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 23, 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.) July 9

   B. Nonpublic Meetings:
      i.) July 9

4. **Consent Agenda**
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Notice of Intent to Cut – M246 L42 , M247 L17
   D. Abatement 2025-31, Map/Lot 248/430CGO/144
   E. Release of Lein-M233 L22
   F. Open container Permit- Liz Traynor
   G. Raffle Permit- Swanzey PTO
   H. Raffle Permit- Cheshire Fair
   I. DRA RE: PA-28 Inventory Taxable Property Form
   J. Raffle Permit – Cheshire Fair

5. **Public Input**

6. **Appointments**
   A. Cody Morrison - MEDC
   B. Dan LeClaire –
   C. Josh Whipple, Recycling Center Solid Waste Manager – Skid Steer Proposal
   D. Consideration of Appointment-Art Whipple -Deputy Emergency Management Director

7. **Consideration of New Business**
   A. Approval of Cardinal Surveying Estimates

B. Special Use Permit # Trails 25-30 HQC-HA1N-N2VZ3 - Department of Natural & Cultural Resources: Rail Trail Maintenance
C. West Swanzey Water System Improvement Engineering Report – Contract Agreement
D. Approval of funds – Bond for Rail Trail work - Fee for shoreland PBN application
E. Execution and Delivery of Bond and Related Matters Documents (signing documents)
F. Update to Credit Card Policy

8. Consideration of Old Business

A. Update of Governance Committee Appointments – Names to be considered for appointment.

9. Administrative Update

10. Correspondence

A. Property Tax 72-39-a - Conditions for Elderly Exemptions
B. Request to waive transfer station/recycle fee for 422 Holbrook Ave.

11. Public Input

12. Non-public session pursuant to RSA 91-A:3 II (as needed)

13. Adjournment

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   J. Raffle Permit- Cheshire Fair

5. **Public Input**

6. **Appointments**
   A. Cody Morrison- MEDC
   B. Dan LeClaire –
   C. Josh Whipple, Recycling Center Solid Waste Manager – Skid Steer Proposal
   D. Consideration of Appointment-Art Whipple -Deputy Emergency Management Director

SUGGESTED MOTION: I move accept the appointment of Art Whipple as Deputy Emergency Management Director.

7. **Consideration of New Business**
   A. Approval of Cardinal Surveying Estimates

SUGGESTED MOTION: I move to approve the proposal for Cardinal Surveying & Land Planning in the amount of $1,000, funds to come from _____ for the Boundary Line Agreement Plan between Map 235 Lot 72 & 73.

   B. Special Use Permit # Trails 25-30 HQC-HA1N-N2VZ3 - Department of Natural & Cultural Resources: Rail Trail Maintenance

SUGGESTED MOTION: I move to approve the Special Use Permit Package for the purpose of Rail Trail Maintenance to include 3 culvert replacements and to further approve the payment of $1,100 from the Rails to Trails Expendable Trust Fund, payable to the NH Department of Natural & Cultural Resources-Division of Parks and Recreation

   C. West Swanzey Water System Improvement Engineering Report – Contract Agreement

SUGGESTED MOTION: I move to enter into the contract agreement with Underwood Engineers, Inc. as stated in the contract agreement dated June 25, 2025 for the project - West Swanzey Water System Improvements Preliminary Engineering Report.

   D. Approval of funds – Bond for Rail Trail work -Fee for shoreland PBN application

SUGGESTED MOTION: I move to expend up to $2,000 from the Rail Trail Expendable Trust for payment of permitting, any bond(s), and necessities for maintenance work being executed along the Cheshire Rail Trail.

8. **Consideration of Old Business**
   A. Update of Governance Committee Appointments

SUGGESTED MOTION: I move to appoint the following residents to fill the vacancies on the Governance Committee:

9. **Administrative Update**

10. **Correspondence**
    A. Property Tax 72-39-a Conditions for Elderly Exemptions

11.

