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

January 28, 2026

1. Call to Order – 5:30
   https://www.youtube.com/@townofswanzey7377/streams - For live streaming

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting: Dec. 23, 2025, Jan. 9, 2026 & Jan. 20, 2026
   B. Nonpublic Session(s): Jan. 15, 2026, Jan. 20, 2026, Jan. 23, 2026

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Yield Tax Levy-M/228 L/6
   D. Yield Tax Levy-M/204 L/14
   E. Yield Tax Levy-M/218 L/73 & M/218 L/88
   F. Tax Credit-Solar Exemption-M/226 L/13
   G. Tax Credit-Solar Exemption-M/240 L/39
   H. Tax Abatement-M/210 L/12

5. Public Input

6. Consideration of New Business
   A. Consideration of Refund – Whitcomb Hall Rental

7. Appointments
   A. Lee Johndrow-Keene Car Show (Cheshire Fairgrounds)
   B. Chief Gonsalves – Police Department Wage Analysis

8. Consideration of Old Business
   A. Deliberative Session Preparation

9. Administrative Update

10. Correspondence
11. Public Input
12. Non-public session pursuant to RSA 91-A:3 II (a) and (c) or as needed
13. Adjournment

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

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   H. Tax Abatement-M/210 L/12

5. Public Input

6. Consideration of New Business
   A. Consideration of Refund – Whitcomb Hall Rental

SUGGESTED MOTION: I move to refund Terry Borden the full amount of $200 for the rental of Whitcomb Hall on January 17, 2026.

7. Appointments
   A. Lee Johndrow-Keene Car Show (Cheshire Fairgrounds)

SUGGESTED MOTION: I move to approve the Special Events Permit for Lee Johndrow for the Keene Car Show at Cheshire Fair Grounds.

~~B. Chief Gonsalves – Police Department Wage Analysis~~ Tabled

SUGGESTED MOTION:

8. Consideration of Old Business
   A. Deliberative Session Preparation

9. Administrative Update

10. Correspondence
11. Public Input
12. Non-public session pursuant to RSA 91-A:3 II (a) and (c) or as needed
13. Adjournment

UPCOMING AGENDA ITEMS AND MEETINGS

February 3	Deliberative Session (last day to hold 2/7)
February 11	Board of Selectmen Meeting
February 18	Board of Selectmen Meeting
February 25	Board of Selectmen Meeting
March 10	Second Session (Town Meeting/voting day)

CURRENT EMPLOYMENT OPPORTUNITIES:

- Detective - Full time and/or Part time ○ Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers ○ Posting Date: Dec 30, 2024, 03:08 PM End Date: Open until filled
- On-Call Firefighters and EMTs positions ○ Posting Date: 03-04-2025 End Date: Open until filled

PENDING BOARD MATTERS / PROJECTS

- Swanzey Lake Dam – Engineering Services have been awarded to Fuss & O'Neil.
- 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.
- 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 1/28/25. 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 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

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – December 23, 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 5:30pm. 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

Kai Kraemer with FACT TV, Michael York, Richard Lane, Jay Ward, Victoria and Mark Ames, Ann Karasinski, Jim and Marcy Jarzabek, Mark and Victoria Scalera, Ginnette Groome, Edward Grant, Kristen Reynolds, George Hoffman, Liz and John Traynor, Carol McIntyre-Peale and Jim Peale, Jack Franks, Avery Franks and Finance Director Theresa Lounder.

MINUTES

The regular meeting minutes of December 9, 16 and 17, 2025 were considered. **A motion was made by LaBelle to approve the minutes as amended. Tempesta seconded the motion, and it passed 3-0.**

The non-public session minutes of December 12, December 16 and December 17 #1, 2, 3, 4, and 5, 2025 were considered. **A motion was made by LaBelle to approve the minutes as presented. Tempesta seconded the motion, and it passed 3-0.**

CONSENT AGENDA

A motion was made by Labelle to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.
A. Payroll Manifest
B. Accounts Payable Manifest

PUBLIC INPUT

None

APPOINTMENTS

None

OLD BUSINESS

A. Budget Update as needed

Finance Director Theresa Lounder provided the most recent version of the budget, which includes the changes that were made during the work session in the previous week; the draft increase is now at 5.88%, which is below the default budget increase of 6.23%. This includes a 2.5% COLA increase; Theresa provided 3 models of merit increase percentages for the Board to consider. The Board's

consensus was to allow for a 2% merit increase which changes the draft budget increase to 6.63%, which is slightly over the default budget of 6.23%.

NEW BUSINESS

A. Proposed Planning Board Amendments 2026

The Board reviewed the amendments that will be placed on the March ballot. Hutwelker commented on the Wetlands Conservation amendment and said he hopes the voters will take an opportunity to go to the website to review and understand the changes and to be able to appreciate all the work put into this amendment by the Conservation Committee and the Planning Board.

B. **Acceptance of Unanticipated Revenue- Donations in memory of Wally Smith RSA 31:95-b** (amount of $525) & the First Responders Assistance Non-Restricted Trust Account (amount of $300)

LaBelle made a motion to accept the unanticipated revenue for the First Responders' Assistance Non-Restricted Trust Account, in the amount of $300.00 and for the Conservation Fund (in memory of Wally Smith): $525.00, for a total of $825.00. Tempesta seconded the motion, and it passed 3-0.

