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

August 12, 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: August 3,2026, August 5,2026, August 7,2026
   B. Nonpublic Session(s): August 3,2026 Session 1, August 5,2026 Session 1, August 7,2026 Sessions 1,2&3

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Event Permits-Monster Truck Madness 2027

5. Public Input

6. Appointments
   A. Chris McGlaughlin – County Attorney – Training/Discussion
   B. Joe DiRusso – DPW- Highway Update
   C. Chief Eric Mattson- Request for New Command Vehicle

7. Consideration of New Business
   A. 2025 Primex Return of Surplus
   B. Review of Contract – Sara Barrett Consulting
   C. Review of Town Attendance Policy
   D. Discussion/Decision – Location for August 19 Selectboard Meeting
   E. Purchase of Laptop- Human Resources Coordinator

8. Consideration of Old Business
   A. North Swanzey ZIP Code Change Update

9. Administrative Update

10. Any Other Business

11. Correspondence

12. Public Input

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

14. Adjournment

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

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   C. Chief Eric Mattson- Request for New Command Vehicle

7. Consideration of New Business
   A. 2025 Primex Return of Surplus

   SUGGESTED MOTION: I make a motion to authorize Finance Director Lounder to request a refund check in the amount of $7,691.00 from Primex for the 2025 Workers' Compensation Return of Surplus.

   B. Review of Contract- Sara Barrett Consulting
   C. Review of Town Attendance Policy
   D. Discussion/Decision – Location for August 19 Selectboard Meeting
   E. Purchase of Laptop- Human Resource Coordinator

   SUGGESTED MOTION: I make a motion to approve the purchase of a new laptop for the Human Resources Coordinator from EmerTech in the amount of $2,373.57, with the funds to be expended from the Town Hall Information Management Systems (IMS) Expendable Trust Fund.

8. Consideration of Old Business
   A. North Swanzey ZIP Code Change Update

9. Administrative Update

10. Any Other Business

11. Correspondence

12. Public Input

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

14. Adjournment

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

UPCOMING AGENDA ITEMS AND MEETINGS

August 19	Board of Selectmen Meeting
August 26	Board of Selectmen Meeting
September 9	Board of Selectmen Meeting
September 23	Board of Selectmen Meeting
October 7	Board of Selectmen Meeting
October 21	Board of Selectmen Meeting

CURRENT EMPLOYMENT OPPORTUNITIES:

- Finance Director – Full-time position End Date: Open until filled.
- Town Administrator – Full-time position End Date: Open until filled.
- Detective - Full time and/or Part time Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers o 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 – We are LIVE! The Building Inspector will hold a training session for applicants to learn the new process of online permitting – TBA shortly! Here is a link to apply for permits online! https://app.govoutreach.com/swanzeytownnh/public/permits/

- Re-design of Town Website – Currently in the MIGRATION stage and is scheduled to go live September 1,2026.
- **Fire Station 2 Project:** The project is close to completion with an expected "move in" date of early July.
- **Swanzey Lake Dam** – Engineering design work is underway and will continue throughout the summer months.
- **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. 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 early 2027 with construction to begin 2027.

- **NHDOT Rt. 32 Bridge** over Martin Brook and Dry Hydrant – Progress is slow, continuing to work with DOT and DuBois & King. Bidding for construction is now scheduled to go out in 2027, construction likely in late 2027.
- **Wastewater Treatment Plant Study** – The recent engineering study identified significant deficiencies at the existing wastewater treatment facility and concluded that the Town must either build new plant or connect to the City of Keene Wastewater Treatment Plant. After review, the Town's Water and Wastewater Advisory Committee recommended decommissioning the current West Swanzey facility and conveying wastewater to Keene as the most cost-effective long-term solution that would also support future growth and reduce operational costs. The Select Board unanimously approved moving forward with this plan. The Committee also found that the current billing structure is outdated and that rate adjustments are necessary to address rising operating expenses, future infrastructure needs, and ensure a more equitable system for users.

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – August 3, 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 opened by Chair James Tempesta at 8:00 am. Present were board members James Tempesta, Mark LaBelle, W. William Hutwelker III, Alan Gross, and James Ward. Also present was Steve Bittel.

NON-PUBLIC SESSIONS

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 non-public 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 8:01 am.

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 11:45am.

It was determined that there was no need to seal the minutes of the non-public session.

