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 15, 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: April 8, 2026, April 10, 2026
   B. Nonpublic Session(s): April 8, 2026, Sessions 1,2 & April 10, 2026, Sessions 1, 2

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Raffle Permit- Monadnock Regional School
   D. Special Events Permit-Motorcycle Swap
   E. Special Events Permit- Monadnock Humane Society
   F. Intent to Cut – M/243 L/55
   G. Gravel Tax Levy – M/240 L/48
   H. Yield Tax Levy – M/243 L/55

5. Public Input

6. Appointments
   A. Ann Heffernon, Chair of Governance Committee – Update on Committee Status *MOVED TO 2ND PUBLIC INPUT
   B. Ashlee Crosby, Rec Director – Request for Fencing, Dog Waste Stations and Invoice Approval for Brush Removal (at Richardson Park)

7. Consideration of New Business
   A. Assessing – Veteran's, Elderly & Solar Tax Credit/Exemption
      i. M/220 L/156
      ii. M/239 L/6
      iii. M/220 L/186
      iv. M/246 L/16
      v. M/239 L/31
      vi. M/243 L/55
      vii. M/106 L/49

B. Assessing- Tax Abatement
   i. M/254 L/1
C. Consideration of Adoption of Right-to-Know Request Policy Implementation
D. Consideration of Post Traumatic Stress Policy

8. Consideration of Old Business
   A. Consideration of Revised Whitcomb Hall Rental Agreement
   B. 2026 BOS Schedule of Meetings

9. Administrative Update

10. Correspondence

11. Public Input

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

13. .Adjournment

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   E. Special Events Permit- Monadnock Humane Society
   F. Intent to Cut – M/243 L/55
   G. Gravel Tax Levy – M/240 L/48
   H. Yield Tax Levy – M/243 L/55

5. Public Input

6. Appointments
   A. Ann Heffernon, Chair of Governance Committee – Update on Committee Status *MOVED TO 2ND PUBLIC INPUT
   B. Ashlee Crosby, Rec Director – Request for Fencing, Dog Waste Stations and Invoice Approval for Brush Removal (at Richardson Park)

   SUGGESTED MOTION: I move to authorize the withdrawal of funds up to _____ from the Recreation Facilities Improvements Capital Reserve Fund for the purchase of _____ . $_____ for the purchase of four dog waste stations and $_____ for the purchase and installation of fencing at Smith Field.

7. Consideration of New Business
   A. Assessing – Veteran's, Elderly & Solar Tax Credit/Exemption
      i. M/220 L/156
      ii. M/239 L/6
      iii. M/220 L/186

iv. M/246 L/16
v. M/239 L/31
vi. M/243 L/55
vii. M/106 L/49

I move to approve the slate of Elderly and Veteran Tax Exemptions as recommended by the Town's contracted assessor, Bernaiche Consultants.

B. Assessing- Tax Abatement
i. M/254 L/1

I move to approve the Abatement for Map 254 Lot 1 as recommended by the Town's contracted assessor, Bernaiche Consultants.

C. Consideration of Adoption of Right-to-Know Request Policy Implementation

SUGGESTED MOTION: I move to approve the Right-to-Know Request Policy as presented and recommended by the Town Administrator.

D. Consideration of Post Traumatic Stress Policy

SUGGESTED MOTION: I move to approve the Post Traumatic Stress Policy as presented and recommended by NH Primex and the Human Resource Coordinator.

8. Consideration of Old Business
A. Consideration of Revised Whitcomb Hall Rental Agreement

SUGGESTED MOTION: I move to approve the Whitcomb Hall Rental Agreement/Application as updated.

B. 2026 BOS Schedule of Meetings

9. Administrative Update

10. Correspondence

11. Public Input

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

13. .Adjournment

UPCOMING AGENDA ITEMS AND MEETINGS

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 – April 8, 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 4:30pm at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Town Administrator Lori Rautiola.

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

A motion was made by Mark LaBelle to enter a nonpublic session pursuant to RSA 91-A:3, II (b) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 4:33pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Town Administrator Lori Rautiola, HR Coordinator Meagen Kerris, and Fire Chief Eric Mattson.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 5:00pm.

A motion was made by Mark 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; Jay 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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 5:05pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Town Administrator Lori Rautiola, Town Planner Adam Paquette and Recording Secretary Susan Ells.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 5:30pm.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

The meeting was reconvened at 5:30pm. Members present were Chair James Tempesta, Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present were Town Administrator, Lori Rautiola and Recording Secretary, Susan Ells.

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OTHERS PRESENT

Kai Kraemer with FACT TV, Lee Dunham, Ashlee Crosby, Alyssa Hodgman, Shana Thompson, Gordie Ayotte and Michael Gomarlo

MINUTES

The regular meeting minutes of April 1, 2026, were considered. A motion was made by Mark LaBelle to approve the minutes as amended. Jay Ward seconded the motion, and it passed 5-0.

