews Road; she was hoping for a reflective stop sign at the same place. Hutwelker stated that DPW Director Joe DiRusso had planned to be here tonight, but he couldn't attend. Hutwelker said since it is a State Road so it's up to the State. Kennedy said she will follow up with DiRusso.

APPOINTMENTS

- Assistant Planner, Stephon Mehu:
    - Requested permission to submit a *Letter of Intent* for Land & Water Grant - Phase 1 (of possibly 3) for Brown Memorial Field to improve the softball field, cook shack, garage, and

restrooms for $1.6 million; full cost could be around $5 million. Grant split is 50/50 with the Town; he will be requesting $500,000 from this grant and would be seeking other grants to reduce the amount the Town would need to invest. It would need to be on the warrant for 2027. This is not committing the Town; the first step is submitting a letter of intent. It is important to be clear on the scope of the project because it needs to be followed. ***Agreed by consensus***.

- Stratton Library wants mini splits installed – this was reviewed in November 2024 when the Selectmen met at the library and had agreed then. The money is in the budget; the first quote was just under $12,000.
    - **Motion made** by LaBelle for Mehu to issue an RFP to install a mini-split/heat pump system at Stratton Library. The motion was seconded by Tempesta and there was no further discussion. All were in favor. **Motion passed**.
    - When the bids are received, Mehu will return to request approval to spend the funds.
- Discussion on SAFER Grant (Staffing for Adequate Fire and Emergency Response) – this will be pursued at a future meeting.
- Provided an update about the MAST Grant for Crosswalk lights

NEW BUSINESS

- **Abatements: Map 110 Lot 80, Map 232 Lot 27, Map 110 Lot 52, Map 209 Lot 13, Map 106 Lot 14, Map 217 Lot 21**
- ***Motion*** made by LaBelle to accept the recommendations from Marazoff Assessing Services for the following abatement applications for 2025: Map 110 Lot 80, Map 232 Lot 27, Map 110 Lot 52, Map 209 Lot 13, Map 106 Lot 14, Map 217 Lot 21. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***
- **Update on Rural Development PPG funds**
    - Rautiola gave an update on the West Swanzey Water Study – this is a grant that would pay for that study. The Engineering fee increased to cover some RD coordination. This is a $25,000 grant, our portion would be $11,600 which is up from $9,000. Table until July 9th to determine where additional funds will come from.
- **Update on Website Redesign**
    - Rautiola reviewed the proposal to redesign, update and improve the website. Suggestion was made to expand the calendar to allow people to schedule appointments with Town employees. Mark Scalera reminded the board that Cathy Bergstrom offered her assistance to improve the website. ***Agreed by consensus***.
- **Cemetery Perpetual Care Policy**
    - Rautiola read aloud the proposed policy regarding the Cemetery Perpetual Care funds. Hutwelker explained to those present the challenge to administer the funds.
    - **Motion** by LaBelle to accept the policy as of 1/1/2025. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***

OLD BUSINESS

- **Funding for Town Hall Renovations & Painting**
- **Motion** made by LaBelle to rescind the vote authorizing funds from Town Hall Maintenance, and to further authorize $20,000 for the painting of Town Hall and $9,573 for the security door for town hall, with the funds to come from the InvestNH. The motion was seconded by Tempesta and there was no further discussion. All were in favor. ***Motion passed.***
- **Funding for Carpenter Home Repairs**