ADMINISTRATIVE UPDATE

Lori Rautiola reported that there was a cost overage on the Webber Hill project because the State requested the extension of the guardrails to provide better protection; there was also damage to the guardrail on Hale Hill Road which needs to be replaced.

LaBelle made a motion to encumber funds from the DPW budget into 2026 in the amount of $35,000 for the added cost of the additional guardrail for the Webber Hill Project and the damaged guardrails on Hale Hill Road. Tempesta seconded the motion, and it passed 3-0.

NEW BUSINESS - continued

C. **Water study Committee** – Hutwelker explained this is one of two committees he is hoping to create; this one is to discern whether the Town should pursue the purchase of the West Swanzey Water Company and whether it will go on the ballot for 2027. He asked the other Board members for suggestion of names of people who might have expressed interest in being on such a committee. He requested they provide the names by the next meeting.

D. **250th Committee** – This committee would be to determine if the Town would like to celebrate the 250th anniversary of the signing of the Declaration of Independence and how to celebrate. He is requesting name of those interested in being on the committee.

E. 2026 Town Warrant Review

Town Administrator Lori Rautiola began to review the warrant articles with the Board. This was paused to begin the public hearings.

PUBLIC HEARINGS

Chair Hutwelker recused himself from the Board of Selectmen and took a seat among the public. Acting Chair Jim Tempesta then opened the Public Hearing at 6:01pm. He provided ground rules for public comments for a respectful meeting and asked those who wished to speak to sign in.

A. Proposed Plane View Senior Housing Project CDBG Application

LaBelle read aloud the explanation for the Application, which is for a Community Development Block Grant for funds of up to $500,000 for Economic Development Projects. All projects must directly benefit a majority of low and moderate-income people. Tempesta asked for public comment.

Jay Ward asked for clarification of the term of 'up to $500,000' and whether it might be for less. Jack Franks, General Partner of Plane View Senior Housing Limited Partnership, responded that the grant would be for the full $500,000. Ward asked for clarification of the loan terminology; Franks replied that it would be a $500,000 grant which would be supported by the Town; of that, $30,000 would be paid to the Town for administration of the grant and the remaining $470,000 would be a loan for the development project; after the compliance period the money would be returned to Town who would then become the beneficiary of the funds. Ward clarified with Franks that the grant would be a benefit to the Town after the project is in compliant. Ward then asked what the loan would be used for; Franks said the money would be used to buy the property and that the guidelines are very strict and the funds must be used for the intended purposes which are monitored by the NH Housing Finance Authority and HUD. Ward also asked if more than $470,000 would be needed to purchase the property. Franks said the appraisal is yet to be done but will be sanctioned by the NH Housing Finance Authority. If the $470,000 isn't enough, the developer generally will take a loan to make up the difference. Ward asked if for some reason the project gets abandoned, who would be responsible for the loan. Franks replied that there is a bond on the development to cover that. Ward said that he heard there needs to be significant construction completed by May 10th to meet the site plan regulations; Franks replied that May 10 is the drop-dead date for construction to begin, and they are expecting to start April 15. Their intent is to comply with vesting schedules in place. Ward asked how much administration work this will take and wondered if the Town staff have time to oversee this grant. Lori said there would be an impact on the Finance and Administration workload. Ward then asked the Board to consider why the Town should assist the developer when the developer is currently suing the Town. Franks replied that while he is involved in both, Avanru Development Group is a different project; this project is senior housing for the Town. He explained there is an 8-year waiting list in the Swanzey and Cheshire County area; Ward said it is hard to see a distinction between the two entities. Ward then asked about the median income requirement; Franks replied that 100% of units would be classified as affordable.

George Hoffman said he's heard about the blight of elderly housing in the State and in the County but wants to know if there has been any study specifically for Swanzey's need for senior housing. There is a concern about the taxpayers supporting this. Franks said there have been 4 or 5 studies which show the need is overwhelming. Another study is being done mid-January which he would be willing to share. Franks said the survey takes the specific location of the property and surrounding areas. Hoffman feels it will be a tremendous burden on the Town's water, police, and fire. He asked if there is any state mandate that requires Swanzey to accept the grant. Lori said accepting the grant will be up to the Board of Selectmen. Hoffman confirmed that there will be 74 units and would like to know if one person meets the requirement, can other people live there. Franks said when applying for the apartment, the applicant must meet income standards, verify they are living there and are complying with strict regulations because if anyone else was living there, that would offset the income requirements and would not be permitted; Franks said it's heavily monitored by the management company and the State. He said that there would be 63 one bedroom/one bath and 11 two bedroom/two bath apartments. Applicants must be 62 or older to live there. Hoffman said that while $500,000 may seem like a lot, it will be a tremendous burden on the community, and he hopes that the Board takes that into consideration.