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

CONSENT AGENDA

A. Payroll Manifest
B. Accounts Payable Manifest
C. 2026 Water/Sewer Supplemental Warrant – M/108 L/29
D. Special Events Permit – Recreation Department – Sweep Up Swanzey
E. Raffle Permit- Cheshire Fair Association
F. Intent to Excavate – M/239 L/69
G. Current Use Application – M/255 L/16

A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion, and it passed 5-0.

PUBLIC INPUT

None

APPOINTMENTS

A. Lee Dunham, Sexton – Update to Cemetery Fee Schedule

Lee Dunham presented to the Board the proposed 2026 Cemetery Department fee schedule that he and DPW Director Joe DiRusso were recommending. He explained that prices had not been adjusted since 2014 and suggested that it was time for the Town to increase the rates. They had reviewed fees charged by other towns in the area and devised a schedule that was comparable and would cover the cost of the DPW backhoe and crew.

Mark LaBelle made a motion to approve the Town of Swanzey Cemetery Fee Schedule as suggested by Lee Dunham; Jay Ward seconded the motion, and it passed 5-0.

Alan Gross asked how many spaces are available in the cemeteries; Lee explained that it depends on lot sizes (full or half) and provided a report that explained that in 1988, the voters agreed to spend $75,000 to buy 48 acres off Route 32 south of the current Mt View cemetery. There are some restrictions, such as keeping a natural buffer between the cemetery and the homes, no trees can be removed, and there is a waterway to be left unchanged. There would be an expense to prepare it for a cemetery. Mt View Cemetery was expanded in the 1990s and about three quarters of the property is available for lots. Mt Caesar Cemetery is nearly full but there are some lots available for cremation burials. Some of the land at Oak Hill Cemetery is still undeveloped, primarily the additional property the Town purchased in 1950 from the box shop. Homestead Cemetery is full.

The Board thanked Lee for his work and for attending the meeting.

B. Maureen Moeckel, Katherine Clark and Robert Clark Jr – The Stratton Free Library – Easements
Tabled

C. **Michael Gomarlo and Gordie Ayotte - The West Swanzey Sidewalk Committe**e
At a previous meeting, the Board had discussed a request to put in a sidewalk from the parking lot to the door of the church on Cobble Hill so the food pantry visitors would have a safer walkway. At the time, the Board thought the request was for the Town to cover the cost which would not be permissible on church property.

Michael Gomarlo and Gordie Ayotte explained that the West Swanzey Sidewalk Fund is a Trust that Frank Snow endowed for the sole benefit of roads and sidewalks in West Swanzey. The money is not taxpayer money and is overseen by the Trustees of the Trust Fund who have jurisdiction on how the money is spent. The normal process is for the committee to obtain a couple of bids; they are not asking the Town to do the work. They will update the Board with the decision of the trustees. The Board thanked them for coming to the meeting to educate them about this fund.

D. Ashlee Crosby - Recreation Director- Back Stop for South Road Field
Chair Tempesta provided an update about the conversation the Board had with Neil Jeneral at last week's board meeting regarding Neil's concern about the changes planned to the back stop to reduce the likelihood of stray balls hitting cars in his nearby property.

Rec Director, Ashlee Crosby explained she obtained a quote of $2,800 from Monadnock Fence to extend the height of the backstop by an additional 10 feet. The Recreation Department has $7,500 in CIP Capital Reserves they can use for this purpose. Crosby recommended extending the height of the fence at a cost of $5,875 to limit the number of fly balls. There was a discussion to include the DPW Director, Joe DiRusso on these decisions as he manages our facilities.

Ashlee suggested some of the remaining funds could be used for dog waste stations at a cost of $1000 for 4 stations with solar lights and a 1-year supply of bags. These would be used at Brown Field, AA Park, and 2 at South Road. There is an ongoing problem with the public letting their dogs on the fields and not cleaning up after them; her hope was that having the waste stations would keep the fields cleaner; dogs can't be banned because a field ordinance is needed to enforce this. She has been working on this with the Police Department for several years.

Shana Thompson represents the Cal Ripkin Association and stated that she wasn't aware there was an issue with the O'Brien field, and while she thought it would be good to have a fence, they don't have it in their budget, and it is not a high priority. She asked why Ashlee didn't get more than one quote; Ashlee replied that Monadnock Fence installed the current fence and were available to quote and to install before opening day. Chair Tempesta asked her to get two more quotes to see if they are in the price range.

Bill Hutwelker asked what the status was with the field ordinance; Ashlee responded she gave it to the Town in November. Bill replied that they would look into it.