- Rautiola reported that the cost of the work done so far has come from the General budget. Further repairs might need to come from other funds.
- **Wilson Pond Association Request**
    - Rautiola reported that she had a meeting with Jay Ward regarding the Wilson Pond Association's request for help with the problems at the boat launch which was discussed at the previous meeting. She said she would investigate who to contact and what the ordinance states, and who has enforcement authority. He also spoke with Chris Levy, Code Enforcement Officer, who told him to speak with Fish & Game. Table this subject to July 9th.
- **Heat Wave Alert this week**
    - The Police Chief and Town Administrator took the initiative to open Whitcomb Hall for a cooling station during the heat wave but there was no one to staff it, so they moved it to the Town Hall. They had refreshments and water available, but no one participated. Hutwelker asked for a special public meeting for an Emergency Management Practices and Policy review. Tentatively scheduled for Tuesday, July 1st at 4pm at the fire station at Town Hall.
- **Lucy Carpenter Trust Fund**
    - Edna Coates, the Town's Human Services Coordinator, reviewed the proposed policy and had several suggestions and concerns. Hutwelker requested a meeting for the committee to review and then come to the Board with suggestions.
- **Honey Hill Hollow Child Care Center**
    - Alice Romanuck, owner, and board members Dickson, Kreutz and Raymond presented the board with the history of the business. They reported that they have been there since June 2022. They have grown, with trials and tribulations and wonderful experiences as well. They love the location. They have 54 children enrolled – some full, some part time; some are just for the summer. 34 of the children live in Swanzey and their parents work in Swanzey. They have 12 employees; 5 of them live in Swanzey. Some of the town's teachers are clients. Their priority is enrolling children of Swanzey residents. The wait list is currently at 83. The building is constructed with several small rooms which require 1 staff per room, which requires more staff than what would be needed if there were larger rooms or if they were able to increase the sight lines to be able to see the children (such as larger doorways). They are looking for partnership with the Town to help make this business succeed. Grants are not available because they don't own the building. Hutwelker stated the prior request for grants was contingent on a 20-year lease which the Town was not able to provide. He offered to have Stephon Mehu work with them on the Town getting grants. Alice explained that she started her business as an after-school program, then grew into a family childcare on Spring Street (13 children). They moved to a bigger home; grew to a center for 20 children; then homeowner's insurance dropped them for family childcare, so they moved to Carpenter home with the 20 children. They have since become Non-Profit.

PUBLIC INPUT

- Julianna Kendall – Sawmill Drive - moved here with her family about 5 years ago. She would like to propose a plan for an inclusive playground for Swanzey. She provided copies to the Board of a similar park. She has investigated a grant to pay for this which would be a 50/50 split with the Town. Hutwelker thanked her for bringing this to the board; the board can't move on anything regarding this at this point, but he asked the Recreation Director to contact her and suggested she contact Stephon Mehu, Rautiola and others that can help her create a plan to submit. This would be a warrant article in March, so he gave her the timeline to get prepared.

- George Hoffman Sr asked about the Cooling Station – wondered why there was a staffing issue. It was explained they didn't have the staff to supervise the building, so they moved it to the Town hall where there was staff already there. Hoffman expressed concern about the changes to the Town Hall and security measures being put in place. What precipitated this? Tempesta said he witnessed that people just come in and interrupt business. It is also for the protection of the staff. Hoffman said he had a medical emergency, and he had to wait a long time for an ambulance that eventually came from Keene. Swanzey PD and FD did not arrive. George said he didn't get a follow-up from Rautiola from a previous conversation. He didn't want to discuss this in public but wanted to remind her. Then he told the board that he saw someone park outside his house yesterday who went into the woods, then back to his vehicle; after that, someone on a bike did the same thing. He would love to have a streetlight installed. Hutwelker said he'd like more information on the streetlight; Hoffman said he had already given that information that it is on Holbrook/Swanzey Lake Road outside a person's driveway. Tempesta defended the police and fire employees – they are struggling to find help. Asst Fire Chief Vincent (Mick) Sanchez spoke from the audience and said that in the last 13 days they had 50 calls not including mutual aid. Rautiola asked Hoffman to send an email so she can reply. Explained that when they spoke it was in the first couple weeks of her starting the job and that it was a lot to manage.
- George Hoffman Jr spoke – he graduated from MRHS in 2021 and graduated college with a civil engineering degree. He asked what the school bill was; Hutwelker explained the default budget. He said when he graduated from MRHS his education did not prepare him for college. He took a gap year. Hutwelker encouraged him to attend the deliberative session in January to speak about this subject. He can go to school budget and school board meetings to express his concerns.
- Vincent (Mick) Sanchez, Asst Fire chief, updated the board on hiring staff. The advertising signs around Town have been working. People see the new fire station plans and want to be part of it. They have been getting 4-5 applications per week. Trying to streamline the process to get folks hired within 2 weeks. They would be hired on a 1 year probation. 2 applications provided today. Available for July 9th for a meeting with the board.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person