12. **Public Input**

13. **Non-public session pursuant to RSA 91-A:3 II, c and as needed**

14. **Adjournment**

<u>UPCOMING AGENDA ITEMS AND MEETINGS</u>

7-23 - Board of Selectmen meeting
8-06 - Board of Selectmen meeting

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

PENDING BOARD MATTERS / PROJECTS

- 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

- New Fire Station 2025! A HUGE THANK YOU to the Swanzey voters for approving this much needed Fire Station! The Selectboard awarded the contract to Gordon Services out of Jaffrey NH. Based on the proposal submitted and some projected savings, the Board voted to reduce the Bond amount from 2.5 M to 2M. (Other funds to come from Capital Reserve, and Grant funding) The Construction Contract is being ironed out and the project is expected to get an earlier start.

- Swanzey Lake Dam
    - Test releases are being coordinated for the summer months with Joe DiRusso and DES

- Webber Hill Road Stabilization –
    - Project is overall around ~60% done (with wall itself closer to 75% done). Expectation is completion by the summer.
- Rail Trail Improvements –
    - We are currently reviewing the scope and design for the Rail Trail improvements under the TAP grant.

- Christian Hill Road Bridge Replacement – Work is pending due to NEPA review. 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 has provided 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 – Road construction is underway. Check out the video on our Facebook Page https://www.facebook.com/townofswanzey
- Grange Hall Roof Repair – Outside paint- A Swanzey resident has started a new program called MJR Painting it Forward. The two owners, Martin and Stephanie Rose, have offered to donate their time and materials to paint the outside of the Grange Hall at no cost to the taxpayers. We wish to thank them for this generous offer as well as Sherwin Williams for donating the paint for this project.
- 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 – Design, permitting, and other coordination has been underway with DES, Moonshot Missions, and ReVision Energy.
- 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

- Brown Field Improvements – Staff is working on identifying grants or other funding sources.

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RAFFLE PERMIT
(RSA 287-A)

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

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

PERMIT# 2025-20

Name of Organization: Cheshire Fair Association
is hereby licensed and authorized to operate and/or conduct a raffle at

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

Name of contact person: Carol Bailey

Address: 247 Monadnock Hwy

Phone# 603-357-4740 Email: info@cheshirefair.org

Items(s) to be raffled (attach list if necessary): Chicken Coop - wood -
Quantity of 1

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

Accepting bids July 25 to August 3, 2025

Date of raffle drawing: 8/3/25

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

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PERMIT# 2025-19

Name of Organization: Cheshire Fair Association, Inc.
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Cheshire Fair Grounds / 247 Monadnock Hwy
located in Swanzey, New Hampshire.

Name of contact person: Dustin Borgeson

Address: 104 Monadnock St Troy, NH 03465 / P.O. Box 586 Troy, NH 03465

Phone# 603-313-0169 Email: mrborgeson@Aol.com

Items(s) to be raffled (attach list if necessary): $30,000

This license is valid, permitting sales of tickets, for the following dates:
7/30/2025 to 5/31/2026 (or Sooner once 3,000 Tickets Sold)

Date of raffle drawing: 5/31/26 (or Sooner once 3,000 Tickets are sold)

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

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RAFFLE PERMIT
(RSA 287-A)

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PERMIT# 2025-18

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

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OPEN CONTAINER PERMIT APPLICATION

Permit # 2025-20 *(will be provided)*

Applicant Liz Traynor

Address 24 RR St Swanzey 03446

Contact Person Liz Traynor Phone Number 603-357-7437

Event Date 6/13/26 Event Time 5-11 pm

Signature of Responsible Party Elizabeth Traynor

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT
Town of Swanzey, New Hampshire

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

_____

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

_____

_____

_____ Date _____

Selectmen of Swanzey

State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF PARKS & RECREATION

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-3556 Fax: 603-271-3553
TDD Access: Relay NH 1-800-735-2964
nhstateparks.org

Special Use Permit Package

Date Submitted: 05/12/25 **Permit #: Trails 25—30 HQC-HA1N-N2VZ3**

This permit shall be issued to:
Town of Swanzey, NH ("Permittee")
Attn: Stephon Mehu
PO Box 10009
Swanzey, NH 03446
(603) 313-6571
smehu@swanzeynh.gov

Permit Information:

DNCR Land:	Cheshire Recreational Rail Trail ("Premises" and "Trail")
Primary Location(s):	Swanzey, NH
Date(s) of use:	Upon full execution through 12/15/25
Hours of Use:	8:00 AM – 5:00 PM, daylight hours only
Name of Event:	Rail Trail Maintenance ("Project")
Total Participants:	06

Description of Events:

- The Permittee shall be conducting rail trail maintenance by replacing 3 failed culverts along the section of Trail noted herein.
- If a key is needed, the Bureau of Trails will loan out a key which **MUST** be returned to the Bureau of Trails when the project is done.

