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

March 18, 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: March 4, 2026, March 10, 2026
   B. Nonpublic Session(s): March 4, 2026 (9 a.m. session) March 4, 2026, Sessions 1, 2, 3, March 10, 2026- Sessions 1, 2

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit-Swanzey Easter Egg Hunt-Recreation Department
   D. Open Container Permit-Whitcomb Hall 3/28/26

5. Public Input

6. Appointments

7. Nominations
   A. Annual nominations – Chairman, Vice Chairman, Secretary

8. Consideration of New Business
   A. Change Order for Fire Station Project
   B. Withdrawal from Recycling Center CRF – Repair Main Water Line

9. Consideration of Old Business

10. Administrative Update

11. Correspondence

12. Public Input

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

14. Adjournment

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

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3. Consideration of Meeting Minutes
   A. Regular Meeting: March 4, 2026, March 10, 2026
   B. Nonpublic Session(s): March 3, 2026 (9 a.m. session) March 4, 2026, Sessions 1, 2, 3, March 6, 2026, Sessions March 10, 2026- Sessions 1, 2

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit-Swanzey Easter Egg Hunt-Recreation Department
   D. Open Container Permit-Whitcomb Hall-3/28/26

5. Public Input

6. Appointments

7. Nominations
   A. Annual nominations – Chairman, Vice Chairman, Secretary

SUGGESTED MOTION: I move to elect _____ as Chairman for 2026.
SUGGESTED MOTION: I move to elect _____ as Vice Chairman for 2026.
SUGGESTED MOTION: I move to elect _____ as Secretary for 2026.

8. Consideration of New Business
   A. Change Order for Fire Station Project: Item # 1 Change from 80 KW generator to 100 KW
   Item #2 IT/low voltage wire and labor that was not listed on plans.
   Item #3 was a change Eversource required for the connection to the building.

SUGGESTED MOTION: I move to authorize the change order for the Fire Station project as mentioned in items 1-3, for a total cost of $35,040.

B. Withdrawal from Recycling Center CRF – Repair Main Water Line

SUGGESTED MOTION: I move to authorize the withdrawal of $4,049.10 from the Recycling Center Capital Reserve Fund for the repair of the main water line at the Recycling Center.

9. Consideration of Old Business

10. Administrative Update

11. Correspondence

12. Public Input

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

14. Adjournment

UPCOMING AGENDA ITEMS AND MEETINGS

March 25	BOS meeting – EDAC Mission Discussion, Request for Proclamation, Town Forester – update on Harvest Preparation, addendum to personnel policy
April 1	BOS meeting – Town Hall Vehicle Fleet
April 8	BOS Meeting –
April 15	BOS Meeting –
April 22	BOS Meeting –

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

- Online Building Permit and Code Enforcement software – Staff is working to have this implemented by the spring of 2026. Training sessions for the new online portal will be available with the Building Inspector/Code Officer for anyone who wishes to join in.
- Re-design of Town Website – Board approved a redesign of the current Town Website in the fall of 2025: Currently in the development stage – staff is working with local entrepreneurs to add some new photography to showcase some of Swanzey's finest beauty!
- Fire Station 2 Project: The project is moving along nicely: A change order was processed for an upsized generator and components; Concrete floors are scheduled to be polished the 1st week in March; Insulation and exhaust systems are scheduled to be installed after the floors are polished. The apparatus bay will likely be finished sometime in March. If the project remains as scheduled it will be completed in early April.

- Swanzey Lake Dam –
  NEW Engineering to begin once weight limits on roads are lifted.
- Christian Hill Road Bridge Replacement – Work is pending due to NEPA review which was completed in December. 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 as a mitigation project. The construction is scheduled to go out for bid in the early spring.
- 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 was provided to DOT on 1/28/25. Bidding for construction is now scheduled in March of ’26 with construction likely in ’27. A public hearing is expected this spring for a project update and revised schedule.
- Wastewater Treatment Plant Study –
  NEW In progress – the next monthly meeting with Underwood Engineers is scheduled for March 19th at Whitcomb Hall.
- Brown Field Improvements – Ongoing research on identifying grants or other funding sources.
- The Town has applied for a Tax Clean Electricity Investment Credit to help off-set the loan on the new solar array at the WW Treatment Plant – pending approval.
- NEW The Town has applied for Congressional Direct Spending for multiple potential projects, including funding for a new DPW building and a solar and battery array for the new Fire Station, along with funding for some other potential projects.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – March 4, 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 5:37 pm. at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