Victoria Ames (Planning Board member speaking as a private citizen) said she thought the property transfer had already taken place. Mark Scalera said he believes it was sold for $550,000. Franks said it has been purchased and will be resold to the partnership who will receive the tax credits; a private equity investment will ultimately be the owner of the property. Ames asked who fills out the application and how much time is needed by the Town Admin to complete it. Lori said that the application was sent by Donna Lane, who is a consultant for the project and said she hasn't been through one before and that there will be some work done by town staff. Ames said she felt the public hearing notice was not publicized widely enough, and knowing that the Board values transparency and citizen participation, she wonders how they will make the decision and would there be plans for more participation. Tempesta replied that the Board could make the decision tonight and that is why they are having the public hearing. He said they also could take it under advisement, but this is currently the only opportunity for the public to comment. Ames asked what is the deadline for submitting the application and is the Board confident they can make a well-informed decision? Franks reminded the group that there is a $30k administration allowance for the work that Town staff has to do and said the application is basically done; there is not much for Town to do because the consultant has completed it. Ames said she saw on the CDFA website that January 26 at 4pm is the deadline and feels that it is too soon for the Board to decide. She also asked if the Town has worked with other private interests in the past; Theresa Lounder said she didn't remember having done so in the past. Ames referred to a statement on the CDFA website, and she asked which community-based organizations they would partner with for this project. Franks said that statement doesn't apply to this project. Ames asked how many grants the town can apply for and would applying for a public facility grant through the same entity such as for the Water company project be comparable for priorities. Does the Town have sufficient resources to manage the grant? What public needs might go unaddressed if the staff is working on this project. She reminded the Board that in 2022, voters strongly supported the Planning Board recommendation to rezone North Swanzey to reduce the zoning density.

Mark Scalera (Planning Board member speaking as a private citizen) stated that while Franks said there is a distinction between the Avanru Development Group and the Plane View Senior Housing, if this project requires any changes that would need to go before the Planning Board or Zoning Board, it won't feel different because some of the members of those boards won't show up or will have to recuse themselves because of that litigation. He said that the two can't be separated.

Michael York stated that May 10 is not the start date but is the date that significant construction is required as determined by the Planning Board. He went on to state that this would make 9 senior housing properties in Swanzey, and the Town is being overburdened for EMS, police and fire requirements. He said grants are not free money; it is taxpayer money and should only be used to benefit the community. He feels we have met the burden in this area for low income and senior housing in the area.

Franks started to rebut by saying that they aren't here to relitigate the project and that the community does need the project. Hoffman asked for a point of order. LaBelle reminded the group that the building is happening regardless of the grant. Hoffman asked if it is prudent to express their opinions so that when the Board deliberates, they will know the opinions. Tempesta said it is the purpose of the meeting.

Kristen Reynolds said she is worried about doing business with a company who is suing the Town. She wonders if the Town can use the $470k in any way such as to pay the current legal costs.

Victoria Scalera said that this grant appears to be an income restrictive project and asked if accepting the grant would do anything to impede the age restriction on the project. Franks replied that it is for people aged 62 and over. Victoria said she is having trouble understanding what the benefit of the grant is. Franks said the CDB Grants are available for various reasons; generally, they help to bridge financing during the project, then the developer returns the money to the Town to use as needed. She asked what the term of the loan would be and Franks said the compliance period may vary but it is generally 15 years but could be up to 60.

Victoria Ames said she did not understand the compliance period and would like to know what the period is and wants to know how to measure compliance. She also said she had reviewed the CDB grant program summary from the CDFA website which listed the kinds of grants available. Under the housing program, it says that ineligible activities would include new housing construction unless through a federally recognized CBDO (community-based development organization) and wants to be sure this is an appropriate use of the Grant.

Jay Ward clarified that the grant funds are not eligible to be used for construction by for-profit companies, but that Franks is using it to purchase the property. He is concerned about the length of time before the Town would be able to use it and asked what it can be used for; he feels the Town should understand that before moving forward. Franks said his consultant would be able to answer that, but she wasn't able to be at the meeting. Franks's understanding that it is generally 15 years but could be longer. He also said the Town could apply twice a year for a grant, so perhaps the Town could use a grant for infrastructure such as for the water company. Jay said that while the $500K sounds like a lot of money, he wants to know when the Town would get the money. If it takes 15 years, then it may not be so wonderful.

George Hoffman asked if it is possible to delay the decision because there are a lot of questions left unanswered and with Franks' consultant not here to provide answers, and with the inclement weather and it being 2 days before Christmas, he wondered if this could be tabled.

Franks pointed out that because of the project in West Swanzey next to Gomarlo's, the Town received $840K and he was happy he was able to help participate for the Town's benefit.

Tempesta made a motion to close the public hearing at 6:57pm. LaBelle seconded the motion and it passed 2-0-1.

Tempesta made a motion to open the public hearing at 6:58 for the next hearing. LaBelle seconded the motion and it passed 2-0-1.

B. Residential Anti-displacement and Relocation Assistance Plan for the Proposed Plan View Senior Housing Project CDBG Project

LaBelle read the summary of the plan which outlines measures under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing

for persons (or businesses) displaced or relocated. The project owner will follow the Uniform Relocation Act.

Tempesta opened the meeting for Public Comment.

Jay Ward said many want to know how this works; does this refer to the people who currently live in the house on the building site? What is the plan? Franks said that this plan is established through HUD and is already in place. It is criteria that they must abide by, and it is a direct cost to Franks. Lori asked for a copy of the plan and Franks said that Donna has the plan which she could forward; he said it is all regulated by HUD. Lori confirmed that the Town would not need to be involved. Jay asked if we could confirm there is nothing for the Town to do. Franks also stated that their lease expires in March.

Tempesta made motion to close the public meeting at 7:02pm. LaBelle seconded the motion and it passed 2-0-1.

Tempesta made the motion at 7:02pm to open the next hearing. LaBelle seconded the motion and it passed 2-0-1.

