# 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**

**April 1, 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 25, 2026
   B. Nonpublic Session(s): March 25, 2026, Sessions 1,2

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Gravel Tax Levy - M/239 L/69

5. Public Input

6. Nominations
   A. Barbara Skully – Reappointment to ARLAC
   B. Ashley Gurion – Trustee of the Trust Fund, Alternate

7. Appointments
   A. Ashlee Crosby- Recreation Director- Back Stop for South Road Field

8. Consideration of New Business
   A. Consideration of Revised Fee Schedule for Whitcomb Hall Rental Agreement
   B. Assessing Tax Abatements
      i. M/244 L/11
      ii. M/254 L/22
      iii. M/248 L/3, M/248 L60
      iiii. M/109 L/56
   C. Schedule for Grange Hall Paint Proposal
   E. Schedule of Meetings
   F. Establish Grange Hall Building Sub Committee

9. Consideration of Old Business
   A. Consideration of adoption Addendum to Personnel Policy

10. Administrative Update

11. Correspondence

12. Public Input

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

14. Adjournment

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   C. Tax Levy M/239 L/69

5. Public Input

6. Nominations
   A. Barbara Skully – Reappointment to ARLAC

***SUGGESTED MOTION: I move to appoint Barbara Skully to the Ashuelot River Local Advisory Committee.***

   B. Ashley Gurion – Trustee of the Trust Fund, Alternate

***SUGGESTED MOTION: I move to appoint Ashley Gurion to the Trustees of the Trust Fund as an Alternate member as recommended by the Trustees of the Trust Fund.***

7. Appointments
   A. Ashlee Crosby- Recreation Director- Back Stop for South Road Field

8. Consideration of New Business
   A. Consideration of Revised Fee Schedule for Whitcomb Hall Rental Agreement

***SUGGESTED MOTION: I move to approve the revised Fee Schedule and Rental Application as updated (or amended).***

B. Assessing - Abatements
   i. M/244 L/11
   ii. M/254 L/22
   iii. M/248 L/3, M/248 L60
   iiii. M/109 L/56

***SUGGESTED MOTION: I move to approve the slate of Abatements as recommended by the Town's contracted assessor, Bernaiche Consultants. (Please sign all documents at this time)***

C. Schedule for Grange Hall Paint Proposal
D. BOS 2026 Schedule of Meetings
E. Consideration of establishment of a Grange Hall [Building] Sub-committee

9. Consideration of Old Business
   A. Consideration of adoption Addendum to Personnel Policy

***SUGGESTED MOTION: I move to approve the Addendum to Personnel Policy as written (or as amended) with the effective date April ____, 2026.***

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**

| | |
|---|---|
| April 8 | BOS Meeting – Lee Dunham, Sexton – Proposed Increases - Fee Schedule for Cemeteries |
| April 15 | BOS Meeting – Consideration of a Right to Know Request Policy Implementation |
| April 22 | BOS Meeting – |
| April 29 | BOS Meeting – JB Mack, SWRPC RE: On-call Engineering Program & Potential Projects |

**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. Project should be completed by the end of April.
- Swanzey Lake Dam –

NEW Wetland Scientist is scheduled to be on site April 7th (weather permitting). ***Flags will need to stay intact until the survey crew goes out.**

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 was scheduled on March 31st at Whitcomb Hall at 5:30 pm.
- Wastewater Treatment Plant Study –

NEW In progress – the next monthly meeting is scheduled for April 2 @ 10:00 am at Whitcomb Hall. A draft study is available at Town 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 25, 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 James Tempesta at 5:30pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present were Town Administrator, Lori Rautiola and Recording Secretary, Susan Ells.

**OTHERS PRESENT**

Kai Kraemer with FACT TV, Ann Heffernon, Mark Scalera, Police Chief Joseph Gonsalves, Jeffery Crocker, Rabbi Aronson, DPW Director, Joe DiRusso, Jeremy Turner, Town Forester Finance Director, Theresa Lounder

**MINUTES**

The regular meeting minutes of March 18, 2026, were considered. A motion was made by LaBelle to approve the minutes as amended. Ward seconded the motion, and it passed 5-0.

The non-public session minutes of March 6, 2026, 1, 2, 3, 4, were considered. A motion was made by LaBelle to approve the minutes as presented. Hutwelker seconded the motion; Ward and Gross abstained. The motion passed 3-0.

The non-public session minutes of March 18, 2026, 1, 2, 3, 4, 5, and 6 were considered. A motion was made by LaBelle to approve the minutes as amended. Ward seconded the motion, and it passed 5-0.