Chair Tempesta asked her to get more bids, to notify Mr. Jeneral, to involve Joe DiRusso, and to come back to next Wednesday's meeting to discuss and to obtain a decision. Ashlee was asked to notify Lori Rautiola if there are any concerns about the timeframe.

Ashlee notified the Board of the aging score board tower behind home plate at Brown Field was in disarray and hasn't been used in years, was broken and vandalized multiple times. She asked if it could be removed

altogether, which would cost $600 from their operating budget. The Board approved her having a discussion with Joe DiRusso and devising a plan to give to Lori if it is to be taken down.

Ashlee added there is $35,000 in CIP Capital Reserves to replace the deck at Richardson Park. Joe DiRusso estimates the DPW could replace it for $12,000 - $14,000 and he suggested using some of the cost savings to respray the parking spaces in the parking lot. They received a quote from Minkler for $1,850. She said the original quote for the deck didn't include DPW doing any of the work. Chair Tempesta reiterated that Joe DiRusso needs to be involved in any facility work.

Ashlee will send Lori a list of the projects that are needed, what funds would be required, and where the funds would come from, and Lori will add to the agenda for next week.

Lastly, Ashlee provided a report that this year's Easter Egg event grew from 184 kids last year to 267 this year.

NEW BUSINESS

A. Assessing Tax Abatement - M/228 L/8

Mark LaBelle made a motion to approve the Abatement for Map 228 Lot 8 as recommended by the Town's contracted assessor, Bernaiche Consultants. Jay Ward seconded the motion, and it passed 5-0.

B. Assessing – Elderly and Veteran's Tax Credit/Exemption

a. M/104 L/61
b. M/227 L/28/0/BG0/22
c. M/246 L/11
d. M/243 L/55/0/MH0/30
e. M/246 L/83
f. M/235 L/61
g. M/254 L/41
h. M/232 L/59
i. M/219 L/49

Mark LaBelle made a motion to approve the slate of Elderly and Veteran's Tax Exemptions as recommended by the Town's contracted assessor, Bernaiche Consultants. The motion was seconded by Jay Ward; all were in favor and the motion passed unanimously.

OLD BUSINESS

A. GoGov Building Permit Software – Invoice Approval

This purchase was approved in December for the building permit software, but the company allowed the Town to wait until after the budget was approved before paying the invoice.

Mark LaBelle made a motion to authorize the withdrawal of $14,364.00 from the Town Hall Information Management Systems Expendable Trust Fund for the building permit software from GoGov, that was approved at the December 17, 2025 meeting. Jay Ward seconded the motion, and it passed 5-0.

Bill Hutwelker asked Lori for an update regarding the TAP grant funding. Lori stated there was not much to update other than the last meeting with the State was about bridge work and the Town was waiting for the State to schedule a meeting to discuss the rail trail project, mainly the extreme overage of the project's budget. It was suggested Mike Kowalczyk, as Chair of the Rail trail committee, be on the call.

ADMINISTRATIVE UPDATE

A. BOS 2026 Schedule of Meetings

There was a discussion on a summer schedule of board meetings. No decision was made and the discussion ended.

CORRESPONDENCE

A. City of Keene Wastewater Treatment Plant Open House, Thursday April 16th 10 am -6 pm

Bill recommended the board attend the open house at the City of Keene's Wastewater Treatment Plant at the airport which is open to the public. He was very impressed with the operation of that facility.

PUBLIC INPUT

Jay Ward reported he had learned at a recent Conservation Commission meeting, they had a visitor from the Old Homestead Garden Club who told them that there is a master gardener in town. He learned that master gardeners are required to do community service and could design a garden for the Town, such as by the new fire station. Jay suggested when there is a project being planned, the Board should encourage those involved to contact a master gardener.

Jay explained he tried calling Fish and Game last year regarding the boat launches on Wilson Pond that are classified as 'limited access'. He had been told by DES when he inquired about assistance cleaning the pond of invasive growth - that the pond was considered a private pond because limited access means private. He could not get the information he needed to determine how to reclassify the launches because the pond is not private. He asked the Board if members had any issues with him researching the pond. The Board agreed by consensus to authorize Jay to research this matter.

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:24pm. 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 Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:29pm.

A motion was made by Mark 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; Jay 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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 7:31pm. 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.

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A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 7:52pm.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

ADJOURNMENT

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

Adjournment occurred at 7:54pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – April 10, 2026
620 Old Homestead Highway

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 9:15 am. At Town Hall 620 Old Homestead Highway, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross. Also present was Town Administrator Lori Rautiola.

Non-public session(s) per RSA 91-A:3, II (c)

A motion was made by Mark LaBelle to enter a nonpublic session pursuant to RSA 91-A:3, II (c) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 9:15 am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present were Town Administrator Lori Rautiola, and Fire Chief Eric Mattson.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 10:00 am.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

The Board briefly discussed the dates sent by the Chief for their monthly department meetings. The Board also discussed the proposed 2026 BOS schedule of meetings, and the Chair noted it would be discussed at the next board meeting.