C. Proposed Housing and Community Development Plan

LaBelle read the summary: A Housing and Community Development Plan is required to be eligible to apply for CDBG funds. The proposed Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. In addition, the proposed Plan now includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings, as well as CDBG National and State goals.

Tempesta asked for public input.

Jay Ward asked about the 2012 plan – has it been updated since 2012? Is it the intent of the Town to update the plan with a new date? Lori said the 2026 budget includes funds for the master plan. Jay asked if this 2012 plan is going to be updated but Lori was unsure.

Victoria Ames said she is confused about the plan that was approved in 2012 and would like clarification on this project.

Mark Scalera said some questions have not been answered; it gives him the feeling of being railroaded and others feel the same way; he wants to be sure the Board does their due diligence and gets answers before deciding.

Tempesta made a motion to 7:08pm to close the public hearing. LaBelle seconded the motion and it passed 2-0-1.

Tempesta and LaBelle discussed whether they could decide then and both agreed that they should get more answers. Tempesta asked if they could have a meeting with Donna to get more answers; Franks said they could and asked for a list of questions for Donna. Ward made suggestions for getting more input. Victoria Ames asked if the public could get the answers. Mark Ames said there are a lot of people who would have liked to be here. Ginnette Groome said the holiday and the weather kept

people away. Victoria Ames said the public hearing was not posted on the Town website. Ed Grant said to just vote 'No'. Scalera said that at the next meeting the Board could report the answers before asking for more questions so there are no redundant questions.

LaBelle made a motion to reopen the public hearing; and to continue it until January 14, 2026, at 6pm. Tempesta seconded it and the motion passed 2-0-1.

LaBelle made a motion to close the public hearing at 7:20pm. Tempesta seconded and the motion passed 2-0-1.

Hutwelker rejoined the meeting and took the role of chair.

NEW BUSINESS - continued

F. 2026 Town Warrant Review

Lori Rautiola finished reviewing the warrant articles with the Board.

PUBLIC INPUT

York thanked Tempesta for his work chairing this meeting, and for hosting the Christmas party. He said he knows someone who is going to be submitting a petition to change the Town government to a Town Manager and counsel form of government and will be submitting it on the last day of the deadline.

Lori said the petition warrant articles are due by the 13th and anything with a bond is due by the 9th.

Ward asked if a petition article needs a public hearing and was told it doesn't, but that it can be debated at the deliberative session.

Scalera said he has been a regular attender of these meetings for years and has represented Wilson Pond. He hopes the Town will apply for a grant for a water shed program. There is a volunteer system currently to clean up the beach area and to test waters; he is asking the Town to write a grant to get a program in place that addresses the aquatic growth and other issues.

NON-PUBLIC SESSIONS

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

A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:59pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 8:13pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

ADJOURNMENT

A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 8:15pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 9, 2026
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 2pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle.

NEW BUSINESS

Chair Hutwelker distributed NH RSA 91A and NH RSA 37 for review by members.

LaBelle made the motion to seal the minutes from non-public session #2 at the 1/7/2026 meeting, seconded by Tempesta, all in favor. The motion carried.

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

A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 2:10pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 2:55pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

OTHER BUSINESS

The Board reviewed the request from Recycling Center director Josh Whipple to increase the hazardous waste line in his 2026 budget to reflect updated pricing recently received from the city of Keene by $2695.00. Line item 01-4324-4-372 is increased up to $11,500.00.

Total budget is now: $8,938,415.00. The town administrator and finance director are to be asked if this increase can be encumbered from the 2025 budget.

LaBelle made the motion to approve the increase for hazardous waste disposal as noted with the updated figures, Tempesta seconded; all were in favor. The motion passed unanimously.

The Board discussed meeting to create department head reviews and decided to meet in non-public session, Tuesday, January 20, 2026 in the Town Hall Fire Station conference room at 9:00AM.

ADJOURNMENT

A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 3pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – January 20, 2026
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 5:02pm. 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

Heather Estrella, Bruce Tatro, Amanda Norcross, Mark Scalera, Scott Self, Jay Ward, Bill Nikiforakis,

MINUTES

The regular meeting minutes of January 13, 2026, were considered. A motion was made by LaBelle to approve the minutes as amended. Tempesta seconded the motion, and it passed 3-0.

The regular meeting minutes of January 14, 2026, were considered. Hutwelker recused himself. A motion was made by LaBelle to approve the minutes. Tempesta seconded the motion, and it passed 2-0.

The non-public session minutes of December 31, 2025, January 9, 2026, January 13, 2026, and January 14, 2026 #1 and 2. A motion was made by LaBelle to approve the minutes as presented (amended). Tempesta seconded the motion, and it passed 3-0.

CONSENT AGENDA

A motion was made by Labelle to approve the Consent Agenda. Tempesta seconded the motion, and it passed 3-0.

A. Payroll Manifest
B. Accounts Payable Manifest
D. Special Events Permit-Rec Departments-Valentine's Dance
E. Special Events Permit-Rec Department-Fishing Derby
F. Tax Exemption- Veteran's-M/243 L/55
G. Tax Abatement-M/248 L/43

PUBLIC INPUT

None

NEW BUSINESS

A. Deliberative Session Preparation

Town Administrator Lori Rautiola thanked Bruce Tatro, Amanda Norcross and Heather Estrella for coming to review the deliberative session. The group discussed how the hall will be set up and what

each person will be responsible for. There will be a screen on the stage for the articles to be displayed, and, if amended, they can be edited in real time. The rules of the meeting were reviewed.