**CONSENT AGENDA**

A. Payroll Manifest
B. Accounts Payable Manifest
C. Elderly Exemption Tax Credit- M/204 L/44
D. Elderly Exemption Tax Credit-M/227 L/28
E. Solar Exemption Tax Credit-M/240 L/68
F. Veteran's Exemption Tax Credit-M/216 L/1-0-5-86
G. Yield Tax Levy- M/216 L/18
H. Intent to Cut -M/255 L/30
I. Intent to Cut-M/228 L/3
J. Intent to Cut-M/216 L/18
~~K. Abatement-M/244 L/11~~
~~L. Abatement-M/254 L/22~~
~~M. Abatement-M/248 L/3 & M/248 L/60~~
N. Abatement-Proration for Fire-M/109 L56
O. Current Use-M/256 L35
P. Raffle Permit-Monadnock Sportsmen's Association
Q. Special Events Permit-Recreation Department-Glow in the Dark Easter Egg Hunt
R. Special Events Permit-SC Monster Truck Madness

Bill Hutwelker questioned why the abatement application was not included in the packet; he stated the Board needs the rest of the information to review before making a motion. Lori responded she and the Chair had a conversation regarding the abatement applications being included in the agenda packet and how there is sensitive information that should not be made available to the public or within the agenda packets. She added moving forward, there will be a separate folder for assessing documents only and the Board should review those documents prior to the meeting. The Board discussed the process and concurred to remove them from the consent agenda.

**A motion was made by LaBelle to approve the Consent Agenda items A-J and N - R. Ward seconded the motion, and it passed 5-0.**

**PUBLIC INPUT**

Chair Tempesta stated he would like to propose making a few changes to the procedures now that the Board has five members. He suggested that when Public Input is closed, that any other questions from the public wait until the next allotted Public Input; adding it would be less disruptive to the business of the board meeting and help the Board to stay on topic. Ward suggested the Chair ask for public input if there is a decision the Board may need to make in case there are opinions to be shared by the public that may inform the Board's decision. The Board agreed by consensus to try the new approach.

**APPOINTMENTS**

**A. Jeffrey Crocker and Rabbi Aronson – Consideration of Proclamation**

Jeffrey Crocker and Rabbi Aronson from Congregation Ahavas Achim were present to ask the Board to consider a Proclamation recognizing Daniel Mariaschin. Mr. Mariaschin, was raised in Swanzey and graduated from MRHS, serves as Director of B'nai B'rith's International Center for Human Rights and Public Policy and will soon retire. Mr. Mariaschin has served the Jewish professional world for more than fifty years and has met with popes and presidents in his fight against antisemitism and hate. Rabbi Aronson provided a Monadnock Profile article from 2017 in which Mr. Mariaschin declared he was 'proud of his Monadnock Region roots'. The Board concurred Mr. Mariaschin was deserving of a proclamation.

**LaBelle made a motion that the Board of Selectmen approve the proclamation recognizing Dan Mariaschin, a former resident who grew up in the Town of Swanzey, in acknowledgment of his achievements and contributions. Ward seconded the motion and it passed unanimously.**

Board Members signed the proclamation**.**

**B. Town Forester, Jeremy Turner – Update on Harvest Preparation**

The Tracy Lot is being evaluated for harvesting due to the age of the pine trees which are roughly 100 years old. Jeremy Turner met with UNH Cooperation Extension Forester State Specialist, Matt Tarr, for objective input. Both Mr. Tarr and Jeremy concurred the best approach would be to implement the harvest work to remove all overstory pine to release the native hardwood understory, as this is best for habitat and forest health. Tempesta asked if it makes sense to wait until the price of lumber increases. Jeremy responded that he would like to get it prepared by marking trees, flagging resource concerns, creating access, etc. He would prepare a public bid prospectus which once awarded, would then set the clock for a year for payment for the lumber. Jeremy would let Joe DiRusso know when it's time to harvest due to market prices. He added there are several homes adjacent to the work, and he had spoken to some of the homeowners. He offered to have a pre-harvest workshop open to the public to be able to ask questions prior to, but closer to the actual project start. It would be sponsored by the UNH Cooperative Extension. Hutwelker asked about the slash (limbs, etc.) that are left behind with a cut such as this. Jeremy responded that slash is good biologically for the forest, but

to keep it aesthetically pleasing he most likely would chip the slash on this project. DiRusso added chips would also make it easier to make trails etc. The Board thanked Jeremy for his work on the project.

**C. Chief Gonsalves- Recommendation & Purchase Approval of New Police Cruiser**

Chief Gonsalves reported that he would like to purchase a cruiser and had provided quotes to the Board; he gave a brief overview of the vehicle which would be a leftover 2025 model and overall, it was the best price.