Steve Bittel left the meeting.

The board discussed the progress of the new fire station.

The board discussed the transition to the new phone system.

A motion was made by LaBelle to adjourn, seconded by James Ward. All were in favor and the meeting adjourned at 12:20 pm.

Respectfully Submitted,

James Ward

Swanzey Select Board Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – August 5, 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, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

ABSENT
W William Hutwelker

OTHERS PRESENT
Kai Kraemer with FACT TV, Stephon Mehu – Asst Town Planner, Cathy Bergstrom

MINUTES
The regular meeting minutes of July 21, 2026, July 28, 2026, and July 29, 2026, were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 4-0.

The non-public session minutes of July 21, 2026, Sessions 1, 2, and 3; July 28, 2026, Sessions 1 and 2; and July 29, 2026, Sessions 1, 2, and 3 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 4-0.

CONSENT AGENDA
A. Payroll Manifest
B. Accounts Payable Manifest
C. Original Warrant Yield Tax Levy – M/209 L/1-1

A motion was made by Mark LaBelle to approve the Consent Agenda. Jay Ward seconded the motion, and it passed 4-0.

PUBLIC INPUT
Susan Ells, Treasurer for Stratton Free Library, requested a revision to the CIP budget for 2026 and 2027; the trustees would like to prioritize resolving the water intrusion issues before working on weatherization, therefore they are requesting the amounts allocated to 2026 and 2027 to be swapped.

Mark LaBelle made a motion to move $15,000 from the CIP for Stratton Free Library Weatherization Line from 2026 to 2027 and $5,000 from 2027 to 2026. Jay Ward seconded the motion; all were in favor and the motion passed.

Mark LaBelle made a motion to move $3,000 for Stratton Free Library Water Intrusion line from 2026 to 2027 and $12,500 from 2027 to 2026. Jay Ward seconded the motion; all were in favor and the motion passed.

APPOINTMENTS

A. Stephon Mehu – Annual Health Officer Meeting

Stephon requested that he and the Board hold a dedicated Board of Health meeting before the end of the year to create a review for readiness for DHHS; he will be presenting a document for the public to be able to have access to. The meeting would be to review it in a public meeting, and he suggested planning a meeting in October.

With Cathy Bergstrom and Chris Levy's help, Stephon has devised a draft of a Shoreline Septic System Regulation document which addresses the RSAs he follows as health officer as well as the RSAs that regulate the maintenance and upkeep of individual septic disposal systems in the Shoreline districts such as Swanzey Lake, Wilson Pond, Ashuelot River, (essentially any property which requires a shoreline permit), to require those property owners to maintain their septic systems to minimize pollution, septic backups, etc.

He plans to create a spreadsheet to list the properties with septic systems in this category. A note will be placed in Avatar to tag the property to allow the public to know which property is applicable.

The proposed regulations will require that septic systems in this area be pumped at least every 3 years; a waiver can be applied for a longer period under certain circumstances. Stephon would hold a public meeting to explain the regulation and to educate the public as to what should not be put in the system. A letter will be sent to those that have not reported that they have complied with the regulation. Penalties would then be assessed to those who do not comply with the regulation.

Alan asked how many homes would be affected by this regulation; Cathy replied approximately 60 homes on Swanzey Lake; Stephon estimated there are 150 along Ashuelot that are not connected to the Town's sewer system.

As the Health Officer, he has the authority to go to any property to evaluate their septic system, but this is not the focus of the document he's drafted. This document is specific to the shoreline districts.

The document was reviewed and suggestions were made for edits. Stephon will send the updated version to the Board.

Cathy said the Swanzey Lake Association is in support of the regulation. She requested a draft of the communication the homeowners will receive. Alan asked Cathy if she would send him minutes from the Swanzey Lake Association board meetings.

Chair Tempesta thanked Stephon and Cathy for their work.

NEW BUSINESS

A. Whitcomb Hall Rental Options

This was postponed to a future meeting.

OLD BUSINESS

A. Final Decision on Police Department Phones

Jay has sent an email to the most recent service provider of the Police department phones regarding whether they are still servicing the phones. If he hasn't heard back in a day, he will notify Tania at EmerTech to request her assistance moving forward.