Motion was made by LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person., seconded by Tempesta. All in favor by Roll Call and the ***motion passed*****.** The Board entered non-public session at 7:35pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

Motion was made by LaBelle to come out of non-public session, seconded by Tempesta. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 8:38pm.

Motion was made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board, seconded by Tempesta. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person

Motion was made by LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of a person., seconded by Tempesta. All in favor by Roll Call and the ***motion passed*****.** The Board entered non-public session at 8:39pm.

Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

Motion was made by LaBelle to come out of non-public session, seconded by Tempesta. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 9:08pm.

Motion was made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board, seconded by Tempesta. All were in favor and the ***motion passed***.

Non-public session(s) per RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation threatened in writing or filed by or against the public body, or by or against any member because of his or her membership in such body.

Motion was made by LaBelle to enter nonpublic session pursuant to RSA 91-A:3, II (e), seconded by Tempesta. All in favor by Roll Call and the ***motion passed*.** The Board entered non-public session at 9:09pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

Motion was made by LaBelle to come out of non-public session, seconded by Tempesta. All in favor by Roll Call and the ***motion passed***. Non-public session ended at 9:15pm.

Motion was made by LaBelle to seal the minutes because divulgence of the information likely would affect adversely the reputation of a person other than a member of this Board, seconded by Tempesta. All were in favor and the ***motion passed***.

Public Session – Mark L authorized the Town Administrator to sign the electric agreement with Good Energy for 2 years at 11 Cents. Hutwelker seconded. All were in favor and the ***motion passed***.

ADJOURNMENT

Motion to adjourn the meeting was made by Labelle. The motion was seconded by Hutwelker without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 9:17pm.

Respectfully Submitted,

Susan Ells
Recording Secretary

Approved on

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therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of twenty-nine (29) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection not more than five (5) business days after the meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

Motion by LaBelle to approve and sign the loan agreement with the NH Municipal Bond Bank for the purpose of furnishing a new fire station. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.***

Designation of Authorities for the Comprehensive Stormwater Planning CIP
Motion by LaBelle to authorize the Town Administrator, Lori Rautiola as the designated representative for the Town of Swanzey for the Comprehensive Stormwater Planning CIP. The motion was seconded by Tempesta without further discussion. All were in favor. ***Motion passed.***

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 11:39am.

Respectfully Submitted,

Susan Ells
Recording Secretary

Approved on

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TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: Bands at the Bowl Summer Concert Series

Date(s) of Special Event: 7/11, 18, 25, 8/1, 8, 15

Time(s) of Special Event: 7:00 PM to 8:30 PM

***Outdoor Concert or Performing Arts Series: provide a complete schedule with proposed dates and times as an attachment.**

Location of the Special Event: Potash Bowl

MAXIMUM DAILY No. of Volunteers/Workers: 4 Spectators: 200 Vendors: 0

NAME(S) OF OWNER OF PROPERTY: The Old Homestead Assoc. / Town of Swanzey

Address (physical): 621 Old Homestead Hwy (mailing): 119 Sawyers Crossing Rd

Telephone: 603-352-4184 Email: unclejosh2011@hotmail.com

Contact Person: Lee Denham Phone (s): 603-762-4008

NAME(S) OF APPLICANT/ SPONSOR: SAME

Address (physical): _____ (mailing): _____

Telephone: _____ Email: _____

Contact Person: _____ Phone: _____

Mail Permit to (Check one): [✓] **Applicant/Sponsor** [ ] **Property Owner**

DESCRIBE (in detail) **THE PROPOSED SPECIAL EVENT:**

Stage used for Local Bands
Refreshment Stand used to Sell Ice Cream and Bottled water Nothing made on Site