**LaBelle made a motion to authorize the purchase and expenditure of funds up to $75,000 from the Police Cruisers Capital Reserve Fund for a 2025 Chevy Tahoe 4WD in the amount of $58,172.72 and for the purchase of emergency equipment to outfit the new cruiser in the amount of $15,255. Ward seconded the motion. With no further discussion, the motion passed.**

Chief Gonsalves mentioned he would like the Board's approval to pursue two grants. One would be for a basic mounted radar unit with a grant through the State. The Town's portion would be 20-30% ($1200-$1500) which he noted he should have that amount within his budget.

**LaBelle made a motion to purchase a new radar unit with up to $1500 coming from the department's operating budget. Ward seconded the motion. With no further discussion, the motion passed.**

The second grant is also a fully funded state grant. The State has been mandating the department provide the State with electronic information about tickets, accidents and court complaints. The system in the cars would require tablets, printers, and scanners. He would like a couple of new tablets, printers and scanners.

**LaBelle made a motion to authorize Chief Gonsalves to apply for the grant. Ward seconded the motion. With no further discussion, the motion passed.**

Bill Hutwelker inquired about staffing; Chief Gonsalves responded there have been a few certified officers interested in the open positions. Alan Gross asked about officer wages and the Chief responded the Board has been supportive of the effort to offer higher wages and the Department is now competitive. Chair Tempesta added the Town's benefits and incentives they offer, such as a sign-on bonus, are very good. Gross thanked Chief Gonsalves for researching the grants.

**D. Consideration of Reappointment of Energy Commission Member - Cheri Domina**

**LaBelle made a motion to appoint Cheri Domina to the Energy Committee as recommended by the Energy Committee. Ward seconded the motion. With no further discussion, the motion passed.**

**E. Consideration of Reappointment of Conservation Commission Members - Nancy Karlson & Arthur Winsor**

**LaBelle made a motion to appoint Nancy Karlson and Arthur Winsor to the Conservation Commission as recommended by the Conservation Commission. Ward seconded the motion. With no further discussion, the motion passed.**

**F. Consideration of Appointment of Joshua Guion to the Governance Committee and Capital Improvement Committee.**

Bill Hutwelker reported that an alternate member is needed for the Capital Improvement Committee because they sometimes have trouble getting a quorum. He suggested that Joshua Guion could be appointed as an alternate member. Lori explained the process of appointing members to committees which is to post the opening to provide opportunities for individuals such as Joshua to express their interest. The Board agreed to post the opening on the website as an alternate.

**LaBelle made a motion to post the opening for an alternate member of the Capital Improvement committee. Ward seconded the motion. With no further discussion, the motion passed.**

Hutwelker noted Ann Heffernon will be working on a new name and mission for the Governance Committee; when that's ready, they will bring it to the Board.

**NEW BUSINESS**

**A. Approval of Repairs to Town Hall Sign**

Joe DiRusso reported to the Board the sign in front of the Town Hall is falling apart. The DPW carpenter estimates it will cost between $350-$600 for materials; he would use DPW labor. He went on to say that Code Enforcement Officer Chris Levy is working on quotes for a digital sign that would fit on the current wooden sign. There would be one on each side. DiRusso would like to repair the sign first, then a decision could be made regarding the digital sign. Levy received a quote for $5470 for 2 signs with an upgrade for a wireless connection to a computer for remote operation. In order to get electricity to the sign, they could attempt to drill under the driveway, otherwise a trench across the parking lot would be needed and a culvert installed. Lori reminded the Board, according to Town policies, we should get three quotes. She suggested using local vendors. The Board agreed by consensus to repair the sign first and then revisit the subject of adding the electronic sign.

**B. Purchase Approval and Authorization of Funds – Lawn Mower**

Joe DiRusso reported he received a quote for the lawn mower and it is slightly less than what he budgeted for, adding he went through the municipal bid system, which the policy allows the Town to forego the requirement for getting three quotes. He noted he would be purchasing it from Ronnie's Small Engine in Jaffrey.

**LaBelle made a motion to authorize the withdrawal of $12,495 from the Highway & Cemetery Capital Reserve Fund for the purchase of a mower as recommended by DPW Director, Joe DiRusso. Ward seconded the motion. With no further discussion, the motion passed.**

Joe DiRusso reported the State has recommended the Town do away with "slip lanes" due to the safety concerns and the difficulty when plowing. The process would be to narrow the road and create a hammerhead at the intersection. Carlton Road would be first on the list, followed by Rabbit Hollow Road, which is a dirt road off Swanzey Lake Road. There was consensus among the Board. DiRusso will start completing the DOT applications.