B. Timber to Transit

Chair Hutwelker said there was $15 million available in grants from Timber to Transit; Stephon Mehu is working to get a grant to create a walkway from one side of Cresson Bridge to the other. He was told that the span is too wide for a freestanding bridge, so he is looking for other solutions.

Scott Self asked if there would be grants for the Christian Hill bridge; Hutwelker said that the project belongs to the State. There was a discussion about whether there was a way to save the bridge and also use some of the timbers to repair the rail trail as was planned in order to get a TAP grant. Lori noted they are currently using the timber on another portion of the Rail Trail. The discussion continued about the petition warrant articles- Lori noted she would seek some guidance as to whether or not the Town has any ownership with the bridge

Public Hearings- 6:00 p.m.

A. Bond Rescission Public Hearing

Chair Hutwelker opened the public hearing for the Bond Rescission for the Safford Drive Redevelopment District at 6pm. This article asks voters to rescind the remaining $900,000 balance of a $3.3 million dollar bond authorization that was approved in 1999 for infrastructure improvements in the Swanzey Revenue Development District Tax Increment Finance District which funded planning and construction of roads, water, sewer, and utility infrastructure. Rescinding the unused balance would formally close out the remaining bond authorization of $900,000.

There was discussion among the board and members of the public, Mark Scalera, Scott Self and Jay Ward regarding whether to leave the funds for future infrastructure use for that area, or whether to return it to the general operating account for more flexibility.

When there were no more public comments, the Chair closed the public hearing at 6:09pm

B. Swanzey Revenue Development Hearing

The Chair opened the public hearing at 6:09pm. This will be on the 2026 ballot. This article asks voters to approve an amendment to the Swanzey Revenue Development District Plan to formally dissolve the district once all outstanding debts and obligations are paid in full. The Board of Selectmen does not anticipate making any additional infrastructure improvements within that district and therefore recommends terminating the district. This means that any remaining funds (once the bond is paid off) may be distributed in accordance with state law and rolled into the Town's general fund, rather than remaining in the TIF fund to support future infrastructure needs. The article also authorizes the Board of Selectmen to take all necessary actions to complete the termination, including settling obligations and notifying the New Hampshire Department of Revenue Administration.

There were no public comments.

Chair Hutwelker closed the public hearing at 6:10pm.

PUBLIC INPUT

None

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

A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 6:32pm. Present were W. William Hutwelker III, James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by LaBelle to come out of the non-public session, seconded by Tempesta. All were in favor by Roll Call and the motion passed. The Non-public session ended at 6:54pm.

A 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; Tempesta seconded the motion, and it passed 3-0.

The Board discussed corresponding with the Keene Sentinel regarding the recent publicity resulting from the meeting on January 14, 2026, where the Board felt the article was inaccurate.

Next, they discussed the status of the USDA $200,000 grant for the fire station.

Chair Hutwelker asked Rautiola to reach out to Katie Sutherland to find out where they are with the budget.

Rautiola reported the onboarding for the temporary hire for the Finance department will be on Wednesday. They discussed the duties the temp will be helping with.

ADJOURNMENT

A motion was made by LaBelle to adjourn the meeting; Tempesta seconded the motion, and it passed 3-0.

Adjournment occurred at 7:16pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

ORIGINAL WARRANT
YIELD TAX LEVY
January 28, 2026
THE STATE OF NEW HAMPSHIRE

COUNTY OF: Cheshire

TO: ***Kevin Westcott*** , Collector of Taxes for Town of: Swanzey , in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed $1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at ***Swanzey***,

Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

DATE OF BILLING: January 28, 2026

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Belmore, Joseph/Bissell, Sharon 66 Old Leonard Farm Rd Swanzey, NH 03446	**Map 228 Lot 6**	**25-441-15-T**	**$1,251.00**
		DATE YIELD TAX DUE:	**February 27, 2026**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2025 to March 31, 2026

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: January 28, 2026

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
Belmore, Joseph/Bissell, Sharon	WHITE PINE	34.855				$142.50	$4,966.84	$496.68	
66 Old Leonard Farm Rd	HEMLOCK	17.635				$37.50	$661.31	$66.13	**Subtotal of TAXES Due (Col. #9)**
Swanzey, NH 03446	RED PINE					$42.50			
	SPRUCE & FIR					$102.50			
# 2	HARD MAPLE	0.110				$225.00	$24.75	$2.48	
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	0.430				$90.00	$38.70	$3.87	**$1,251.00**
	YELLOW BIRCH					$172.50			
	OAK	18.630				$300.00	$5,589.00	$558.90	
MAP & LOT NUMBER	ASH					$182.50			**Less bond or amount previously paid, *if applicable***
Map 228 Lot 6	SOFT MAPLE	2.635				$112.50	$296.44	$29.64	
	BEECH/PALLET/TIE LOGS					$60.00			
	PINE BOX / PALLET					$15.00			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
25-441-15-T	SPRUCE & FIR				$ 0.50				**Total Amount Due**
	HARDWOOD & ASPEN				$ 2.75				
	PINE				$ 0.25				
	HEMLOCK				$ 0.75				**$1,251.00**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		100.00		$ 0.13		$13.00	$1.30	
	HIGH GRADE SPRUCE				$ 14.00				
	CORDWOOD			80		$ 11.50	$920.00	$92.00	
							$12,510.04	**$1,251.00**	