ADMINISTRATIVE UPDATE

A. Staff Monthly Reports – included in the packet from most of the departments
B. **Rail Trail project** – Jay reported that Julie informed him that funds had to be moved from 2026 to 2027 since the Town didn't have approvals by 6/30 but she is applying to have them moved to back 2026 to allow the Town to get final designs; she is confident she'll know by August 21st when the estimate will be provided which locks us into a 10% match.
C. **Fire Station progress** – the opening of the new fire station is further delayed because the fire alarm system can't be tested because it needs a phone. He was told by Joe DiRusso that the StarLink phone is best, but he is not sure what system is going to be set up and whether a copper line is needed. There was discussion regarding how much reimbursement is going to be requested from federal funds. Stephon said there is another opportunity that could be applied for.

Mark LaBelle made a motion to spend up to $5,000 for the installation of 128 feet of poly vinyl fence by Monadnock Fence Company with funds coming from the Swanzey Center fire station fund. Jay Ward seconded; all in favor - motion carried.

CORRESPONDENCE

A. Cheshire Fair Association

The Board will consider their request for a donation as part of the budget process.

PUBLIC INPUT

None

NON-PUBLIC SESSIONS

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 6:28pm. Present were James Tempesta, Mark LaBelle, James Ward and Alan Gross. Also present was 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 6:42pm.

ADJOURNMENT

A motion was made by Mark LaBelle to adjourn the meeting; Jay Ward seconded the motion, and it passed 4-0.

Adjournment occurred at 6:47pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – August 7, 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 9:02am at Whitcomb Hall, Main Street, Swanzey, NH. Other members present were Selectmen Mark LaBelle, W William Hutwelker, James Ward and Alan Gross.

NON-PUBLIC SESSIONS

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 9:03am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross.

A motion was made by Mark LaBelle to come out of the non-public session, seconded by Jay WardAll were in favor by Roll Call and the motion passed. The non-public session ended at 9:50am.

A motion was made by Name1 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; Name2 seconded the motion, and it passed 5-0.

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 10:00am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross.

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 11:15am.

A motion was made by Name1 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; Name2 seconded the motion, and it passed 5-0.

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

A motion was made by Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3, II (a) which was seconded by Alan Gross. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 11:26am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross.

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 11:35am.

OLD BUSINESS

The board acknowledged the receipt of the monthly report from DPW; it was just not included in the meeting packet for the August 5 meeting.

The board voted to allow Bill Hutwelker and Jay Ward to represent the town in negotiating the change in phone service for town hall and other town buildings.

PUBLIC INPUT

None

ADJOURNMENT

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

Adjournment occurred at 11:40am.

Respectfully Submitted,

James Ward, Board Secretary

Approved on

DRAFT

TOWN OF SWANZEY

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SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.SWANZEYNH.GOV

MEMORANDUM - OFFICE OF THE FINANCE DIRECTOR

TO: Board of Selectmen

FROM: Theresa Lounder, Finance Director

RE: Primex Return of Surplus (Workers' Compensation)

DATE: August 10, 2026

CC:

Primex, the Town's carrier for Workers' Compensation coverage, has notified us that we will be receiving a return of surplus based on the risk pool's strong financial performance in 2025. The amount of the surplus is $7,691.00.

The Workers' Compensation contribution for coverage is based on total Payroll and the loss ratio adjustment factor. Payroll for 2025 coverage was based on the Town's payroll for 2023. There was a $229,900 increase in payroll for 2023 over 2022. This is in part due to the catastrophic flooding that occurred in July 2023 and payout of 597.74 hours of accrued Vacation for employees who separated from service in 2023. The Town's loss ratio adjustment factor decreased from 1.19 for 2024 to 1.10 for 2025.

The Town must advise Primex by August 20th if we would like to receive our return of surplus as a credit to our January 2027 invoice or as a refund check during this year.

It is my recommendation that the Town elect to receive the refund check. This will allow the Town to show the full cost of Worker's Compensation coverage for 2027 in the proposed operating and default budgets. Having the surplus refunded also increases our revenues, which are considered when the tax rate is set in the fall.

Theresa Lounder

From: Primex Member Services <memberservices@nhprimex.org>
Sent: Tuesday, July 7, 2026 12:06 PM
To: Theresa Lounder
Subject: Action Required: Select How You Want to Receive Your Return of Surplus

Primex³
NH Public Risk Management Exchange

Trust. Exc

Dear Primex Member,

Primex is pleased to provide your organization with a return of surplus from the 2025 coverage year.