**C. Discussion on Sidewalks**

Jay Ward had mentioned at a previous meeting that a resident had requested that the Town construct a sidewalk for the church on Cobble Hill Road. Joe DiRusso informed the Board that he was advised by Gordon Ayotte from the West Swanzey Sidewalk Committee that the sidewalk is on the church's property, so the Town cannot provide funding, nor is work permitted on private property.

Jay Ward mentioned a second sidewalk inquiry, this request came from a resident requesting one be constructed on Safford Drive. Joe replied that the first part of the road, coming from Route 32, would be

relatively easy and that the new apartment complex might even help. He added, going up the hill from Wilson Pond Road to Route 12 would be more complicated and would require an engineer. DiRusso suggested working with Stephon for grants and if none are available, perhaps working with CIP to start a fund. Joe also suggested using Page Court instead of making a sidewalk.

Gross complimented Joe on the work on the sidewalk on Sawyers Crossing. Joe noted the Town is seeking grant funding to create sidewalks heading towards Talbot Hill Road.

**D. Town Hall Vehicle Fleet**

Lori Rautiola gave an update on the maintenance needed on the Rec Vehicle and the quote to fix it for $3300. She, DiRusso and Westcott agreed it would be best to dispose of the white Ford Explorer (Rec Vehicle) and give one of the black Ford Explorers to the Rec Department to use; Town hall would keep one explorer for Assessing and Code Enforcement and also keep the Ford Taurus for training, etc. The Board agreed with the recommendation from staff.

**E. Consideration of adoption of (2024) addendum to Personnel Policy**

Lori provided hard copies for the board to review, and she will add this to the April 1 meeting agenda.

**F. February Revenue & Expenditure Report**

Finance Director, Theresa Lounder, explained the process of invoice approval to the new board members. The expenditure report was given to the Board. Some questions were asked on items already over budget and Theresa responded accordingly. Theresa noted Board members could reach out by email if needed.

Theresa gave a report on the new Fire Station project, explaining the Town is on track to stay within the budget and has expended about $2,000,000; there are still a few invoices to be paid. Chair Tempesta suggested a site visit to the Fire Station. Lori will connect with Joe DiRusso to schedule a site visit.

**ADMINISTRATIVE UPDATE**

Lori explained the process of uploading documents to the Department of Revenue (DRA). She handed the MS 232 Form (as voted figures) for the Board to sign and stated they would see many MS forms throughout the year and that these are uploaded to the portal for the DRA.

Lori received a $400 invoice from Twin Bridges for the first annual renewal for cloud-based services for the Town's covered bridges. She sought clarification from Twin Bridges, that this charge is for cloud storage for video from the cameras at the bridges and whether or not the Town's new IT vendor should manage this. Lori asked for the Board's authorization to pay the invoice if she determines that is the best route, but she will put it on agenda for next meeting if a different decision is needed.

**CORRESPONDENCE**

**A. NHDOT Public Hearing Notice- Swanzey Project #27692**

Lori stated the Town received the notice from NHDOT for a public hearing on Tuesday, March 31st at 5:30 p.m. in regards to the NH project 27692 NH Route 32 over Martin Brook.

**OTHER BUSINESS**

Chair Tempesta expressed a desire to clear up some expectations of him and his role as Chair. He explained he had several requests over the weekend, and he was told by a board member the Chair was supposed to receive requests for agenda items which he would then send to Lori. He asked that the Board work as a team and that anyone should be able to request an agenda item through Lori, who would then mention to the Chair

if she had questions. Lori responded that the Board should refer to the BOS Rules of Procedure so that everyone can understand the processes in place. She referenced the Agenda Management section within the guidelines. There was a brief discussion. Ward mentioned he liked the idea of bringing up agenda requests at the meeting prior. Lori noted that it was a good process and that there are times where items would need to be added at last minute. The Board understood this process.

Bill Hutwelker asked for the Board's input regarding the electronic sign for the Town Hall. Alan would prefer the current sign in order to keep the character of the Town. Jay stated he needed a visual and liked the idea of the convenience of changing the signs and the opportunity to provide more timely information. Lori suggested working with a vendor to find something electronic but also keep the historic look. Mark stated he had conflicting thoughts; he feels timeliness is important, but the look is a problem. Bill stated it is a safety risk for someone to change the sign, and it can be changed easily on the computer; adding, it could be a revenue source to provide local advertising. Chair Tempesta asked for public input on the subject.

Mark Scalera stated that he felt the lighting aspect ruins the historical look. Ann Heffernon felt that if the sign was done well, it would be fine in the long run. Theresa suggested asking Monadnock High School to change theirs to black and white for a day to see how it looks.