Description of Permit Fees and Document and Reporting Requirements
Note: The state reserves the right to adjust the fees for future permits based upon the current standard fee structure.

PERMIT FEES:	**AMOUNT:**	**ACCOUNTING UNIT**	**DATE RECEIVED:**
Administrative Fee	$100.00	34140000 405924	Rec'd 6/30/25 ck# 071129
Event Fee	N/A	34140000 405924	N/A
Restoration Reimbursement Bond	$1,000.00	79990035 2222278	DUE
Impact Fee:	*Staff hours to be billed after event as needed*		N/A
REQUIRED DOCUMENTS:			
Certificate Of Insurance	As listed herein		Rec'd 5 12 25 EXP 1/01/26
Map/Site Plan	N/A		
REQUIRED REPORTING:			
Income-Expense & Attendance	N/A		

Section to be completed by Concord HQ **TOTAL FEES:** **$1,100.00** due with the signed permit.

Approved by Shawn Violette, District 3 Supervisor Date:7/03/25
Approved by Craig Rennie, Bureau Chief Date:
Additional Review by Dee Dee Hanson, Program Specialist Date: 7/2/25

The Department of Natural and Cultural Resources, Division of Parks and Recreation, grants this special use permit ("Permit") with the purpose and specific conditions indicated herein.

Colin S. Capelle, Chief of Staff, as Director's Designee
NH Division of Parks and Recreation

Date

Please see additional pages for Policy and Specific Requirements.

WELCOME TO NH STATE PARKS! Thank you for holding your special event/function at a state park. We ask that you and your group help protect the State Parks by adhering to the following Special Use Permit Specific Requirements and Policy ("Policy") conditions:

Permittee Name: Town of Swanzey, NH Contact: Stephon Mehu (603) 603-313-6571 ("Permittee")
Event Names/Dates: Rail Trail Maintenance –Upon full execution through 12/15/25 ("Event")

Event-specific conditions and requirements:

A. Event Location:
1. The Permittee shall have non-exclusive use of the following Department of Natural and Cultural Resources ("State" or "DNCR") lands ("Premises"):

Cheshire Recreational Rail Trail ("Premises" and "Trail")
Contact: Concord Office, (603) 271-3254
Contact: Shawn Violette, District 3 Supervisor, (603) 419-9827

i. The Permittee shall acknowledge that the Premises are a public space, and they shall not restrict or prohibit the availability of the Premises and recreational facilities to others during the Event.
ii. The Permittee shall contact the Park Contacts as listed above no less than one (1) week prior to the day of the Event or Event Setup.
iii. The Permittee shall conduct trail maintenance on the Trail within the Town of Swanzey, NH.

B. Event Description and Layout:
1. The Permittee shall have non-exclusive access to the Trail to complete rail trail maintenance to keep the Trail passable for pedestrians, bicyclists, and other non-motorized users during the bring, summer, and fall.
2. The Permittee shall provide, at its expense, the necessary equipment to conduct the maintenance.
3. The Permittee shall notify the District Supervisor when the project is done at each location to allow for inspection and acceptance of the condition of the Premises.
4. The Permittee assumes all liability for any environmental damage as a result of this Event including but not limited to the discharge of oil or other hazardous fluids.
   i. The Permittee shall be responsible for compliance with RSA 146-A:5 regarding the reporting of discharge of oil.
5. The Permittee shall agree that use of the Premises for this Event shall be limited to access during the day and exiting off the Premises no later than sunset.

C. Event Schedule:
1. The Permittee shall agree that work on weekends or holidays shall be strictly prohibited.
2. The Permittee shall agree that work shall be limited to access during the day and all equipment shall be removed from the Premises by the end of each workday, unless otherwise permitted herein.
3. The Permit may be temporarily suspended during periods of wet or soft ground, as determined by the State contact.