Please visit our website and log into P³ at p3.nhprimex.org, then open **Invoices** and use the **Select Invoice Credit or Check** button on your Return of Surplus notice to choose one of the following options:

Option 1: Credit on Your January 2027 Invoice
Your return of surplus will be applied as a credit toward your January 2027 invoice. Please note that this credit may only be applied to a future invoice. It cannot be applied to any previous or currently outstanding balances.

Option 2: Refund Check
Primex will issue a refund check to your organization using mailing information currently on file.

Your selection must be submitted no later than **August 20, 2026**.

If Primex does not receive a selection in P³ from your organization by August 20, your return of surplus will automatically be applied as a credit to your January 2027 invoice.

For questions or assistance, please contact the Primex Member Services team at memberservices@nhprimex.org.

Thank you for your continued partnership with Primex.

Primex³
NH Public Risk Management Exchange

RECEIVED
JUL 07 2026
SWANZEY FINANCE

June 1, 2026

Town of Swanzey
620 Old Homestead Highway
PO Box 10009
Swanzey, NH 03446

Re: Workers' Compensation Return of Surplus

Dear Valued Member,

On behalf of the Primex³ Board of Trustees, we are pleased to share that a Workers' Compensation return of surplus has been approved for eligible members based on the pool's strong 2025 financial performance.

Following the completion of the 2025 independent financial audit, Primex³ reported a gain from operations of more than $3.6 million across the Workers' Compensation and Unemployment Compensation programs. As a result, surplus funds will be returned to eligible members who participated in these programs in 2025.

Since 2012, Primex³ has returned more than $86.6 million in surplus to Members. This continued return of value reflects the strength of the pool, responsible financial stewardship, and our long-term commitment to maintaining stability while serving New Hampshire's public entities.

Your organization is eligible for a Workers' Compensation return of surplus because it participated in the Workers' Compensation program in 2025.

Town of Swanzey: Your Workers' Compensation return amount is $7,691.00.

This letter is for informational purposes only. No action is needed now.

In July, Primex³ will provide additional instructions explaining how your organization may select how to receive this return. At that time, you will be able to choose either an account credit or a refund check through the P3 portal.

Primex³ remains in a strong financial position. Claims reserves are fully funded at actuarially determined levels, contingency reserves are fully funded, and the pool maintains a strong net position. These measures help ensure Primex³ is prepared to meet member needs today while supporting the long-term sustainability of the pool.

We are grateful for your continued membership and partnership. Thank you for being part of Primex³.

For questions, please email memberservices@nhprimex.org.

Sincerely,

Ty Gagne, Chief Executive Officer

(To be added to the Personnel Policies)

ATTENDANCE

X.1 All employees shall report to work at their scheduled starting time. It is expected that the employee is prepared to perform their assigned duties when their shift begins. They shall remain at work for the duration of their scheduled work period unless authorized by a Department Head, Town Administrator, or Board of Selectmen. Employees are responsible for maintaining reliable attendance consistent with the requirements of their position.

X.2 An employee who will be absent or late shall notify their Department Head, Town Administrator, or Board of Selectmen as soon as reasonably possible, before the employee's starting time. This notification should be done through a text message, phone call, and/or email. The only exception would be in the case of an emergency. A planned and scheduled absence shall be added to the staff calendar by the employee as soon as it is approved.

X.3 The Town recognizes that emergencies may prevent an employee from providing advance notice. When an emergency prevents communication of an absence, the employee shall notify Department Head, Town Administrator, or Board of Selectmen as soon as reasonably possible through a text message, phone call, and/or email. The Town will consider the circumstances surrounding the emergency absence when determining the employee complied with this policy. Emergency absences may include but are not limited to; personal illness or injury, care of an eligible immediate family member and/or transportation.

X.4 Employees arriving after their scheduled start time or authorized breaks/meals will be considered tardy. Employees are expected to notify their Department Head, Town Administrator, or Board of Selectmen if they anticipate tardiness through a text message, phone call, and/or email. Repeated or excessive tardiness, when not protected by State or Federal Laws or an applicable leave policy, may result in disciplinary actions in accordance with the Town's Discipline Policy.