Event Check List

Will your event involve any of the following? (Please check all that apply)

- ✓ *Food or Beverage Concessions/Vendors/Sales **
- — *Alcoholic Beverages (State NH permit required – call 603-271-3755)*
- — *Retail Vendors*
- — *Stage or Bleachers (inspection needed) ***
- — *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance)*
- ✓ *Music, Dance, Theater (follow noise ordinance)*
- — *Circus Art/ Performance Art*
- — *Carnival Games*
- — *Amusement Rides (inspection needed)*
- — *Bouncy/Inflatable Houses (inspection needed)*
- — *Water Activities*
- — *Propane/Charcoal Grills/BBQ Grills (inspection needed) ****
- — *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*
- — *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning ****
- — *Signs – Describe:* _____
- — *Tents/Canopies Over 10' x 10' **** – Size:* _____
- — *Temporary Structures Erected? – Describe:* _____
- — *Animals – Describe:* _____
- — *Fireworks Displays ***** – Class:* _____
- — *Motorized Vehicles – Describe:* _____
- ✓ *Onsite and Off Site Parking – Specify Off Site Location:* Town Hall, Library, Grange
- — *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* _____

_____

(Swanzey PD and/or NH DOT approval required)

* All food & beverage vendors will need a permit to operate.
** A building permit may be required for stages.
*** All outdoor burning or open fires will need a fire permit.
**** All tents or indoor activities will need a place of assembly permit.
***** All fireworks displays will need a permit.

Other State and/or Local Permits (if applicable).

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit** (door to door sales): Swanzey Police Department – 603-352-2869, State of New Hampshire – 603-271-3242
- **Parade – Road Closure Permit**: Swanzey Police Department for Town roads – 603-352-2869, NH Department of Transportation for State roads – 603-352-2302
- **Vendor Permit** (food service or retail sales booths): Swanzey Fire Department – 603-358-6455, State of New Hampshire – 603-271-2201
- **Open Container Permit** (consuming liquor on Town property): Swanzey Town Hall – 603-254-7411, ext. 115

- **Place of Assembly Permit** (includes indoor facilities/tents per RSA 155:17-39): Swanzey Fire Department – 603-358-6455
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran or fraternal organization): Swanzey Town Hall – 603-254-7411, ext. 115

You Must Submit the Following with the Application:

All applicants for Special Events need to provide written submission of the plans below. The Town review staff will review your application and, if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting. Please check off:

_____**Site Plan**
A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

_____**Security/Crowd Control Plan**
A security plan allowing for sufficient number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

_____**Traffic Control/ Parking Plan**
A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

_____**Fire Emergency Plan**
A fire emergency plan setting forth the estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

_____**Ambulance/ Medical Service Plan**
An emergency medical service plan, setting forth the requirements for on-site emergency medical services and transportation.

_____**Ticket Distribution Plan**
A written plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

_____**Sanitary Facilities Plan**
A sanitary facilities plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

_____**Food Service Plan**
A food service plan, which may require review and acceptance by the Swanzey Health Officer.

_____**Certificate of Insurance**

_____ **Application Fee**
See chart below – payment due <u>with</u> application.

_____ **Public Notice Fee**
For Category 4 Events ** ($30 payment due <u>with</u> application).

_____ **Special Duty Services**
An estimate will be provided after submittal. Fifty percent (50%) of the estimate is due at or before release of the approved permit – please check this off as acknowledgement, if applicable.