D. Event Details:
1. The Permittee shall agree that the following equipment shall be used during the maintenance work:
   i. (1) grader
   ii. (1) mini excavator
   iii. Chainsaws.
   iv. (1) dump truck
2. The Permittee shall call Dig Safe prior to the start of any work.
3. Permittee shall be repairing three (3) failed culverts along the Swanzey portion of the Cheshire Rail Trail and resurfacing these locations.
4. The Town will be providing the replacement culverts and help from the Rail Trail Committee.
5. The Permittee shall agree that any damage to the Premises caused by trail maintenance shall be repaired.

E. Chain Saw Usage:
1. The Permittee shall agree that use of chainsaws shall be done by certified individuals who are either Swanzey volunteers or Swanzey town employees.

E. Chain Saw Usage (continued):
   2. The Permittee shall agree that all chain saw use shall be done in accordance with applicable State policies as listed in Attachment A: NH Division of Parks and Recreation – Chain Saw Policies.
   3. The Permittee shall agree that use of chain saws shall be to remove any trees which have been fallen on or over the trail, blocking passage to trail users or brush hogging equipment, and are too large to cut with hand saws.

F. Event Fees Charged by the State:
   1. The Permittee shall agree to pay the standard administrative and event fees as required and as listed on the invoice found herein. Payment shall be received no later than with the signed Permit.
   2. The Permittee shall provide a Reimbursement Restoration Fee ("Bond") of $1,000.00 made payable to: "Treasurer, State of New Hampshire," provided with the signed Permit based on the following terms:
      i. The Bond shall be held by the State until all conditions of the Permit are met and shall be used by the State as necessary to perform any terms or conditions not complied with by the Permittee.
      ii. The Permittee shall, at its expense, repair damage or wet spots that become evident or develop as a direct consequence of the Permittee's activities. The Permittee understands that these costs can be over $1,000.00.
      iii. The Bond shall be returned to the Permittee upon satisfactory completion of trucking operations in compliance with the terms and conditions of this Permit.

G. Safety:
   1. The Permittee agrees that vehicle headlights and amber flashers shall be on while traveling on the Trail.
   2. The Permittee shall install, at its expense, signage in both directions of the Trail to warn recreational users of Trail maintenance work.
   3. The Permittee shall immediately report to the State any emergency incident and/or accident that may occur related to or during the Project.
      i. The Permittee shall contact the District Supervisor or Concord Headquarters, as listed herein.
   4. The Permittee and all persons associated with the event shall follow all standard safety protocols.

H. Overnight Use:
   1. The Permittee shall be allowed to leave the mini excavator onsite overnight and shall be a minimum of ten (10) feet off the side of the Trail or tucked into the Right of Way area to access the trail.
   2. The Permittee shall agree that overnight storage of all other vehicles and equipment shall be strictly prohibited.
   3. The Permittee shall agree that all equipment left overnight shall be marked with reflective cones.
   4. The Permittee shall agree that the State shall not be held responsible or liable for any loss or damage of personal property held by the Permittee and transported into/out of, stored, placed or left on or within the Premises at any time.
   5. The Permittee shall be responsible for insuring the personal property.

I. Gate and Keys:
   1. The State agrees to allow the Permittee to temporarily open Trail gates as needed to allow work vehicles and equipment on the trail.
      i. The Permittee shall agree to only have the gate open long enough to allow the vehicle(s) and equipment to enter the trail or leave the trail.
      ii. The Permittee shall agree that the gate shall remain closed at all other times during the work project.
   2. The Permittee shall not be held responsible for vehicles accessing the Trail in ungated locations.
   3. At the end of each day, vehicles and equipment not being allowed overnight shall be removed from the Trail and the gate shall be locked.
   4. The Permittee agrees to contact the Trails Bureau at (603) 271-3254 prior to removing any gates.
      i. Gates shall be put back in place as listed herein.
   5. If the Gate Key will need to be loaned out, it **must** be returned to the State at the end of the work project.
      i. The Permittee shall agree that if the key is not returned, a $25.00 penalty fee shall be charged.

J. Parking:
   1. The Permittee shall have access to parking as predetermined by the District Supervisor and agreed upon with the Permittee.