The Board discussed an incident on Westport Village Road.

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 Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (c) which was seconded by Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 10:10 am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Town Administrator Lori Rautiola

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay Ward. All were in favor by Roll Call and the motion passed. The non-public session ended at 10:20 am.

A motion was made by Mark 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; Jay Ward seconded the motion, and it passed 5-0.

The meeting was reconvened at 10:20 am. Huttwelker passed out a document regarding net metering and discussed the benefits of supporting a House Bill to extend the years to 60 years. The Board concurred to

support the House Bill.

Adjournment occurred at 10:30 am.

Respectfully Submitted,

Lori Rautiola
Town Administrator

Approved on

DRAFT

TOWN OF SWANZEY

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P.O. BOX 10009
SWANZEY, NH 03446-0009
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RAFFLE PERMIT
(RSA 287-A)

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

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

PERMIT# 2026-09

Name of Organization: Monadnock Regional M/H School Project Graduation
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: Swanzey, NH at Mondo
located in Swanzey, New Hampshire.

Name of contact person: Heather Dean

Address: 20 Pine St Swanzey, NH 03446

Phone# 603-762-0930 Email: hdean44.45@gmail.com

Items(s) to be raffled (attach list if necessary): Cash prizes, gift cards

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

4/18/26 to 6/30/2026

Date of raffle drawing: 6/1/26 to 6/30/26

Approved by: _____

_____

_____ Date: _____
Swanzey Selectmen

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
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EVENT PERMIT – #2026-15

Jimmy Murdough

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

An Event Known As: Motorcycle Swap Meet

To Be Held At: Cheshire Fairgrounds, 247 Monadnock Highway

On the date of: May 3, 2026

Expected attendance: 1000

Contact Person: Jimmy Murdough

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

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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EVENT PERMIT – #2026-17

Monadnock Humane Society

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

An Event Known As: Monadnock Humane Society 38th Annual Walk for Animals

To Be Held At: Brown memorial Field, 732 W Swanzey Rd

On the date of: May 2, 2026

Expected attendance: 200

Contact Person: Michele Bean

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: _____

ORIGINAL WARRANT
GRAVEL TAX LEVY
TAX YEAR: APRIL 1, 2025 - MARCH 31, 2026
THE STATE OF NEW HAMPSHIRE

COUNTY, Cheshire

TO: Tkevin Westcott, Collector of Taxes for the Town of [NAME], in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **$93.70**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at TOWN OF SWANZEY, NH

(Selectman/Assessor)

(Selectman/Assessor)

(Selectman/Assessor)

(Selectman/Assessor)

(Selectman/Assessor)

DATE OF BILL: 4/15/2026 **DUE DATE:** 5/15/2026

NAME & ADDRESS	TAX MAP / LOT	OPERATION NO.	GRAVEL TAX DUE
Eurovia Atlantic Coast LLC.	240/48	25-441-05-E	$93.70
1936 Lee Rd, Suite 300			
Winter Park, FL 32789			

Total Tax Due: **$93.70**

TOWN OF SWANZEY, NH
OFFICE OF THE TAX COLLECTOR
PO Box 10009
Swanzey, NH 03446

4/15/2026

Eurovia Atlantic Coast LLC.
1936 Lee Rd, Suite 300
Winter Park, FL 32789

RSA 72-B - EXCAVATION TAX ASSESSMENT
TAX YEAR: APRIL 1, 2025 - MARCH 31, 2026

Tax Map 240 Lot 48
Operation #: 25-441-05-E

TOTAL CUBIC YARDS	TAX PER CUBIC YARD	GRAVEL TAX DUE
4,685	$0.02	$93.70

Pursuant to RSA 72-B:4, Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.

18% Interest will be charged on unpaid taxes after: **5/15/2026**

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

Tax Collector Office Hours: Monday – Thursday 8:00 a.m. – 5:00 p.m., Friday 8:00 a.m. - 12:00 p.m.