**PUBLIC INPUT**

Ann Heffernon supplied a handout regarding Community Conversation which is a program from NH Community Development Finance Authority. These are facilitated conversations to help develop community-building projects. Ann said it is a simple request and would like the Board's support to apply. The Board supports this idea.

**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 Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:51pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. 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 Ward. All were in favor by Roll Call and the motion passed. The Non-public session ended at 8:10pm.

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; Ward seconded the motion, and it passed 5-0.

**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 Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 8:21pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Town Administrator Lori Rautiola and Recording Secretary Susan Ells.

A motion was made by Hutwelker to come out of the non-public session, seconded by Ward. All were in favor by Roll Call and the motion passed. The Non-public session ended at 8:56pm.

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; Ward seconded the motion, and it passed 5-0.

The Board discussed the Tax Abatement requests that were deferred from earlier in the meeting. Going forward, the abatement applications will be in the emailed packet as well as at the Town Hall to review before the meeting so that the Board can have the information needed to vote.

**ADJOURNMENT**

A motion was made by LaBelle to adjourn the meeting; Ward seconded the motion, and it passed 5-0.

Adjournment occurred at 9:09pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

# LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM

New Hampshire Rivers Management and Protection Program

RSA 483:8-a

*Please complete both sides of this form and email to riversprogram@des.nh.gov. Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.*

## Nominee Information

| | | |
|---|---|---|
| Nominee Name: Barbara Skuly | | Date: Mar 23, 2026 |
| Street Address: 19 Spring St. | | |
| Town: Swanzey | | Zip Code: 03446 |
| Phone (home): 603-352-0987 | Phone (cell): 603-521-0145 | Phone (work): |
| Email: bskuly@ne.rr.com | | |

## Nomination Information

| | | |
|---|---|---|
| Type of Appointment - | ☐ New Appointment | XX Reappointment |
| River Name: Ashuelot | | |
| Type of Representation - | Municipality: | Other: resident |

Please state your interest(s) in serving on the Local River Management Advisory Committee:

| | | |
|---|---|---|
| ☐ Local Government | XX☐ Conservation | ☐ Agriculture |
| ☐ Business | XX☐ Recreation | ☐ Riparian Landowners |
| ☐ Other, please specify: | | |

_____

## Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

| | |
|---|---|
| Name: | Title: |
| Name: | Title: |
| Name: | Title: |

*Note: By statute, the New Hampshire Rivers Management Advisory Committee appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).*

## Additional Information

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

Have been on the Ashuelot River LAC since inception in 1994. Currently chairperson.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- x☐ Grant Writing
- x☐ Event Organization
- x☐ Public Education
- x☐ Public Relations
- x☐ Committee Administration
- x☐ Management Plan Preparation/Implementation

☐ Other, please specify:

_____

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

- ☐ I can attend monthly meetings on most weeknights
- x☐ I can attend monthly meetings only if scheduled on a specific weeknight
- ☐ I can only attend a limited number of monthly meetings
- ☐ I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

### For NHDES Office Use Only

| |
|---|
| LAC Member List and Contacts Database updated (date): |
| LAC Chair and Nominee have been contacted regarding nomination on (date): |
| RMPP Staff recommends appointment to the Rivers Management Advisory Committee - ☐ Approve RMPP staff: Date: |
| Appointment confirmation sent to municipality and LAC Chair on (date): |
| Appointment letter and information packet sent on (date): |

# TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 355-8099
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## Whitcomb Hall Rental Agreement

### Instructions for Facility/Premises License Agreement

A temporary license to use public facilities or premises in the Town of Swanzey, New Hampshire, for private functions is permissible with approval of the Board of Selectmen acting through the Town Administrator's office. To submit a request for a temporary license to use the Town of Swanzey facilities or premises, please follow the instructions below and mail completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop them off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For questions, email whitcombhall@swanzeynh.gov.

1. Provide all of the information requested in the Facility/Premises License Agreement. Initial each page of this agreement.

2. Submit one (1) copy of your certificate of liability insurance coverage, in which the Town of Swanzey, NH is listed as an additional insured, and attach the actual additional insured provision or endorsement from your liability policy. Liability coverage limits must be no less than $1,000,000 per occurrence. **Your request will not be considered without proper proof of insurance**.

3. You will be required to carry insurance, indemnify the Town and provide a security deposit and rental fee. Requests to waive any of these requirements must be made to the Town Administrator's office and will be granted only when based on substantial hardship.

4. Return the completed Facility/Premises License Agreement to the Town Administrator's office for review as far ahead of your event as possible. The Town will make every effort to provide accommodations for all events, but please allow ten (10) business days for review and approval.

5. If you have questions regarding the Facility/Premises License Agreement or other related permits, please call 603-352-7411 ext. 115.