Initials/Date

K. Third-Party Vendors:
1. The Permittee shall be allowed to hire a third-party vendor to conduct the repairs listed herein.
2. The Permittee shall obtain a certificate of insurance listing the state as additional insured and certificate hold from all third-party vendors.
    i. The limits for the insurance shall be as listed herein.
    ii. The third-party vendor shall provide proof of workers' compensation coverage.

L. Additional Insurance Requirements:
1. The Permittee shall provide proof of Worker's Compensation Insurance coverage for all third-party vendors as listed herein.
2. All other Insurance requirements shall remain in force as listed herein.

Standard conditions and requirements for all Events:

M. Headings:
1. The headings throughout the permit and exhibits are for reference purposes only and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of the Permit.

N. General Permit Requirements:
1. The Permittee shall not hold the Event unless a fully executed permit is issued.
2. The Permittee shall not use the Premises for any commercial purposes nor sublet or permit its use by any other person or persons, except as may be permitted herein.
3. The Permittee agrees that no trees or shrubs shall be cut, damaged, or used by the Permittee, except as may be permitted herein and with prior DNCR approval.
4. The Division reserves the right to remain in contact with the Permittee if complaints are received regarding the Permittee's use of the Premises. Further, the Division reserves the right to impose further conditions as needed.
5. The Permittee agrees that the Director, Division of Parks and Recreation, or any duly authorized agent, at any time, may examine and inspect all property located and situated on and in these Premises.
6. This Permit is not transferable, and the Director, Division of Parks and Recreation, may revoke this permit at any time for any reasonable cause.
7. The Division can never guarantee that the site will, at all times, have the capacity to serve the Event or that the conditions of weather will be appropriate for the Event. This is a risk that the Permittee alone must bear.
8. The Permittee shall agree that all precautions shall be taken to ensure that there will be no conflict with recreational users in the area, except as permitted herein.
9. The Permittee shall recognize the Department of Natural and Cultural Resources, Division of Parks and Recreation as host sites for the Event on all publications, promotional materials, and websites.
10. The Permittee shall adhere to all specific requirements and must follow the policy as listed herein.
11. The Permittee shall agree that if they wish to add any elements to the Event as listed herein, an addendum to the Permit shall be required. The addendum will only be permitted if the State agrees to the request. Otherwise, the elements of this signed Permit shall remain in force.

O. Pre-Event Requirements:
1. The Permittee shall submit a description and map of the proposed Event layout over and across the Premises, unless deemed unnecessary by the Regional Supervisor and/or Park Manager.
2. The Permittee shall submit a description and map of the proposed Event layout over and across the Premises.
    i. This shall include but not be limited to the use of trails, pavilions, day-use areas, parking lots, etc.
    ii. This shall be submitted to the Concord Headquarters with the signed Permit.
3. The Permittee shall meet with the Regional Supervisor and/or the Onsite Contact no less than one week prior to the Event to finalize the Event layout and use of the Premises as well as any pre-event setup and post-event dismantle requirements.
4. The Permittee shall make necessary contacts and obtain approvals from appropriate town and state agencies including but not limited to the State Department of Transportation and local fire and police departments.
    i. The Permittee shall comply, at its expense, with all local and state requirements for police and traffic control.

P. General Cancelations:
   1. DNCR reserves the right to delay or cancel any event in accordance with the Governor and public health and safety directives.
      i. If DNCR cancels the Event, all amounts of money submitted to DNCR for the Permit shall be returned to the Permittee.
      ii. The Permittee shall agree that should, the Event be canceled, the Permittee will indemnify and hold the State of New Hampshire harmless with respect to any claims against the State arising out of the cancelation.
   2. If the Permittee cancels the Event outside of the Governor or DNCR directive, DNCR reserves its right to retain any money paid for the Event.

Q. Additional Permitting Requirements:
   1. The Permittee shall obtain all required permits and approvals from other State and Local agencies including but not limited to permits for tents, serving liquor, fireworks, and road closures.
      i. The Permittee shall retain copies of such licenses and permits and shall provide DNCR with copies of any and all permits immediately upon request.