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: April 15, 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 %**	
Pine Grove MHP	WHITE PINE	9.505				$154.60	$1,469.47	$146.95	
1 Commercial Ave, Bldg 1	HEMLOCK	27.650				$41.50	$1,147.48	$114.75	**Subtotal of TAXES Due (Col. #9)**
Swanzey, NH 03446	RED PINE					$41.50			
	SPRUCE & FIR					$113.00			
# 2	HARD MAPLE	0.915				$269.00	$246.14	$24.61	
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	0.435				$96.20	$41.85	$4.19	**$900.46**
	YELLOW BIRCH	1.110				$189.30	$210.12	$21.01	
	OAK	12.755				$340.50	$4,343.08	$434.31	
MAP & LOT NUMBER	ASH	0.890				$232.50	$206.93	$20.69	**Less bond or amount previously paid, *if applicable***
243/55	SOFT MAPLE	4.305				$119.50	$514.45	$51.45	
	BEECH/PALLET/TIE LOGS	5.655				$58.00	$327.99	$32.80	
	PINE BOX / PALLET					$19.22			
	OTHER:								
	OTHER:								
# 3	OTHER:								
OPERATION NUMBER					**TONS**	**CORDS**			
	SPRUCE & FIR				$ 0.66				**Total Amount Due**
25-441-21-T	HARDWOOD & ASPEN		22.67		$ 2.98		$67.56	$6.76	
	PINE				$ 0.17				
	HEMLOCK		103.49		$ 0.99		$102.46	$10.25	**$900.46**
ACCOUNT OR SERIAL #:	BIOMASS CHIPS				$ 0.17				
	HIGH GRADE SPRUCE				$ 13.96				
	CORDWOOD			24		$ 13.62	$326.88	$32.69	
							$9,004.41	**$900.46**	

ORIGINAL WARRANT
YIELD TAX LEVY
April 15, 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: April 15, 2026

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Pine Grove MHP 1 Commercial Ave, Bldg 1 Swanzey, NH 03446	**243/55**	**25-441-21-T**	**$900.46**
		DATE YIELD TAX DUE:	**May 15, 2026**

SECTION I. **Certification and Appearance by Representative (If Other Than Party(ies) Applying)**

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1. all certifications in Section H are true;

2. the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and

3. a copy of this form was sent to the Party(ies) applying.

Date: _____ _____
(Representative's Signature)

SECTION J. **Disposition of Application* (For Use by Selectmen/Assessor)**

*RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date . . . ."

Abatement Request: GRANTED _____ Revised Assessment: $_____ DENIED _____

Remarks:

_____

_____

_____

_____

_____

Date: _____

_____ _____
(Selectmen/Assessor Signature) (Selectmen/Assessor Signature)

_____ _____
(Selectmen/Assessor Signature) (Selectmen/Assessor Signature)

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

MEMORANDUM – JOINT LOSS MANAGEMENT

TO: Board of Selectmen

FROM: Meagen Kerris, Joint Loss Management Chair

RE: Policy for Approval

DATE: March 12, 2026

CC: Lori Rautiola, Town Administrator

After reviewing the Joint Loss Management Policy Table of Contents, Primex shared that we should have a Post Traumatic Stress policy. The Joint Loss Management Committee met on December 30, 2025 to review and voted to approve the attached policy. We are requesting the Board of Selectmen's approval on this policy to officially implement in with the Town employees.

Thank you,
Meagen Kerris
Joint Loss Management Chair

Town of Swanzey, NH

Post Traumatic Stress Policy
Adopted December 30, 2025

PURPOSE

It is the intent of the Town of Swanzey to provide support, guidance and resources for employees exposed to traumatic events or those who experience acute or cumulative stress that can have detrimental effects to their mental and physical well-being.

POLICY

The Town of Swanzey will have an organized approach for addressing employees affected by post-traumatic stress in a safe, non-judgmental, and confidential environment.

RESPONSIBILITY

All employees should be mindful of the effects of traumatic and stressful events.

Supervisors are responsible for identifying and/or recognizing significant incidents that may qualify for intervention.

Supervisors are responsible for activation of the Granite State Critical Incident Stress Debriefing (GSCISM) Team which should be made as soon as the need is recognized and may be done from the scene for serious events. **For assistance during a critical incident call 603-595-3792. GSCISM is available 24 hours a day, 365 days a year.**

Important NOTE: *This is not intended to preclude any employee from reaching out to their supervisor at any time for assistance unrelated to critical stress incidents; either for another employee, supervisor, or themselves.*

DEFINITIONS/EXAMPLES:

Post-Traumatic Stress

Unanticipated reactions or emotions triggered by a terrifying event - either experiencing it or witnessing it. Symptoms may include flashbacks, nightmares and severe anxiety, as well as uncontrollable thoughts about the event. Affected members may also have temporary difficulty adjusting and coping, but with time and good self-care, they usually get better. If the symptoms get worse, last for months or even years, and interfere with your day-to-day functioning, you may have PTSD.

Critical Incident

Any situation faced by Town of Swanzey employees, which has the potential to illicit severe emotional reactions, such as the following examples:

1. Death or serious injury of a child, or co-worker.
2. Multiple fatalities at an incident.
3. Loss of life following an unusual, prolonged, expenditure of emotional or physical energy by emergency personnel.
4. Civilian loss of life due to Department operations.
5. Any incident that provokes profound emotional responses.