OUTDOOR EVENTS

Event Category	Estimated Attendance Per Day	Maximum Review Period	Application Fee/Per Day (non-refundable)	Public Hearing Required?	Public Hearing Notice Fee
1	1 - 99	30 days	$20.00	No	No
2	100 - 999	45 days	$50.00	No	No
3	1000 - 2999	60 days	$100.00	No	No
4**	3000 +	90 days	$300.00	Yes	$30.00

OUTDOOR CONCERT OR PERFORMING ARTS SERIES

Number of concerts or performances in series	Fee	Maximum Review Period	Public Hearing Required?
3-10	$300.00	90 days	Yes
10-20	$600.00	90 days	Yes
21 or more	$900.00	90 days	Yes

NOTICE: All outdoor concert or performing arts series and Commercial Fireworks Displays require a public hearing at a Board of Selectmen meeting. Notice of the public hearing shall be posted in Town Hall, on the Town website, and in the Keene Sentinel. In addition, the Town shall send notice to all owners of property within a distance determined to be appropriate by the Special Events Review Committee at least 14 calendar days before the hearing by certified mail. All costs associated with the public hearing notice shall be borne solely by the applicant and shall be paid in full prior to the public hearing.

NOTICE: The application fee for all Commercial Fireworks Display events shall be the same as a Category 4 event as specified above regardless of the estimated attendance.

INDOOR EVENTS

Application fee for a license to exhibit in any hall shall not exceed $50.00 per day.

Total amount due with application $_____

Special Duty Service Fees
The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Swanzey, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. **You will be required to pay 50% of the Special Duty Fees before the approved permit will be released.**

If another Town provides special duty services due to lack of Swanzey manpower, you will be invoiced by them for the hours of service they provided, within 30 days after the event. Do not combine their payment with the Town of Swanzey.

Release of Permit
Before the permit is release, you will be given an estimate for any Town services required for the event. Payment will be due for 50% of the Special Duty Services (payment by cash, check, or money order will be accepted). It should be noted that the fees are ESTIMATES ONLY; actual fees may be higher or lower.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The balance due will be invoiced with adjustments (if applicable). The balance is due upon receipt of the invoice to avoid a 2% late fee per month. A history of non-payment or late payment of any application fee and/or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Service Fees as described above.

YOU MUST NOTIFY THE PERMIT COORDINATOR OF ANY CHANGES MADE TO THE EVENT
Example: your application stated 500 people and you sold 1500 tickets or you decided to add food vendors instead of allowing coolers. All proposed changes shall be subject to review and approval by the Special Events Review Committee before going into effect.

For Outdoor Concert or Performing Arts Series: any proposed changes to the approved plans or to the concert or performance schedule shall be sent to the Permit Coordinator a minimum of 14 calendar days before the proposed change.

****

BY SIGNING BELOW, I/WE CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE BOARD OF SELECTMEN UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

I/WE ALSO CONFIRM THAT I/WE ARE RESPONSBILE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE, AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECIEPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I/WE ARE RESPOSIBLE FOR ALL FEES WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

APPLICANT(S) SIGNATURE: Lee D. Dunham

PRINT NAME (S): Lee Dunham TITLE/POSITION: President

Date: 6/21/25

State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov

Lindsey M. Stepp
Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

June 25, 2025

RECEIVED
JUL 02 2025
TOWN OF SWANZEY

TOWN OF SWANZEY
OFFICE OF SELECTMEN
620 OLD HOMESTEAD HWY, PO BOX 10009
SWANZEY NH 03446

Re: PA-28 Inventory of Taxable Property Form for **2026**

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for **2026**. If Yes, please check the "***WILL***" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "***WILL NOT***" Box below.

Please return this entire form with the section below completed and ***signed*** no later than **August 27, 2025** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to equalization@dra.nh.gov.

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,
Municipal & Property Division

[✓] **WILL NOT** be using the PA-28 Form in 2026

Or

[ ] **WILL** be using the PA-28 Form in 2026

Number of PA-28 Forms Requested by the Municipality for 2026 #
(Our print order is based upon what is needed, so please be sure to order an adequate amount.)