R. Trash and Recycling:
   1. The Permittee shall, at its expense, be responsible for the disposal of all trash and recycling.
   2. Clean-up shall be considered acceptable to DNCR and complete upon inspection by DNCR.
   3. Should Premises not be returned to conditions as found by the end of the day following the Event (unless otherwise discussed and approved by the State), the Permittee shall pay a $200.00 penalty fee.

S. Signs, Banners, and Trail Markers:
   1. All signs, banners, and trail markers installed on the Premises shall be approved by DNCR prior to installation.
   2. All signs, banners, and trail markers shall be installed no earlier than the morning of the Event and shall be removed no later than the end of the Event, unless otherwise listed herein.
   3. All signs, banners, and trail markers must have the Permittee's name and contact information on them.
   4. If signs, banners, and trail markers are not removed from the Premises by the end of the Event, the Permittee shall pay a $200.00 penalty fee.

T. Emergency Personnel and Access:
   1. The Permittee shall allow ample space, as determined by the State, for emergency vehicle access and operational traffic flow, as needed.
   2. The Permittee is responsible for coordinating and paying for police, fire, ambulance, and any other emergency response details, as needed.

U. Photography:
   1. The Permittee shall be allowed to take photos and film the Event for promotional purposes only.
   2. The use of unmanned aircraft (a.k.a. "drones") shall be strictly prohibited, unless otherwise permitted as listed herein.

V. Grounds and Premises:
   1. The Premises' natural features shall not be altered or disturbed in any way and all areas shall be fully restored at the expense of the Permittee no later than the Monday following the Event.
      i. Restoration shall be deemed acceptable to DNCR upon inspection by the Park Manager.
      ii. If the Premises are not returned to the pre-event condition as indicated, the Permittee shall pay a $200.00 penalty fee.
   2. The Permittee shall reimburse DNCR for all expenses incurred to repair damage or to restore the Premises to pre-event condition. The Permittee shall also reimburse DNCR for any and all applicable penalty fees incurred as defined herein. Payment shall be due upon receipt of the invoice.

W. Post-Event Requirements:
1. The Permittee shall submit, without demand, the following reports, unless otherwise listed herein:
    i. Detailed income and expense report that itemizes all revenue (by revenue source), including but not limited to registration fee by fee type, sponsors, and donations.
    ii. Attendance report that identifies the total number of staff, volunteers, vendors, participants, and spectators.
    iii. All reports must be submitted within sixty (60) days of the end of the Event.
2. The Permittee shall remit payment for all outstanding fees including but not limited to day-use fees not collected during the Event and any penalty fees if applicable. Payment shall be due, without demand, upon receipt of the invoice.

X. Additional Fees and Penalty Fees:
1. The Permittee shall reimburse DNCR for all expenses incurred to repair damage or to restore the Premises to pre-event condition as well as all applicable penalty fees incurred as defined herein.
2. The Permittee shall agree to reimburse the State for all staff hours required outside of their normal work schedule.
    i. If applicable, this shall include hours prior to the start of the Event to prepare the Premises as well as any hours after the Event to shut down the park for the day.
    ii. The rate shall be $50 per hour per staff member and payment shall be due upon receipt of invoice.
3. The Permittee also shall reimburse the Division for all applicable penalty fees incurred as defined herein, and payment for penalty fees shall be due upon receipt of the invoice.

Y. Additional Changes After Permit Execution:
1. Any changes to the terms and conditions of the Permit must be agreed to and approved in writing by the State and the Permittee.
2. The Permittee shall agree that if they have additional events not listed in this Permit, the Event shall require a separate special use permit.

- The remainder of this page was intentionally left blank -

NH Department of Natural and Cultural Resources – Division of Parks and Recreation
Special Use Permit Policy

1. The Permittee, including all persons/groups associated with the Special Use Permit (Permit), shall comply with all rules, regulations, and reasonable requests made by the Department of Natural and Cultural Resources (DNCR), the Division of Parks and Recreation (DPR), the park manager and authorized Division staff.

2. **An application for a Permit must be received by Concord Headquarters at least 30 days prior to the start date of the event or the Permittee shall incur an expedite fee of an additional $100. Permit applications received by the Concord Headquarters seven (7) or fewer days prior to the event date shall be denied.**

3. **An application for a Permit shall be accompanied by the $100 non-refundable administrative fee and any applicable expedite fee,** made payable to the Treasurer, State of NH. Applications will not be processed or approved without payment unless alternate arrangements are made through Concord Headquarters.