Town of Swanzey, NH

Post Traumatic Stress Policy
Adopted December 30, 2025

Defusing

An intervention that is a shorter, less formal version of a debriefing. It generally lasts from 30 to 60 minutes but may go longer and is best conducted within one to four hours after a critical incident. (Can be facilitated on scene) It is not usually conducted more than 12 hours after the incident. Like a debriefing, it is a confidential and voluntary opportunity to learn about stress, share reactions to an incident and vent emotions. The main purpose is to stabilize people affected by the incident so that they can return to their normal routines without unusual stress. Where appropriate, a formal debriefing may also be required.

Critical Incident Stress Debriefing (CISD)

An organized group session allowing employees who are involved in operations under conditions of extreme stress to discuss their feelings and frustrations thus potentially mitigating long term emotional trauma syndromes; ideally 24-72 hours after the incident.

CISM Team

The CISM Team shall consist of a CISM Coordinator and one or more facilitators from the Granite State Incident Stress Management Team (GSCISM).

PROCEDURE

Following a critical incident or traumatic event, immediate supervisors or a member of Human Resources (HR) will follow up with staff involved or affected to assess their needs.

Supervisors or an HR designee will contact the Granite State Critical Incident Stress Management (GSCISM) Team and coordinate support or provide resources.

Employees that could benefit from this service due to incidents outside of work are encouraged to reach out to their supervisor for assistance.

Rules for Debriefing:

a. All statements, facts, opinions, and discussions made during the diffusing or debriefing process shall be "strictly confidential."
b. Attendance at a debriefing shall be **VOLUNTARY** for all employees who were directly involved or exposed to the incident.
c. Attendance by employees who are not involved should be prohibited unless their attendance benefits those involved.
d. No one should be criticized for how they feel. Instead, they should be allowed free expression of emotion with acceptance, support, and understanding from each other.
e. No recordings or notes are allowed.
f. Critical incident debriefing is not a critique of Town operations at the incident.
g. No media coverage. Public Information Officer (PIO) guided by GSCISM Coordinator shall handle media.
h. Location of debriefing shall be held away from the incident scene.

Town of Swanzey, NH

Post Traumatic Stress Policy

Adopted December 30, 2025

This policy was adopted at a regularly scheduled meeting of the Joint Loss management on December 30,2025

RIGHT TO KNOW REQUEST POLICY:

SECTION 1 : PURPOSE

A. The purpose of this policy is to create a standard method of processing records requests under the Right to Know Law (RSA chapter 91-A). It is the policy of the Town to facilitate public access to existing governmental records, as governmental records are defined under RSA chapter 91-A and where such access is required under RSA chapter 91-A.

B. For the purpose of this Policy, requests for public records shall be interpreted as being made pursuant to RSA chapter 91-A, regardless of whether the request is captioned as a "91-A Request," "Right to Know Request," "Freedom of Information Act Request," or other nomenclature. Such a request shall be referred to herein as "Right to Know Request."

C. This Policy shall not apply to subpoenas or discovery served in accordance with any applicable rules of procedure established by a State or Federal Court or obligations to disclose records arising out of other bodies of law, including, but not limited to, evidence production associated with criminal proceedings or requests for motor vehicle accident reports pursuant to RSA 264:25.

SECTION II : PROCEDURE

A. The Board of Selectmen designates the Town Administrator to serve as the official of the Town of Swanzey responsible for coordinating responses to Right to Know Requests.

B. Right to Know Requests are encouraged to be submitted on the Right to Know Request Form available on the Town's website, a copy of which is also available at the Town Hall and is appended to this Policy. Individuals making a Right to Know Request via email without using the Town's Right to Know Request Form will be directed to this Policy and the Right to Know Request Form and shall be requested to submit their Right to Know Request on the Town's Form.

C. Individuals are encouraged to request specific records using as specific a description as possible and with reference to the date(s) that the record(s) may have been created.

D. Right to Know Requests are encouraged to submit all Right to Know Requests to the Town Administrator. Submitting a Right to Know Request to the Town Hall at 620 Old Homestead Highway, helps to ensure a complete response and facilitate expedient completion of the Right to Know Requests.

E. If an individual employee receives a Right to Know Request, regardless of the form used, that employee shall immediately forward that Right to Know Request to their supervisor, who shall then forward the Right to Know Request to the Town Administrator.

F. The Town Administrator will review the Right to Know Request and will provide individuals making a Right to Know Request with a response that adheres to RSA 91-A:4. That response

shall be provided within five (5) business days of the Town's receipt of the Right to Know Request. Requests that are received after 4:00 on a business day or on a day that the Town Hall offices are closed shall be deemed received as of the following business day. For the purposes of this Policy, "business day" includes those days that the Swanzey Town Hall is open to the public and shall not include weekends, holidays, or other days that the Town Hall is not open.