Print Name of Contact Person	Date	Contact Telephone #
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Print Form | Reset Form

(Assigned by Municipality)

YR: 25 | TOWN: | OP#: | T

TOWN OF SWANZEY RECEIVED JUN 26 2025

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

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.
2025P01017806 228/3

3. Intent Type: Original ☑ Supplemental ☐ (Original Intent Number)

4. Name of Access Road: old Chesterfield Rd

5a. Acreage of Lot: 24 Acreage of Cut: 24

5b. Anticipated Start Date: 6/30/25

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.

Stanley Gomarlo 6-17-25
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Stanley Gomarlo 6-17-2025
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

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

Stanley Gomarlo 6-17-2025
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

Stanley Gomarlo 6-17-2025
MAILING ADDRESS

117 Pebble hill Rd | NH | 03469
CITY OR TOWN | STATE | ZIPCODE

Swanzey
E-MAIL ADDRESS

	(603) 209-3244
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	2000	MBF
Hemlock	0	MBF
Red Pine	0	MBF
Spruce & Fir	0	MBF
Hard Maple	0	MBF
White Birch	0	MBF
Yellow Birch	0	MBF
Oak	5000	MBF
Ash	0	MBF
Soft Maple	5000	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	2500	MBF
Other (Specify)	0	MBF
Pulpwood	**Tons**	
Spruce & Fir	0	
Hardwood & Aspen	0	
Pine	0	
Hemlock	0	
Biomass Chips	0	
Miscellaneous		
High Grade Spruce/Fir	6	Tons
Cordwood & Fuelwood	50	Cords

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

Species CORDWOOD Amount: 20 CORD

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 OF PERSON RESPONSIBLE FOR CUT DATE 6/17/25

DEREK REDFIELD
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

101 Sugar Hill Road
MAILING ADDRESS

Swanzey | nh | 03446
CITY OR TOWN | STATE | ZIPCODE

(603) 313-8605 | BHLandclearingllc@gmail.com
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: 6/30/25
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 11/2023

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

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# 2025-15

Name of Organization: Swanzey PTO
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Mt. Caesar Elementary School
located in Swanzey, New Hampshire.

Name of contact person: Irene Seder-Shay

Address: 71 Franklin Mountain Crossing Road, Swanzey, NH 03446

Phone# 603-308-9029 Email: Irene.M.Seder-Shay@hitchcock.org

Items(s) to be raffled (attach list if necessary): We will contact local businesses for gift cards/certificates for a calendar raffle.

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

October 14, 2025 to October 31, 2025

Date of raffle drawing: November 2025

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

General Assistance report. May - June 2025

Total assistance YTD $117950.42 under budget YTD $8, 384.58

GENERAL ASSISTANCE		
01-4441-1-350 GA Medical Services	$ 00.00	0 clients
01-4441-1-352 GA Food Vouchers	$ 00.00	0 client
01-4441-1-410 GA Electricity	$ 1376.42	3 clients
01-4441-1-411 GA Heat	$ 00.00	0 clients
01-4441-1-440 GA Housing Assistance	$ 30,607.06	49 clients
01-4441-1-615 GA Clothing	$ 00.00	0 clients
01-4441-1-690 GA Transportation	$ 40.00	1 clients
01-4441-1-691 GA Burials	$ 1100.00	1 clients
GENERAL ASSISTANCE TOTAL	**$ 33, 825.48**	**54 clients**
Payroll, postage, supplies etc.	$ **4898.00**	
GENERAL ASSISTANCE GRAND TOTAL		**$38,723. 48**

Assistance has slowed down a little, but just as I say that, the 10 applications given out are floating around in the abyss and haven't been returned yet.