4. The Permittee shall pay all other applicable fees, including event fees, facility rental fees, admission and parking fees, and penalty fees in the manner contracted in the Permit, and shall comply with all conditions identified on the Permit.

5. **The Permittee shall carry and maintain in force general liability insurance coverage in the following amounts: a) One Million Dollars ($1,000,000) per occurrence; b) Two Million Dollars ($2,000,000) in the aggregate; and c) One Hundred Thousand Dollars ($100,000) for damage to rented premises. The Permittee shall be responsible for all costs under a deductible.**

   The State may require coverage that exceeds the amounts listed herein should the risks associated with the event or activity so warrant to reasonably protect the State. Such additional insurance coverage shall be reflected in the "Specific Requirements" sections of the Permit.

   The Permittee shall identify the State as the Certificate Holder and additional insured and shall furnish a Certificate of Insurance with the permit application. Applications shall not be processed or approved without required proof of insurance. The Certificate Holder shall be listed as follows: State of New Hampshire, Department of Natural and Cultural Resources, Division of Parks and Recreation, 172 Pembroke Road, Concord NH 03301.

6. The Permittee shall indemnify and hold harmless the State, its officers, and employees, concerning liability for bodily injury or property damage caused in whole, or in part, by the Permittee's acts or omissions, or the acts or omissions of those within the Permittee's party, or the acts or omissions of those acting on the Permittee's behalf, to the extent RSA 99-D:1 and 2 do not apply.

   Nothing herein contained shall be deemed to constitute a waiver of sovereign immunity of the State, which immunity is hereby reserved to the State.

7. The use and/or activities conducted by the Permittee shall be limited to the approved use and/or activities identified in the Permit. There shall be no soliciting except as may be permitted.

8. Only the buildings, facilities, specified areas, or resources of the DNCR lands identified in the Permit shall be used for the approved use or activity, and only during the dates and hours so authorized by the Permit. The Permit is not transferrable.

9. The Permittee shall display a copy of the Permit upon request by the park manager or staff on the day of the event.

10. The use or activity, while engaged or executed, shall not unreasonably cause, or contribute to the degradation of the visitor experience, as determined by the authorized DNCR personnel.

11. The use or activity, while engaged or executed, shall not cause environmental or property damage to DNCR lands, facilities, and resources, as determined by the authorized DNCR personnel.

12. All signing, posting, decorating, and set-up shall be appropriate for a family-friendly park and forest environment, subject to the approval of the park manager or authorized personnel.

13. Parking for the event is in designated areas only. Park staff will inform the Permittee of the designated parking areas.

14. The DNCR has a carry-in/carry-out trash policy. All buildings, facilities, specified areas, or resources used for the approved use or activity shall be restored by the Permittee to the same condition in which it was initially found, including removal of all signs, postings, decorations, equipment, and structures, and trash and repairs and/or restoration of State property.

15. Supervision of the use or activity shall be the responsibility of the Permittee.

16. All future permit issuances to the Permittee are contingent upon satisfactory performance of conditions under the Permit.

17. Breach of the Policy or any state park policies will result in the termination of the event at any time before or during the event, without refund of any or all fees.

18. DNCR reserves the right to suspend or cancel the event or change the event route should the need to ensure public safety or protect facilities or natural resources arise, such as but not limited to weather conditions, major accidents, or trail conditions.

I, the Permittee, agree to abide by the Policy and the specific conditions and requirements herein identified.

Permittee, duly authorized _____ Date _____ Printed Name. _____

Please review, sign, and return all required fees and documents to:

NH Division of Parks and Recreation, Attn: SUP Office
172 Pembroke Road, Concord, NH 03301

JC&JP-040318/tll-031618

RELEASE OF LIEN
RSA 165:28

Notice is hereby provided of **release** by Selectmen of a lien against the below listed property for aid given by the Town of Swanzey. This Lien has been satisfied.

Recipient: Name Scott Antonivich
Assessor's Map 233 Lot 22
Located at 82 Summer Street, Swanzey NH 03446
Formerly known as 48 Grove Street, Swanzey NH 03446

Notice of this Lien was recorded at the Cheshire County Registry of Deeds, Book 2632 Page 0516 Date 02/22/2013.