G. The initial response from the Town Administrator will:

1. to the extent that the record(s) is (are) immediately available for public inspection and copying, make that document available for inspection and copying;
2. to the extent that the record(s) is (are) not immediately available for inspection and copying, identify a reasonable period of time by which that record is anticipated to be made available;
3. to the extent that the Town cannot determine whether all or part of a record(s) is (are) subject to disclosure under RSA chapter 91-A, identify a reasonable period of time by which the Town will determine whether access for inspection or copying of all or part of the records sought will be granted or denied;
4. provide an estimate of any fees to be imposed as outlined in item G; and
5. to the extent that a record(s) is (are) not subject to disclosure deny the request pursuant to RSA chapter 91-A:4:VI (c).

Response times provided in an initial response are estimated dates for production, and the Town reserves the right to update an estimated date for response as the needs of the Town require.

H. In addition to any other fees imposed by this Policy, Right to Know Requests that will produce more than 250 electronic communications shall be subject to an additional fee of $1.00 for every communication over the initial 250 electronic communications.

1. This fee shall be assessed regardless of whether the records are delivered in hard copy or electronically.
2. Attachments to electronic communications shall be considered part of a single communication and e-mails and responses under a single subject line shall be considered a single communication.
3. Text or chat message threads regarding the same topic shall be considered a single communication unless exceeding 50 individual messages at which point each additional group of 50 messages shall be considered another single message.
4. Multiple requests from any person or entity within a 30-day time period shall be considered one request for the purposes of this Paragraph.
5. In providing an initial response, the Town Administrator shall seek to provide an initial estimate of the fee to be imposed by this Paragraph and shall inform the individual making the Right to Know Request that such fee may be reduced or avoided by amending the Right to Know Request.

6. The Town will not consider a Right to Know Request as being received until this fee is paid or until the Right to Know Request is modified to reduce the amount of responsive electronic communications to under the 250-communication threshold.

I. In responding to a Right to Know Request, the Town shall only provide access for inspection or copying of government records, as that term is defined by RSA 91-A, existing as of the date that the Right to Know Request is received. The Town reserves the right to decline to: (1) respond to general inquiries that do not seek a public record; (2) compile, cross-reference, or assemble information into a form in which it is not already kept or already reported; or (3) provide access to government records that may have been created after the date of that the Right to Know Request is received or responded to. Electronic records will be provided in standard or common file formats.

J. Records disclosed under this Policy will be made available for inspection and copying. Inspections shall be allowed at the Town Hall, or such other offices as may be designated by the Town Administrator, during regular business hours by appointment.

K. Government records belong to the public, and, to ensure that such records remain available to the public and free from damage, only Town staff shall be allowed to copy responsive records. If a copy of a record is sought, the Town shall assess a copy fee of $1.00 per 8.5" by 11" page and $1.50 per 11" by 17" page. Said copy charge shall be assessed on every page for which a copy is requested. The copy charge shall be paid prior to the Town making any such copies. Individuals will not be permitted to feed any record into a scanner, printer, copy machine or any other apparatus.

L. The Town will not transmit records via electronic mail nor will the Town upload records to any electronic portal or sharefile site (e.g. Dropbox). If electronic records are sought, individuals making a Right to Know Request shall provide a factory-sealed USB storage drive. In the alternative, such a factory-sealed USB storage drive may be purchased for the Town's cost from the Town. Responsive records will be uploaded to said factory-sealed USB storage drive and shall be made available for retrieval at the Town Hall.

SECTION III : GRIEVANCES

A. An individual making a Right to Know Request that is aggrieved by the Town's response to a Right to Know Request, may grieve that decision to the Town Administrator.

B. Grievances filed in accordance with this Section shall be submitted in writing to the Town Administrator within ten (10) days of the Town's response, identifying, with specificity, the reasons for why the aggrieved individual believes that the Town's response is contrary to this policy or RSA chapter 91-A.

C. Within ten (10) days of the receipt of a timely grievance, the Town Administrator shall either schedule a hearing on the grievance, which shall be scheduled for no later than twenty (20) days of the receipt of the grievance, or shall issue a written decision on the grievance.

SECTION IV : WAIVER

A. The Town shall waive any per electronic communication charge provided for in Section 2 (H) when the person requesting the records is an indigent individual as established by the federal poverty line or if the disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requestor, except media requestors. Media requestors are organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

B. Requests for waivers shall be submitted in writing to the Town Administrator and shall identify the individual's eligibility for a waiver under Section 4(A). The Town may request such additional information as may be necessary to confirm an individual's eligibility for a waiver.

SECTION V : RESERVATION

A. Nothing in this policy shall be construed as creating or establishing a private cause of action against the Town.

B. This policy shall not be interpreted to expand any rights existing under RSA 91-A and nothing contained herein shall be construed to require disclosure of all or part of any record where that disclosure is not permitted or required under RSA 91-A:4 or :5.