OTHERS PRESENT

Kai Kraemer with FACT TV, Jay Ward, Mark Scalera, Alan Gross

MINUTES

The regular meeting minutes of February 25, 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 non-public session minutes of February 25, 2026 #1 and #2 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. Payroll Manifest
B. Accounts Payable Manifest
C. Open Container Permit-Whitcomb Hall-5/2/26
D. Open Container Permit-Whitcomb Hall-7/1/26
E. Raffle Permit-Fast Friends-5/17/26
F. Release Tax Deferral Lien- M/243 L/55
G. Solar Tax Exemption- M/210 L/4
H. Solar Tax Exemption-M/255 L/31
I. Solar Tax Exemption-M/103 L/84
J. Veteran's Tax Exemption-M/239 L57
K. Veteran's Tax Exemption-M/235 L/55
L. Surviving Spouse Tax Exemption- M/246 L/11

A motion was made by Labelle to approve the Consent Agenda, adding an Intent to Cut to Map 243 Lot 55. Tempesta seconded the motion, and it passed 3-0.

CORRESPONDENCE

A. Letter from Swanzey Lake Protective Association

Lori Rautiola read a letter from Susan Armstrong who is the coordinator for the Lake Host Program at Swanzey Lake which is run by NH Lakes. The group conducts inspections to remove invasive species from boats before they enter the water. They are requesting an increase in financial assistance the Town provides from $3000 to $5000 to cover the ramp during peak usage. Chair Hutwelker suggested Lori take it under advisement until

after the election to determine if we will be working with the default budget and gather more information. Lori will ask Ms. Armstrong to attend the March 18th meeting to explain more about the program to the Board.

ADMINISTRATIVE UPDATE

Chair Hutwelker suggested adding an item to an agenda in May to review the list of the Town's streetlights to see where more are needed or where some could be renewed; generally, the Board reviews this annually.

The Board also discussed the request by the Energy Committee to sign a letter to support a proposed extension of net metering to municipalities. By consensus, the Board agreed to support SB 538 which would extend the net metering period from 2040 to 2060. Swanzey will join 20 other towns in this support.

Chair Hutwelker reported that he had a meeting with the Swanzey Preservation Society, and they asked for assistance with grant writing for the Grange Hall. He suggested they reach out to Lori and that Stephon handles the maintenance of the Town grants. Lori said they are always looking to find grant funding to help the Town. She went on to say she and Stephon have been working on the Congressional Direct Spending through Senator Shaheen's office for the proposed new DPW facility to include solar/battery. She mentioned Bob Audette from the Energy Commission was applying for solar/battery for the new Fire Station and his request was proposed to include an emergency shelter. The window to submit the application was short and the deadline is March 6th. Additionally, the Town is asking for funding through Shaheen's Office for the Grange Hall as well as the W Swanzey Water Project.

The Town reports are in and can be picked up at Town Hall. They will also be available at the Election and can be found on the Town's website. She announced the Open House for the Department of Public Works will be this Saturday (March 7th) from 9am to noon. Hutwelker also noted the Governance Committee's Session on the Warrant articles will be discussed from 10am - noon at Whitcomb Hall.

Chair Hutwelker reported that he received a letter from Economic Development Chair, Cathy Bergstrom, who expressed a desire for a better relationship with the Board and would like an understanding of the Committee's role. Chair Hutwelker mentioned that the Committee didn't get much traction in the past, but he is optimistic that this year will provide opportunities; he described several ways the Committee could participate more in the coming year. This will be added to a future agenda.

Public Hearing 6:00 P.M - Proposed Amendments to the BOS Rules of Procedure

The Chair opened the public hearing at 6:02 p.m. He explained due to the shift of a three-member Board to five members there were some changes needed to the Board's Rules of Procedure. The purpose of these is to codify the duties and operating procedures of the Swanzey Board of Selectmen, and to define the working relationship between the Select Board, Committees, Officials, and Residents.

1.1 – Change: adding the words 'and handbook'.

2.1 – Change: Pursuant to State Stature, the Board of Selectmen shall consist of five (5) members.

2.3 – Change: At the first meeting of the selectboard after the town meeting, the Board of Selectmen shall elect the following officers from its members: Chairman, Vice-Chairman, and Secretary. A board member elected to any office may serve in that office for no more than a single one-year term in a three-year period. Members may not serve consecutive terms in one specific office.

5.1 – Change: A quorum of three (3) members shall be required to conduct business.

Article 9 – Change: Add the word 'General' to the beginning of the title.