Signed:

W. William Hutwelker, III

James Tempesta

Mark LaBelle
SELECTMEN OF SWANZEY

Date:

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

Print Form | Reset Form

RECEIVED JUL 07 2025 TOWN OF SWANZEY

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

(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.
Map 246 Lot 42 Map 247 Lot 17

3. Intent Type: Original [X] Supplemental [ ] _____ (Original Intent Number)

4. Name of Access Road: Cram Hill Rd

5a. Acreage of Lot: 111 Acreage of Cut: 110

5b. Anticipated Start Date: 7/21/25

6. Type of ownership (check only one):
   a. Owner of Land and Stumpage (Sole Owner) [X]
   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 [X]

BY MAIL [ ] OR E-MAIL [X]

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.

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED: 06/19/2025

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

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

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

109 Summer St Apt 1
MAILING ADDRESS

Springfield | VT | 05156
CITY OR TOWN | STATE | ZIPCODE

logansgorgulu@gmail.com
E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) | 6312559890 CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	8	MBF
Hemlock	50	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple	5	MBF
White Birch	5	MBF
Yellow Birch	20	MBF
Oak	120	MBF
Ash	5	MBF
Soft Maple		MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	40	MBF
Other (Specify)		MBF
Pulpwood	**Tons**	
Spruce & Fir		
Hardwood & Aspen	1000	
Pine		
Hemlock	500	
Biomass Chips	2500	
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 OF PERSON RESPONSIBLE FOR CUT — DATE: 7/7/25

Lucas Bevins Whytes Logging
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

PO Box 1284
MAILING ADDRESS

Concord | NH | 03302
CITY OR TOWN | STATE | ZIPCODE

6037772637 | lucas@whyteslogging.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: 7/14/25
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

Town of Swanzey, NH ABATEMENT# 2025-31

CR: _____
DB: 01-4999-4999-1-990

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
Mann, Robert 248/430CGO/144
Property owner name(s) Map/Lot

We have abated the amount of $ 76.00

Cause of abatement: To abate first issue tax bill – Camper is registered – Registration received.

Per order, _____

_____

Date _____ _____
White = tax collector Yellow = finance Pink = book Swanzey Board of Selectmen

CARDINAL
SURVEYING & LAND PLANNING

Estimate
5/22/2025

P.O. Box 160
Sullivan, NH 03445
(603) 209-1989

"Know your Boundaries"
Thank you for using a locally owned small business

Town of Swanzey
PO BOX 10009
Swanzey NH 03446

Property Address: 823 Old Homestead Highway, Swanzey NH 03446

Description of Services
Boundary Line Agreement Plan between map 235 lot 72 & 73

Prepare an boundary line agreement plan between Mead & Town of Swanzey
Prepare a boundary plan suitable for recording at Registry of Deeds
Copies, spikes, discs, paint, flagging
Attend up to two planning board meetings
Correspondence with client, city, and others

Total due: $1,000.00

A 3.5% Convenience fee will be assessed on top of the Total if paying with a credit card
All bills must be paid in full before work will continue on the next phase, plans are submitted for approval or recording. There is no guarantee expressed or implied of Approval from Town and/or State agencies, if the project requires such approvals. This is a good faith estimate based on conversations with the client. This estimate is valid for 90 days, after which it will be reassessed for current conditions

Wendy Pelletier 5/22/2025

Wendy Pelletier, LLS #975 Date

Signature Date

Work will be done according to NH Board of Licensure Rules, New Hampshire Land Surveyors Association Ethics and Standards, State Department of Environmental Rules, and local City/Town regulations. Bills will be submitted at the completion of work as stated above and are to be paid upon receipt. Plans will not be released or submitted for approvals until the balances are paid in full. If legal services are required to collect an outstanding balance, the client will be responsible for fees incurred by the firm. Electronic data and files remain the property of Wendy S. Pelletier PLLC and Cardinal Surveying & Land Planning. There is not intent or obligation, expressed or implied, that the files generated in completion of the proposed work belong to anyone other than Wendy S. Pelletier, PLLC.