C. The Town reserves all rights that the Town may have at law or at equity related to any Right to Know Requests that are submitted in bad faith or are frivolous, unjust, vexatious, wanton, or oppressive.

SECTION VI : AMENDMENTS

This policy may be amended by a majority vote of the Board of Selectmen after a public hearing. Notice of the public hearing shall be posted at the Town Hall and on the Town Website and by publication in a newspaper of general circulation in Swanzey. The proposed changes shall be posted at the Town Hall and on the Town Website at least ten (10) days prior to the date of the hearing.

SECTION VII : ADOPTION

This Policy shall take effect immediately upon adoption by the Board of Selectmen and shall supersede any and all such Policy previously enacted by the Town.

SECTION VIII : EFFECTIVE DATE:

This Policy is effective upon passage by the Board of Selectmen at their meeting of April 15,2026.

James Tempesta, Chair
Mark LaBelle, Vice Chair
James Ward, Secretary
W. William Hutwelker III
Alan Gross
Swanzey Board of Selectmen

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L. The Town will not transmit records via electronic mail nor will the Town upload records to any electronic portal or sharefile site (e.g. Dropbox). If electronic records are sought, individuals making a Right to Know Request shall provide a factory-sealed USB storage drive. In the alternative, such a factory-sealed USB storage drive may be purchased for the Town's cost from the Town. Responsive records will be uploaded to said factory-sealed USB storage drive and shall be made available for retrieval at the Town Hall.

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B. Grievances filed in accordance with this Section shall be submitted in writing to the Town Administrator within ten (10) days of the Town's response, identifying, with specificity, the reasons for why the aggrieved individual believes that the Town's response is contrary to this policy or RSA chapter 91-A.

C. Within ten (10) days of the receipt of a timely grievance, the Town Administrator shall either schedule a hearing on the grievance, which shall be scheduled for no later than twenty (20) days of the receipt of the grievance, or shall issue a written decision on the grievance.

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A. The Town shall waive any per electronic communication charge provided for in Section 2 (H) when the person requesting the records is an indigent individual as established by the federal poverty line or if the disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requestor, except media requestors. Media requestors are organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

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B. This policy shall not be interpreted to expand any rights existing under RSA 91-A and nothing contained herein shall be construed to require disclosure of all or part of any record where that disclosure is not permitted or required under RSA 91-A:4 or :5.

C. The Town reserves all rights that the Town may have at law or at equity related to any Right to Know Requests that are submitted in bad faith or are frivolous, unjust, vexatious, wanton, or oppressive.

SECTION VI : AMENDMENTS

This policy may be amended by a majority vote of the Board of Selectmen after a public hearing. Notice of the public hearing shall be posted at the Town Hall and on the Town Website and by publication in a newspaper of general circulation in Swanzey. The proposed changes shall be posted at the Town Hall and on the Town Website at least ten (10) days prior to the date of the hearing.

SECTION VII : ADOPTION

This Policy shall take effect immediately upon adoption by the Board of Selectmen and shall supersede any and all such Policy previously enacted by the Town.

SECTION VIII : EFFECTIVE DATE:

This Policy is effective upon passage by the Board of Selectmen at their meeting of April 15,2026.

James Tempesta, Chair
Mark LaBelle, Vice Chair
James Ward, Secretary
W. William Hutwelker III
Alan Gross
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

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. Insurance and Liability Requirements
   For events that present a higher risk, including private parties, large gatherings, or events involving food service, or alcohol, the renter **must** provide proof of liability insurance. Submit one (1) copy of your certificate of liability insurance showing the Town of Swanzey, NH as an additional insured, along with the actual additional insured endorsement or provision from your policy. Liability coverage limits must be at least $1,000,000 per occurrence. Insurance is **not required** for low-risk uses, including Town committee or board meetings, non-profit organization meetings, or small gatherings as determined by the Town. The Town reserves the right to require proof of insurance for any event based on its nature, size, or associated risk. **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.

Please initial that you have read this page _____

- 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.
- 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 initial that you have read this page _____

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

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.

Please initial that you have read this page _____

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.

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

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2026 Selectmen's Schedule of Meetings

Wednesday, April 8

Wednesday, April 15

Wednesday, April 22

Wednesday, May 6

Wednesday, May 20

Wednesday, June 3

Wednesday, June 17

Wednesday, July 1

Wednesday, July 15

Wednesday, July 29

Wednesday, August 12

Wednesday, August 26

Wednesday, September 9

Wednesday, September 23

Wednesday, October 7

Wednesday, October 21

November – Budget Schedule TBD

*Meetings are subject to change at the Board's discretion.