9.2 – Change: "solicit any gifts of accept" to read "solicit any gifts or accept"

New: 9.6 Open Meeting Compliance: Hold transparent and accessible meetings with proper posting thereof, in compliance with the Right to Know law, RSA 91-A.

New: 9.7 Non-public Sessions: Uphold the intent of non-public sessions and "non-meeting" meetings and respect the privileged communication that exists therein.

New: Article 10 - Relations with other Board Members & Employees.
The sections in this proposed Article were discussed in detail.

Mark LaBelle moved to accept the Proposed Amendments to the BOS Rules of Procedure as amended effective 3/11/2026. Jim Tempesta seconded. With no further discussion, the motion passed unanimously.

ADMINISTRATIVE UPDATE

Lori Rautiola reported that the Engineering Services for Swanzey Lake Dam was previously awarded by the Board to Fuss & O'Neil. Engineering work will begin in the Spring of 2026. A contract for the project is currently being drafted, and the engineer is expected to begin work soon. Lori requested the Board's consensus to sign the Authorization to Proceed. The Board concurred for her to sign the contract.

Chair Hutwelker noted changing a few items in the Agenda Packet: he mentioned updating the Fire Station to include " the new Fire Station is right on track." AND

"The NEPA work on the Christian Hill bridge was completed in December, but the study has not been received yet. It is going to be bid early next year."

Chair Hutwelker asked Lori to obtain an update on Brown Field; he feels an assessment is needed of what improvements are required.

PUBLIC INPUT

Jay Ward mentioned at the election on Tuesday that someone will be handing out the rules of electioneering; such as the candidates are required to stay in their designated area.

Alan Gross offered to serve on the 250th Committee once established. Discussion ensued with ideas for the celebration.

Jay Ward said he likes the ideas of events to attract town people together, such as games at ball fields.

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 7:24pm. 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 7:44pm.

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.

Non-public session(s) per RSA 91-A:3, II *(e)* Consideration or negotiation of pending claims or litigation threatened in writing or filed by or against the public body, or by or against any member because of his or her membership in such body.
A motion was made by LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (e) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:45pm. 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 7:55pm.

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.

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 7:58pm. 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 8:09pm.

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 8:09pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – March 10, 2026
Monadnock Regional Middle High School
600 Old Homestead Highway - Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The meeting was called to order by Chair W. William Hutwelker III, at 6:30 pm at the Monadnock Regional Middle High School, Swanzey, NH during Town Election. Other members present were Selectmen James Tempesta and Mark LaBelle. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

CONSENT AGENDA

A. Payroll Manifest
B. Accounts Payable Manifest
C. Intent to Cut Map 237 (old) 240 Lot 30

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

PUBLIC INPUT

None

NOMINATIONS

A. Jessica Sanchez – Economic Development Advisory Committee

Chair Hutwelker told the Board that the Economic Development Advisory Committee (EDAC) had recommended Jessica Sanchez to be considered for the committee.

LaBelle made a motion to appoint Jessica Sanchez to the Economic Development Advisory Committee. Tempesta seconded the motion; with no further discussion the motion passed unanimously.

Chair Hutwelker reported he met with EDAC and that they questioned the $10,000 allocation of their budget line and their frustrations the Committee was not consulted. Hutwelker stated he informed the Committee he had some ideas of things the committee could do – such as providing a welcome wagon gift for new residents. He told them he feels this will be a pivotal year for the committee. He also explained to EDAC he had a conversation with Town Planner, Adam Paquette, and told him the Committee should have been consulted and Paquette agreed to include them going forward.

Hutwelker stated there are opportunities for the committee to work on, such as listing commercial properties on the Town website; adding now that the Town's website is being revised, this would be an opportune time. He suggested the Chair, Cathy Bergstrom to reach out to Lori Rautiola and Christine Smith to discuss this further. He further suggested Cathy and the Committee coordinate with Ryan Avery to have a ribbon cutting ceremony for Gridiron Construction. Hutwelker stated the Committee should investigate how Hinsdale is coordinating events for local businesses to celebrate them. Hutwelker noted Cathy told had informed him that

she has tried to reach out to FW Webb to organize a celebration to thank them for choosing Swanzey-but had no response.

Lori explained when she and the Town Planner, Paquette sat down to go over his budgets their intent was to combine the line item within the Planning Budget. They noticed the funds had not been expended over the last two years and at the Board's discretion to keep budget within a 5% increase, both agreed to use the funds for the Zonin audit. She added it was an oversight, but they also did not receive a request for funding from EDAC.. Tempesta reminded the Board it was the first year Paquette had been involved in budget planning since the former Town Administrator had handled it. Paquette would like an opportunity to explain things to the Board.