Edna
Human Services Coordinator

An Order Re-Appointing
Golden Rod Grange Hall Advisory Committee
March 27, 2025

1. **Purpose and Intent:**
The purpose of this order is to re-establish the Golden Rod Grange Hall Advisory Committee hereinafter referred to as Committee, to advise and make recommendations to the Board of Selectmen, hereinafter referred to as Board, on matters related to the Grange Hall Property, located on Route 32, Swanzey Center. The Committee was established by the Board on May 18, 2022. The initial term of the committee terminated March 31, 2024. The committee reports directly to the Board on matters outlined below and upon request of the Board.

Use and purpose of the property, including buildings and grounds has been determined by the Committee and adopted by the Board: the primary purpose shall be to serve as a centralized meeting place for the community. The Hall shall be utilized to provide a location for non-profit organizations (established in the town?) to hold meetings and special events determined by the Committee to be appropriate for the property. Further the Grange Hall shall be specifically utilized as a meeting place that fosters cultural, educational, artistic and other activities that benefit senior citizens who reside in Swanzey. The Grange Hall shall also serve as a meeting space for town government and its affiliated agencies and departments. The use of the building shall be further restricted to the extent determined by Board of Selectmen as recommended by the Committee for the benefit of the Town of Swanzey.

2. **Term:**
By this action, the Board is re-authorizing the Committee effective April 1, 2025. The Committee shall serve at the pleasure of the Board in perpetuity or unless recalled or replaced by the Board.

3. **Authority:**
The order is adopted pursuant to the authority of the Board to adopt policies and issue directives to make and order its prudential affairs.

4. **Composition and Term**:
The Committee shall be comprised of five (5) members who shall be residents of the Town of Swanzey. Committee members shall be appointed by the Board and serve the term of Committee or until replaced by the Board.

5. **Powers and Duties:**
The Committee is charged with:
   - Advise the Board in all aspects related to restoration, repair, maintenance, use and development of the Golden Rod Grange Hall property inclusive of land and buildings located on the property to the benefit of the town of Swanzey.

   - Coordinate the restoration, repair, maintenance, use and development of the Golden Rod Grange Hall property with the town administrator, specific department heads or staff, design professionals, vendors, contractors and other professionals who have been assigned, appointed, selected or under consideration by the town of Swanzey, to provide advice, perform work and participate in the oversight of these functions in collaboration with the committee and the board of selectmen.

- Select a Chair, Vice Chair, Secretary and Members at Large at the first scheduled meeting of the committee and report the results to the Board.

- Coordinate with all non-profit organizations registered by the state of New Hampshire and based in the town of Swanzey who choose to utilize the Grange Hall Property for the express purpose of determining their use of the property as a meeting place or special event location.

- Coordinate with departments, non-profit agencies, groups and individuals to foster the use of the Grange Hall property to promote activities for Swanzey's senior population.

- Coordinate with town government, through the town administrator and staff, the utilization of the property as meeting space for departments, appointed boards, town officials and staff functions which require the specific meeting space offered by the Grange Hall property.

- Develop Memorandum of Understanding that outlines specific use and responsibilities related to coordination of use between the aforementioned groups and the town of Swanzey.

- Perform all other related functions as may be necessary or upon request of the Board of Selectmen.

- Collaborate with the Board and Town Administrator to establish public funding through capital improvement, state and federal grant opportunities that are determined to be appropriate for the restoration, repair, maintenance, and use of the property.

- Provide oversight and coordination with selected 501C3, non-profit organizations who seek to conduct fund raising events and establish capital campaigns toward the restoration, repair, maintenance and use of the property.

- Comply with RSA 91-A the Right to Know Law: meetings shall be properly noticed and minutes and other records shall be maintained by the Committee and posted on the Town of Swanzey Web Site.

6. Effective Date
   This Order is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

   Approved on April 1, 2025

W. William Hotwalker, III

James Tempesta

Mark LaBelle

Addendum: The committee, established in the previous term: Linda Minickiello, Eileen Longe, Lilian Chirichella and Norman W. Skantze shall by adoption of this charge, be reinstated as members of the advisory committee appointed by the Board of Selectmen: April 1, 2025.