6. Carefully review the attached policy and rules regarding private use of public premises in the Town of Swanzey, NH.

7. Depending on your event, you may also be required to apply for other Town permits to supplement your facility use application, including but not limited to: Town Special Event Permit, Open Container Permit, and Raffle Permit.

**Please initial that you have read this page _____**

**TOWN OF SWANZEY, NEW HAMPSHIRE WHITCOMB HALL**
**FACILITY/PREMISES LICENSE AGREEMENT**

This Agreement, dated _____, 20____ by and between the Town of Swanzey and _____ ("User"), is for a temporary, revocable license to use a public facility or premises in the Town of Swanzey.

In consideration of the mutual covenants and conditions stated herein, the parties agree as follows:

Name of Renter: _____

Mailing Address:_____ Town/City:_____ Zip_____

Phone: _____ Email: _____

Type of Event: _____

Event Date: _____ Anticipated Number of People at this event: _____

Start Time: _____ End Time: _____ Full day (more than 8 hours) _____

***PLEASE NOTE: Start Time and End Time must include your set up and clean up time. There is a minimum 3-hour rental on Monday through Thursday and a minimum 5-hour rental Friday through Sunday. We cannot accommodate early access. We do not provide any sound system or projector.***

**Please check one:** Entire Hall: _____ 1st Floor Only: _____ Wedding Package: _____

1. LOCATION, HOURS, AND CAPACITY: Whitcomb Hall is located at 17 Main Street, Swanzey, New Hampshire, and is owned and operated by the Town of Swanzey. The building may be used from the hours of 8:00 am to 12:00 am. The 1st floor has a capacity of 75 occupants with tables and chairs or 134 standing. The 2nd floor capacity is 115 occupants with tables and chairs or 188 standing/seated (no tables). The building is handicap accessible and has free Wi-Fi.

2. NATURE OF LICENSE: License to use the Facility/Premises will be temporary, revocable, and conditional. The Town of Swanzey reserves the authority to revoke the license at its sole discretion at any time prior to expiration without penalty or liability, and to impose conditions upon the license in the public interest.

3. SMOKING and ALCOHOL: Smoking is prohibited in Whitcomb Hall or anyplace on the property. If alcohol is to be **sold**, a temporary license must be obtained from the New Hampshire State Liquor Commission by calling 603-271-3755.

   A. Conditions of alcohol service approval: (sold)
      - Alcohol may only be served by a single licensed, insured, and approved vendor, which will be the sole source of alcoholic beverages at the function.
      - The vendor serving alcohol will be required to submit proof of licensure and insurance, to include general liability, liquor liability, automobile liability, property liability, and Worker's Compensation. The Town of Swanzey shall be included in the vendor's liability policies as an additional insured for the event.



**Please initial that you have read this page _____**

- The service vendor must include the Town of Swanzey as an additional insured on its liability policies in relation to the function.

- Additional Alcohol Service Conditions: _____

  _____

  _____

B. If alcohol is to be **served, <u>but not sold</u>**, the following conditions apply:

- You will need to fill out and submit an Open Container Permit Application to the Town of Swanzey for approval (application can be found at swanzeynh.gov, click "How Do I", click "Apply For/Obtain" on left side or request one through whitcombhall@swanzeynh.gov or calling 603-352-7411 x115.
- Alcohol consumption must strictly comply with all applicable laws and regulations.
- Alcohol shall not be served to minors.
- Intoxication is prohibited.
- Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol and must safely leave the event without operating a motor vehicle.

4. INSURANCE: User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Swanzey is an additional insured with coverage of $1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. If you cannot provide proof of insurance, you can purchase a Liability Insurance Policy through www.gatherguard.com. For more information, please contact the Town Administrator's office.

5. MISCELLANEOUS: Applications shall comply with the following:

   A. Exit doors shall remain unblocked at all times.
   B. Glass containers are not allowed outside.
   C. The Town reserves the right to accept or reject any application and to prohibit the use of Town facilities for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.
   D. Any person found to have been in violation of this policy may be denied permission to use Town facilities for future events.
   E. It shall be the responsibility of the applicant to maintain sanitary conditions in the public bathrooms of the facility at all times during events. Equipment malfunctions should be reported to the Town immediately. The use of portable toilets may be allowed (or required) as determined by the Town.
   F. The relocation or modification of Town lighting and electrical fixtures is strictly prohibited.
   G. The Town shall not be responsible for any private property stolen or damaged during events or left at Town facilities after events.
   H. User will not use the back stairway except in the case of an emergency.

6. DAMAGE DEPOSIT AND RENTAL FEE: The amount of your deposit and rental rate is dependent upon your place of residence. See attached rate sheets.