Tempesta mentioned he had been asked how much property along Route 10 could be developed. Hutwelker described many opportunities within a mile and mostly along the east since the west side has quite a bit of wetlands. Tempesta suggested the Board come up with a strategy and discuss at a future meeting to purchase the Water Company, perhaps buying and running it before moving forward with improvements and increasing water storage.

Chair Hutwelker reported he met with the Trustees of Stratton Library to review the proposed easements with the Clarks. He described the easement from the Town to the Clarks would provide them with approximately 10 yards for the driveway the Clarks were using which is currently on Town property; this easement would stipulate they would need to keep the same footprint. In exchange, the Town would have an easement of an undefined area around the library to allow for maintenance on the building and the installation of a mini split unit including the possibility of placing a pad for the unit on the ground. He doesn't expect any pushbacks, but if the Clarks refuse, the Town would file with the Registry of Deeds so if the Clarks try to sell their property, it would show the driveway is on the Town property. One more easement is needed from Ken and Sharon Greatbatch who appear willing to consider it.

Chair Hutwelker asked for Board consensus to allow him to continue with this project even if he does not get re-elected. The Board was in agreement- consensus was given.

Resident Kristen Goodenough, resident, asked if the Board was aware of the Taft Road drainage problem. She noted when the Town improved the road, trenches were dug and the road was narrowed; adding She there were large rocks in the trenches, and water was not draining. She reported that after the winter, the road was narrower than it was in the fall due to erosion. Hutwelker suggested she reach out to Lori Rautiola, and they could have a meeting with DPW Director, Joe DiRusso.

Chair Hutwelker commended Stephon Mehu and Bob Audette for all their hard work to meet the deadline for congressional spending funds deadline.

Lori noted Bill had had prepared a training session for the select board members with the Town Attorney on Monday, March 16th at 9am and the next board meeting will be on March 18th, which will be the first meeting to include the five members.

Hutwelker noted Joe DiRusso had asked about placing 'No Overnight Parking' signs in public areas. This will be discussed at a future meeting.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3, II (b) Hiring of a Public Employee

A motion was made by LaBelle to enter a nonpublic session pursuant to RSA 91-A:3, II (b) which was seconded by Tempesta. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:07pm. 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 7:15pm.

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.

LaBelle made a motion to recess the meeting at 7:16pm. Tempesta seconded the motion. With no further discussion, the motion passed unanimously.

ADJOURNMENT

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

Adjournment occurred at 10:05pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

TOWN OF SWANZEY

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OPEN CONTAINER PERMIT APPLICATION

Permit # 202608 *(will be provided)*

Applicant Elizabeth Best

Address 16 Main Street, Swanzey NH 03446

Contact Person Elizabeth Best Phone Number 603-562-9333

Event Date 3/28/26 Event Time 11-4

Signature of Responsible Party Elizabeth Best

****

Office Use Only – Do Not Write Below This Line

****

OPEN CONTAINER PERMIT
Town of Swanzey, New Hampshire

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

march 28. 2026

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

_____

_____

_____ Date _____

Selectmen of Swanzey

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
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EVENT PERMIT – #2026-07

Recreation Department

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

An Event Known As: Swanzey Easter Egg Hunt

To Be Held At: Lane Field Complex, 120 South Rd

On the date of: April 4, 2026

Expected attendance: 250

Contact Person: Ashlee Crosby

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: _____

2026-07

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: Swanzey Easter Egg Hunt

Date(s) of Special Event: April 4th, 2026

Time(s) of Special Event: 10am to 11am

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

Location of the Special Event: Lane Field Complex, 120 South RD

MAXIMUM DAILY No. of Volunteers/Workers: 15 Spectators: 250 Vendors: _____

NAME(S) OF OWNER OF PROPERTY: Town of Swanzey - Recreation Department

Address (physical): 620 Old Homestead Hwy (mailing): PO Box 10009

Telephone: 603-209-2927 Email: recreation@swanzeynh.gov

Contact Person: Ashlee Crosby Phone (s): 603-209-2927

NAME(S) OF APPLICANT/ SPONSOR: Town of Swanzey - Recreation Department

Address (physical): 620 Old Homestead Hwy (mailing): PO Box 10009

Telephone: 603-209-2927 Email: recreation@swanzeynh.gov

Contact Person: Ashlee Crosby Phone: 603-209-2927

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

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

Our annual Easter Egg Hunt - 3,000 eggs divided up throughout 4 different fields with 4 different age groups.