ORIGINAL WARRANT
YIELD TAX LEVY
January 28, 2026
THE STATE OF NEW HAMPSHIRE

COUNTY OF: Cheshire

TO: ***Kevin Westcott*** , Collector of Taxes for Town of: Swanzey , in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed $1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at ***Swanzey***,

Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

DATE OF BILLING: January 28, 2026

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Yale University 360 Prospect St. New Haven, CT 06511	**Map 204 Lot 14**	**25-441-18-T (additional)**	**$159.36**
		DATE YIELD TAX DUE:	**February 27, 2026**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2025 to March 31, 2026

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: January 28, 2026

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
Yale University	WHITE PINE	1.215				$175.00	$212.63	$21.26	
360 Prospect St.	HEMLOCK					$50.00			**Subtotal of TAXES Due (Col. #9)**
New Haven, CT 06511	RED PINE	23.016				$60.00	$1,380.96	$138.10	
	SPRUCE & FIR					$125.00			
# 2	HARD MAPLE					$300.00			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH					$120.00			**$159.36**
	YELLOW BIRCH					$225.00			
	OAK					$400.00			
MAP & LOT NUMBER	ASH					$225.00			**Less bond or amount previously paid, *if applicable***
	SOFT MAPLE					$150.00			
Map 204 Lot 14	BEECH/PALLET/TIE LOGS					$90.00			
	PINE BOX / PALLET					$25.00			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 1.00				**Total Amount Due**
25-441-18-T (additional)	HARDWOOD & ASPEN				$ 4.00				
	PINE				$ 0.50				
	HEMLOCK				$ 1.50				**$159.36**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS				$ 0.25				
	HIGH GRADE SPRUCE				$ 16.00				
	CORDWOOD					$ 15.00			
							$1,593.59	**$159.36**	

ORIGINAL WARRANT
YIELD TAX LEVY
January 7, 2026
THE STATE OF NEW HAMPSHIRE

COUNTY OF: Cheshire

TO: ***Kevin Westcott*** , Collector of Taxes for Town of: Swanzey , in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the yield tax due, below, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed $1,500.00, or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at ***Swanzey***

Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

DATE OF BILLING: January 7, 2026

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Yale University 360 Prospect St. New Haven, CT 06511-2104	**218/73 & 218/88**	**25-441-19-T**	**$161.23**
		DATE YIELD TAX DUE:	**February 6, 2026**

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2025 to March 31, 2026

TOWN / CITY OF: Swanzey
COUNTY OF: Cheshire
DATE OF BILLING: January 7, 2026

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
PO BOX 487
CONCORD, NH 03302-0487
or E-mail to timber@dra.nh.gov

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

Selectman/Assessor Date

# 1	# 4	# 5	# 6	#6	#7		# 8	# 9	# 10
NAME OF OWNER	**SPECIES**	**NUMBER OF BOARD FEET (In Thousands)**	**NUMBER OF TONS**	**NUMBER OF CORDS**	**STUMPAGE VALUE**		**TOTAL ASSESSED VALUE**	**TAX AT 10 %**	
Yale University	WHITE PINE	1.630				$175.00	$285.25	$28.53	
360 Prospect St.	HEMLOCK					$50.00			**Subtotal of TAXES Due (Col. #9)**
New Haven, CT 06511-2104	RED PINE	22.117				$60.00	$1,327.02	$132.70	
	SPRUCE & FIR					$125.00			
# 2	HARD MAPLE					$300.00			
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH					$120.00			**$161.23**
	YELLOW BIRCH					$225.00			
	OAK					$400.00			
MAP & LOT NUMBER	ASH					$225.00			**Less bond or amount previously paid, *if applicable***
	SOFT MAPLE					$150.00			
218/73 & 218/88	BEECH/PALLET/TIE LOGS					$90.00			
	PINE BOX / PALLET					$25.00			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 1.00				**Total Amount Due**
25-441-19-T	HARDWOOD & ASPEN				$ 4.00				
	PINE				$ 0.50				
	HEMLOCK				$ 1.50				**$161.23**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS				$ 0.25				
	HIGH GRADE SPRUCE				$ 16.00				
	CORDWOOD					$ 15.00			
							$1,612.27	**$161.23**	

FORM **PA-29**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

Map 226 Lot 13

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP ____ BLOCK ____ LOT ____

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

☐ Reviewed documents submitted by applicant (list documents reviewed)

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

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

Elderly Exemption Per Age Category

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

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	95,400	⊗	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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

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

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

*** Documents are considered confidential and must be returned to the applicant once a decision is made on the application.**

Municipal Notes

1/23/26 Application reviewed by Assessor.

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

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

Map 240 Lot 39

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP ____ BLOCK ____ LOT ____

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

☐ Reviewed documents submitted by applicant (list documents reviewed)

☐ Other Information

VETERANS' EXEMPTION

☐ Certain Disabled Veterans' Exemption GRANTED ○ DENIED ○

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

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

Elderly Exemption Per Age Category

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

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
☐ Elderly Exemption		○	○	
☐ Improvements to Assist Persons with Disabilities		○	○	
☐ Blind Exemption		○	○	
☐ Deaf Exemption		○	○	
☐ Disabled Exemption		○	○	
☐ Electric Energy Storage Systems Exemption		○	○	
☒ Solar Energy Systems Exemption	33,600	⊗	○	
☐ Woodheating Energy Systems Exemption		○	○	
☐ Wind-powered Energy Systems Exemption		○	○	
☐ Renewable Generation Facilities and Electric Energy Storage Systems		○	○	

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

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

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

*** Documents are considered confidential and must be returned to the applicant once a decision is made on the application.**

Municipal Notes

1/23/26 Application reviewed by Assessor.