7. CLEAN-UP: User will leave the facility/premises in a neat, orderly, and clean condition. User will be responsible for, and liable to, the Town for all repairs to the Facility/Premises and cleaning required as a result of damage caused by User and/or User's guests or vendors. User will remove all trash from Whitcomb Hall and place it in the outside container.

**Please note: A $50 cleaning fee will be applied for all events. This fee does not apply to standard meetings.**

**Please initial that you have read this page _____**

8. RETURN OF DAMAGE DEPOSIT: Within three (3) business days following the Event, the Town will inspect the Facility/Premises. If User and/or User's guests or vendors have not caused any damage to the Facility/Premises and have left the facility in a neat, orderly, and clean condition, the Town will return the

   damage deposit to User. If User and/or User's guests or vendors have caused damage to the Facility/Premises or have not left the facility in a neat, orderly, and clean condition, the Town may retain all or a portion of the damage deposit. If the Town retains any of the damage deposit, it will give written notice to User specifying the amount retained and the reasons, therefore. The Town's remedies for damage shall not be limited to retention of the damage deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses. Notwithstanding any criminal or civil action that may be imposed, the Town reserves the right to retain all or a part of the damage deposit to pay for damages and/or cleaning and seek legal action if costs exceed the security deposit.

9. INDEMNIFICATION AND HOLD-HARMLESS: To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Swanzey, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

10. ASSIGNMENT: This Agreement is not assignable to any other person or entity.

11. RIGHT OF ENTRY AND TERMINATION: The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason, it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner. There will be an individual representing the town at events being held within Whitcomb Hall to provide the renter with information relative to the functioning of the hall. Functions will be monitored at the discretion of the Town.

12. CONFORMANCE WITH LAW AND RULES: User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe, or illegal activity to occur at the Town facility/premises.

13. MODIFICATION/AMENDMENT/MERGER: This Agreement constitutes the entire merged Agreement between the parties. Any modification, amendment, or supplementary provisions must be in the form of a writing signed by the parties and which expressly modifies this agreement.

14. SEVERABILITY: If a Court determines that any provision of this Agreement is unlawful or unenforceable, such provision shall be stricken and the remainder of the Agreement shall be enforceable. A Court may reasonably reform any stricken provision in order to effectuate the parties' intent.

15. CHOICE OF LAW/FORUM: This Agreement shall be construed under New Hampshire substantive law without regard to any rules governing choice of law. Any court action regarding this Agreement must be filed and litigated in the New Hampshire Superior Court in Cheshire County, New Hampshire.

16. ATTORNEY'S FEES AND COSTS: In regard to any legal proceedings regarding this Agreement, the Town shall be entitled to recover from User the Town's reasonable attorney's fees and costs to the extent the Town is a prevailing party.



**Please initial that you have read this page _____**

The parties have executed this Agreement in Swanzey, New Hampshire, this _____ day of _____, 20_____.

TOWN OF SWANZEY

By _____

RESPONSIBLE PARTY FOR USER

_____
[Name - Signature]

_____
[Organization, if applicable]

_____
[Address]

_____
[City, State, Zip]

Phone: _____

Email: _____

Please check all that apply

☐ Will you be serving alcohol?

☐ Will you be selling alcohol?

☐ Will you have a caterer/bartender?

☐ Will you need access to the kitchen?
A $25 fee applies for kitchen access

**Please initial that you have read this page _____**

# Whitcomb Hall Rental

## FIRE SAFETY IS YOUR RESPONSIBILITY

## IN CASE OF AN EMERGENCY CALL 911.

**NFPA LIFE SAFETY CODE 101 STATES**:

- **NO OPEN FLAMES** can be used in a place of assembly.
- **NO LIVE VEGETATION DISPLAYS** are allowed, Example: Christmas trees, large plants, etc.
- **NO SMOKE OR BUBBLE MACHINES** can be used inside Whitcomb Hall.
- **NO TRASH** is to be left inside Whitcomb Hall. It should be placed in the outside container.
- **NO SMOKING in or outside on the property. Guests must walk to the sidewalk.**
- If you did not request the use of the stove/oven ahead of your event, **DO NOT TURN ON THE GAS**.

**CONTACTS**
Should you need technical assistance or any other kind of help with Whitcomb Hall, please call the Administrative Assistant's office at (603) 352-7411 ext. 115 during normal business hours.

**ACCESS TO WHITCOMB HALL**
Please contact Katie Collins at (603) 352-7411 x115 for you access to the building 3 days prior to your event.