Free pictures with the Easter Bunny

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

You Must Submit the Following with the Application:

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

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

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

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

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

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

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

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

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

_____**Certificate of Insurance**

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

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

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

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

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

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

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

****

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

PROPERTY OWNER(S) SIGNATURE: _____

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

Date: _____

APPLICANT(S) SIGNATURE: _____

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

Date: _____

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

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

APPLICANT(S) SIGNATURE: _____

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

Date: _____

CHANGE ORDER

TO (OWNER):
Town of Swanzey
620 Old Homestead Highway
Swanzey, NH 03446

PROJECT:
Swanzey Fire Station
321 Old Homestead Highway
Swanzey, NH 03446

APPLICATION NO: *1*

Distribution to:
[X] OWNER
[X] ARCHITECT
[X] CONTRACTOR

PERIOD TO: ***3/10/2026***

FROM (CONTRACTOR):
Gordon Services Property Maintenance, LLC
250 North Street
Jaffrey, NH 03452

ARCHITECT:
KCS Architects, LLC

ARCHITECT'S PROJECT NO:

CONTRACT DATE:

THE CONTRACT IS CHANGED AS FOLLOWS:

CHANGE ORDER SUMMARY			
Change Orders approved in previous billing periods TOTAL		ADDITIONS -	DEDUCTIONS -
1	Generator upgrade from 80KW to a 100KW Kohler, inc. size increase, conduit, and wire	***15,600.00***	-
2	Running low voltage wire through the building	***11,680.00***	-
3	Changing the location of the meter to the pedestal and piping into the building	***7,760.00***	-
4		-	-
5		-	-
6		-	-
7		-	-
	TOTALS	***35,040.00***	-
	NET CHANGE BY CHANGE ORDERS	***35,040.00***	-

ORIGINAL CONTRACT SUM	$	***2,632,349.65***
NET CHANGE BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	$	-
CONTRACT SUM PRIOR TO THIS CHANGE ORDER WAS	$	***2,632,349.65***
CONTRACT SUM WILL BE ADJUSTED BY THIS CHANGE ORDER IN THE AMOUNT OF	$	***35,040.00***
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER WILL BE	$	***2,667,389.65***

CONTRACTOR: Gordon Services Property Maintenance, LLC

By: _____ Date: 3/10/26
Cody Gordon

CUSHING & SONS, INC.
P.O. BOX 668
WALPOLE, NH 03608
(800)831-8883

INVOICE 42993
DATE 2/24/2026

BILL TO:
Swanzey Recycling Center
PO Box 10009
Swanzey, NH 03446

SERVICE LOCATION:
97 Pine St
Swanzey, NH 03446
Thawed lines x2; installed
installed inlline heat tape

PO #	CUST PHONE #	REP	TYPE OF SVC	PAYMENTS TERMS	DATE OF SVC
	603-313-5249	SVC	Service	Due on receipt	2/12/2026

QUANTITY	ITEM	DESCRIPTION	UOM		RATE	AMOUNT
				2/12/2026		
1	Water Thaw	Hot Water Thaw	Each		65.00	65.00
1	1" SS Insert x Insert Coupling	1" SS Insert x Insert Coupling	Each		15.00	15.00
11	1" SS Clamp	1" SS Clamp	Each		3.00	33.00
85	In line Heat Tape	In line Heat Tape	Feet		30.36	2,580.60
1	1" BMA Forged	1" Brass Male Adapter Forged	Each		22.25	22.25
1	1" Brass Insert x Insert 90	1" Brass Insert x Insert 90 Elbow	Each		30.75	30.75
3.5	Lead Tech	Lead Tech	Hour		105.00	367.50
3.5	Technician	Technician	Hour		85.00	297.50
				2/9/2026		
1	Water Thaw	Hot Water Thaw	Each		65.00	65.00
1	Hot Water				45.00	45.00
2.25	Lead Tech	Lead Tech	Hour		105.00	236.25
2.25	Technician	Technician	Hour		85.00	191.25
1	Service Call Charge Cheshire Co	Service Call Charge Cheshire County			100.00	100.00

Thank you.
Katherine Cushing

RECEIVED
MAR 05 2026
TOWN OF SWANZEY

3% Service Fee on all sales that are paid for by Credit/Debit Card

Subtotal	**$4,049.10**
Sales Tax (0.00)	**$0.00**
Payments/Credits	**$0.00**
Total Due	**$4,049.10**

Thank You!