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

Town of Swanzey, NH ABATEMENT# 2026-07

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

To the Collector of Taxes:

By vote of the Board of Selectmen upon the application of
234 Old Homestead Hwy 210/12
Property owner name(s) Map/Lot

We have abated the amount of $ 2,863.00

Cause of abatement: To abate supplemental tax bill that was issued due to assessment information not being updated for 2025 tax year. Refund to be issued for overpayment.

Per order, _____

_____

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

TOWN OF SWANZEY

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

EVENT PERMIT – #2026-04

Lee Johndrow - PN4UINC

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

An Event Known As: Keene Car Show

To Be Held At: Cheshire Fairgrounds, 247 Monadnock Highway

On the date of: May 17, 2026

Expected attendance: 1000

Contact Person: Lee Johndrow

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

_____

_____

_____

Swanzey Board of Selectmen

Date: _____

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: Keene Car Show

Date(s) of Special Event: May 17, 2025

Time(s) of Special Event: 6 AM to set up-Close about 3 and cleanup time

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

Location of the Special Event: Cheshire Fairground

MAXIMUM DAILY No. of Volunteers/Workers: 30-50 Spectators: 2,000 Vendors: 10-20

NAME(S) OF OWNER OF PROPERTY: Cheshire Fairground Association

Address (physical): 247 Monadnock Hwy, Swanzey, NH 03446 (mailing):

Telephone: (603) 357-4740 Email: info@cheshirefair.org

Contact Person: Carol Phone (s): (603) 357-4740

NAME(S) OF APPLICANT/ SPONSOR: Lee Johndrow for PN4UINC a 501(c3)organization

Address (physical): 50 Woodburn St. 25, Keene, NH 03431 (mailing) 50 Woodburn St. 25, Keene, NH 03431

Telephone: 802-384-3993 Email: LeeJohndrow@gmail.com

Contact Person: Lee Johndrow Phone: 802-384-3993

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

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

We will be hosting a car show, that will be a static show. We will be inviting a variety of vehicles. We will have 30-50 staff. I have spoken to the police chief about traffic. We will be obtaining insurance specificall for this event. It will have food and drink, child car-related activities, and demonstrations for young and old.

If we bring in a brewery from Swanzey-they are licensed and will provide proper insurance and we will have CFA security for this.

Event Check List

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

- [X] *Food or Beverage Concessions/Vendors/Sales **
- [X] *Alcoholic Beverages (State NH permit required – call 603-271-3755)*
- [X] *Retail Vendors*
- [ ] *Stage or Bleachers (inspection needed) ***
- [X] *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) ****
- [X] *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*
- [ ] *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning ****
- [X] *Signs – Describe:* Banner on fence if allowed
- [ ] *Tents/Canopies Over 10' x 10' **** – Size:* _____
- [ ] *Temporary Structures Erected? – Describe:* _____
- [ ] *Animals – Describe:* _____
- [ ] *Fireworks Displays ***** – Class:* _____
- [X] *Motorized Vehicles – Describe:* vehicles getting to site Touch-A-Truck
- [ ] *Onsite and Off Site Parking – Specify Off Site Location:* Parking behind Fairground
- [ ] *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* I spoke to Chief Joe about exit time and officer

_____

(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:

X **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 with application.

_____ **Public Notice Fee**
For Category 4 Events ** ($30 payment due with 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: Carol Bailey

PRINT NAME (S): Carol Bailey TITLE/POSITION: office manager

Date: 1-6-26

APPLICANT(S) SIGNATURE: Lee Johndrow

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

Date: 12/12/25

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 Johndrow

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

Date: 12/12/25

INTERNAL REVENUE SERVICE
P. O. Box 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 17 2019

PN4U INC
50 WOODBURN ST NUMBER 3
KEENE, NH 03431

Employer Identification Number:
82-4909909
DLN:
17053291304028
Contact Person:
AMANDA L EGNER ID# 17269
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 10, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