**DECORATING**

- Please do not hang anything from the walls, lights, or ceiling.
- Pictures are NOT to be removed from the walls.
- **NO TAPE or wall decorations of any kind**.
- **Only table decorations are allowed.**

**CLEAN UP**
**All trash must be removed from the Hall immediately after the event to prevent fire**. Trash barrels are provided for your use during the event. They are located by the back kitchen door. You are to remove the trash bags only. **The barrels remain in the hall.** A fee will be charged if the Town has to remove your trash or if you do not leave the facility neat and clean.

**KITCHEN CLEANUP**
This area is inspected before and after each use! Please empty and wipe down the refrigerator. The dishes and any other equipment that is used should be washed and put away in the proper cupboards. Clean the sinks and counter. The stovetop and ovens need to be cleaned after each use. Your deposit will not be returned if the kitchen is not cleaned properly.

**Please initial that you have read this page _____**

# Whitcomb Hall Rental Rates

**SWANZEY RESIDENT RATES**

**Minimum 3-hour rental on weekdays, Monday through Thursday.**
**Minimum 5-hour rental on weekends, Friday through Sunday.**

**1st Floor** - $40.00 per hour or a full day at $320.00 (8 or more hours)

**Entire Hall** - $85.00 per hour or a full day at $680.00 (8 or more hours)

$100.00 refundable damage deposit
50% of rental fee due at booking
$50.00 non-refundable cleaning fee (basic cleaning included; renter is still responsible for removing all personal items and trash)

**Wedding Rental** (Friday 12:00 pm – Sunday 3:00 pm) $1,400.00

$100.00 refundable damage deposit
$700.00 due at booking
$50.00 non-refundable cleaning fee (basic cleaning included; renter is still responsible for removing all personal items and trash)

**NON-RESIDENT RATES**

**Minimum 3-hour rental on weekdays, Monday through Thursday.**
**Minimum 5-hour rental on weekends, Friday through Sunday.**

**1st Floor** - $50.00 per hour or a full day at $400.00 (8 or more hours)

**Entire Hall** - $110.00 per hour or a full day at $880.00 (8 or more hours)

$100.00 refundable damage deposit
50% of rental fee due at booking
$50.00 non-refundable cleaning fee (basic cleaning included; renter is still responsible for removing all personal items and trash)

**Wedding Rental** (Friday 12:00 pm – Sunday 3:00 pm) $1,700.00

$100.00 refundable damage deposit
$850.00 due at booking
$50.00 non-refundable cleaning fee (basic cleaning included; renter is still responsible for removing all personal items and trash)



**Please initial that you have read this page _____**

**NONPROFIT/GOVERNMENT/BUSINESS RENTALS**

- Local 501(c)(3) nonprofit groups within a 20-mile radius of Swanzey or local governmental agencies can book the Hall for events related to their purpose or mission Monday through Thursday up to three times per calendar year at no charge. A Whitcomb Hall Agreement must be submitted along with an insurance certificate of liability, and a $100 returnable damage deposit. The Town of Swanzey reserves the right to book a simultaneous meeting in the Hall on a different floor, if necessary.

- Local businesses within a 20-mile radius of Swanzey can book the Hall for events/meetings Monday through Thursday once at no charge. A Whitcomb Hall Agreement must be submitted along with an insurance certificate of liability and a $100 returnable damage deposit.

- There are no discounts for bookings Friday through Sunday.

- Special considerations can be requested from the Swanzey Board of Selectmen.

**CANCELLATION POLICY**

- Cancellation by the Town of Swanzey will result in the return of all funds collected for that booking. The User will be given the opportunity to reschedule their event. Reasons for cancellation by the Town include, but are not limited to, inclement weather, other natural calamities, or the necessity of the Town to conduct emergency business and the like.

- Cancellation by the User 90 or more days before the booked event date entitles the User to a return of the damage deposit and a refund of the rental fee.

- Cancellation by the User less than 90 days before the booked event date forfeits the 50% rental fee deposit. The Town will return any payments made above 50% of the rental fee including the damage deposit. The User may reschedule their event once to another available day during the same calendar year.

To reserve a date, please call Katie at 603-352-7411 x115 or email kcollins@swanzeynh.gov. Once you have a pending date, we require this agreement signed and each page initialed, your insurance certificate, $100.00 refundable damage deposit, and 50% of the rental fee in two separate checks within 10 days of your pending reservation. If not received, the reserved date will be cancelled and released to other renters. The balance of the rental fee is due 10 days before your event, as well as the $50 cleaning fee.

Applications can be dropped off at Swanzey Town Hall (620 Old Homestead Highway, Swanzey) during regular business hours, dropped off after hours in the drop-box in front of Town Hall, or mailed to Whitcomb Hall Rental, Town of Swanzey, PO Box 10009, Swanzey, NH, 03446.

***All fees are subject to change***

**Please initial that you have read this page _____**