State of New Hampshire
Department of State

CERTIFICATE OF EXISTENCE

OF

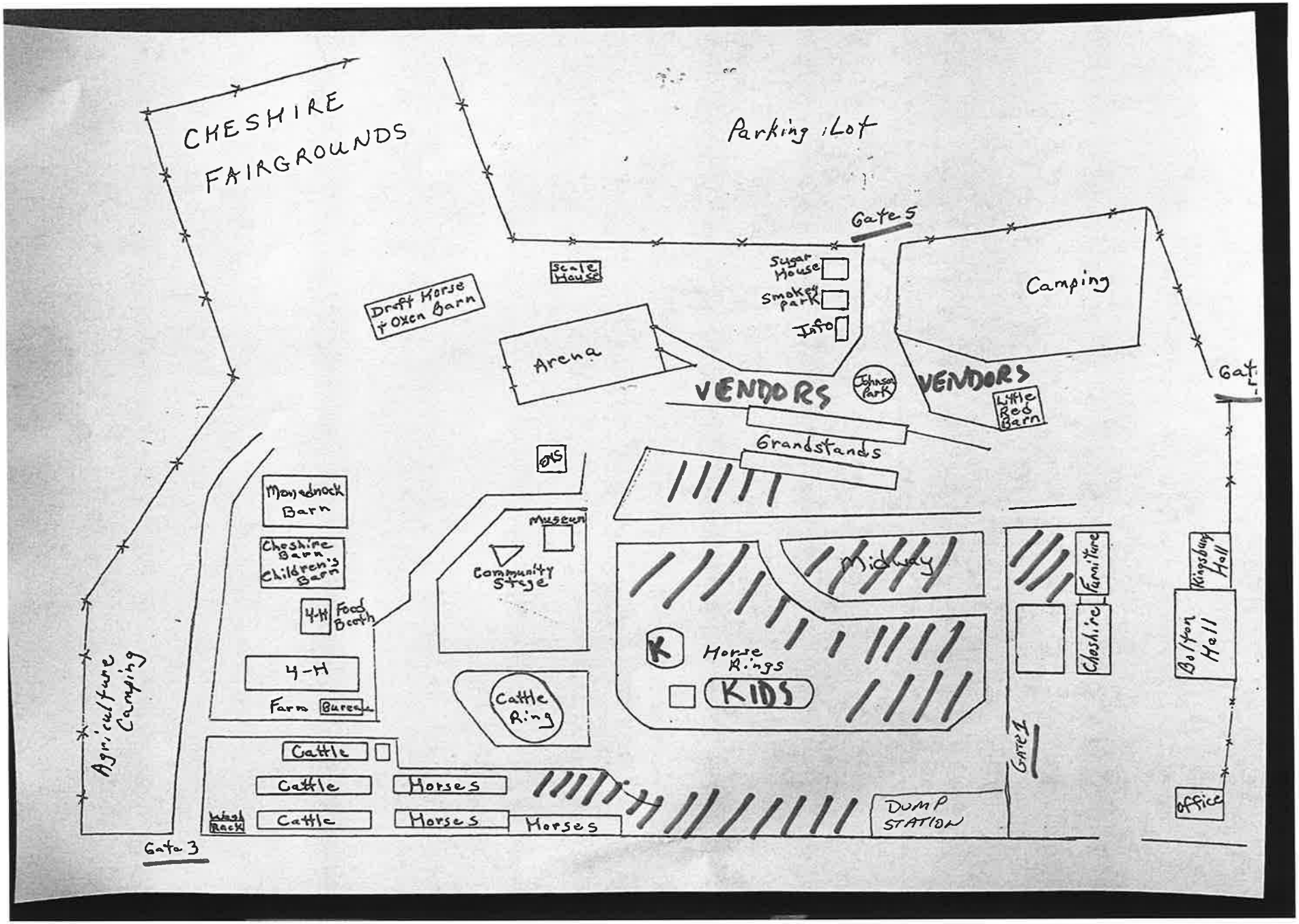
PN4U, INC.

This is to certify that **PN4U, INC.** is registered in this office as a **New Hampshire Nonprofit Corporation** to transact business in New Hampshire on 4/10/2018 4:30:00 PM.

Business ID: **794183**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of April A.D. 2018.

William M. Gardner
Secretary of State


CHESHIRE FAIRGROUNDS
Parking Lot
Gate 5
Scale House
Sugar House
Smokey Park
Info
Draft Horse & Oxen Barn
Arena
Camping
VENDORS
Johnson Park
VENDORS
Little Red Barn
Grandstands
Gate 1
Monadnock Barn
Cheshire Barn
Children's Barn
4-H
Food Booth
4-H
Farm Bureau
Museum
Community Stage
Midway
Furniture
Cheshire
Kingsbury Hall
Bolton Hall
Horse Rings
KIDS
Cattle Ring
Gate 2
Agriculture Camping
Cattle
Cattle
Horses
Cattle
Horses
Horses
Wash Rack
DUMP STATION
Office
Gate 3

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# 2026-01

Name of Organization: PN4UINC
is hereby licensed and authorized to operate and/or conduct a raffle at

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

Name of contact person: Lee Johndrow

Address: 50 Woodburn St. 25, Keene, NH 03431

Phone# 802-384-3993 Email: LeeJohndrow@gmail.com

Items(s) to be raffled (attach list if necessary): Car related gifts and services

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

5/1/25 to 5/17/25

Date of raffle drawing: 5/17/25

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) **[ ] No Comments**

[ ] See Attached **Signature:** _____ **Date:** 1/7/2026

Fire Chief (or designee) **[ ] No Comments**

ADVISED TO HAVE EXTINGUISHER ON SITE FOR SMALL ISSUES & TO CALL 911 AS NEEDED. INSPECTIONS FOR VENDORS

[ ] See Attached **Signature:** _____ **Date:** 1-8-2026

Director of Planning and Community Development (or designee) **[ ] No Comments**

[ ] See Attached **Signature:** _____ **Date:** 1-22-2026

Public Works Director (or designee) **[ ] No Comments**

[ ] See Attached **Signature:** _____ **Date:** 1-8-2026

Health Officer **[ ] No Comments**

[ ] See Attached **Signature:** _____ **Date:** _____

Other Review Staff

Title: _____ **Name:** _____

[ ] See Attached **Signature:** _____ **Date:** _____