X.5 Employees shall not leave work before the end of their scheduled work period without authorization from their Department Head, Town Administrator, or Board of Selectmen. If an employee must leave unexpectedly, they must notify their Department Head, Town Administrator, or Board of Selectmen as soon as possible.

X.6 An employee who fails to report for a scheduled shift and fails to provide required notification may be considered to have committed a no-call/no-show absence. A no-call/no-show may result in disciplinary action. Three (3) consecutive scheduled workdays of absence without notification may be treated as job abandonment. The only exception to this would be in the case of an emergency.

X.7 Attendance concerns will be addressed through progressive approaches, including a Performance Improvement Plan, up to disciplinary action in accordance with the Town's Disciplinary Policy.

X.8 There are department exceptions for DPW, Fire, Police. Individual Department procedures and exceptions are subject to Board of Selectmen approval.

EMERTECH

ESTIMATE

343 Weare Road
New Boston, NH 03070
Phone: (603) 586-0111
Email: tania@emertech-it.com

DATE	8/7/2026
QUOTE#	Meagan Laptop
CUSTOMER ID	Swanzey
VALID UNTIL	9/5/2026

BILL TO
Town of Swanzey
620 Old Homestead Hwy
Swanzey, NH 03446

Description	Unit Price	Quantity	Amount
Dell Pro Plus Laptop 16" Win 11 Pro	$1,908.59	1	$1,908.59
5 year Pro warranty	Inc		
Dell SD 25 dock	$299.99	1	$299.99
EmerTech set up costs	$150.00	1	$150.00
DLP to HDMI cable to docking station	$14.99	1	$14.99

Subtotal	$2,373.57
Tax rate	
Tax due	-
Other	-
Total Amount	$ 2,373.57

FROM CAPITAL RESERVE ACCT

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

EVENT PERMIT – #2026-23

SC Monster Truck Madness

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

An Event Known As: SC Monster Truck Madness

To Be Held At: Cheshire Fairgrounds, 247 Monadnock Highway

On the date of: May 8, 2027

Expected attendance: 2,000

Contact Person: Brittney Aimes

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

_____

_____

_____

_____

_____

Swanzey Board of Selectmen

Date: _____

2026-23 2027

TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: SC Monster Truck Madness

Date(s) of Special Event: 05/08/2027

Time(s) of Special Event: Attendees arriving from 11:30am-4pm (Action of the Monster Trucks is from 2pm-4pm.)

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

Location of the Special Event: Cheshire Fairgrounds

MAXIMUM DAILY No. of Volunteers/Workers: 25 Spectators: 2000 Vendors: _____

NAME(S) OF OWNER OF PROPERTY: Cheshire Fair Association, Inc

Address (physical): 247 Monadnock Hwy, Swanzey, NH 03446 (mailing): PO Box 434, Keene, NH 03431

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

Contact Person: Carol Bailey Phone (s): _____

NAME(S) OF APPLICANT/ SPONSOR: Daniel Aimes

Address (physical): 1147 Cheraw Rd, Cassatt, SC 29032 (mailing): _____

Telephone: 603-714-2299 Email: scmonstertruckmadness@gmail.com

Contact Person: Brittney Aimes Phone: 603-499-2522

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

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

Outdoor Monster Truck entertainment. To include monster truck best trick, racing and freestyle. FMX Freestyle. Tuff Truck Racing. Monster Truck Pit Party to view the monster trucks.

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

You Must Submit the Following with the Application:

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

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

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

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

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

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

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

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

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

__x__ **Certificate of Insurance**

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

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

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

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

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

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

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

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

PROPERTY OWNER(S) SIGNATURE: _____

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

Date: _____

APPLICANT(S) SIGNATURE: Daniel Aimes

PRINT NAME (S): Daniel Aimes TITLE/POSITION: Owner

Date: 06/06/2026

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

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

APPLICANT(S) SIGNATURE: Daniel Aimes

PRINT NAME (S): Daniel Aimes TITLE/POSITION: Owner

Date: 06/06/2026

TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: SC Monster Truck Madness

Date(s) of Special Event: 09/18/2027

Time(s) of Special Event: Attendees arriving from 11:30am-4pm (Action of the Monster Trucks is from 2pm-4pm.)

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

Location of the Special Event: Cheshire Fairgrounds

MAXIMUM DAILY No. of Volunteers/Workers: 25 Spectators: 2000 Vendors: _____

NAME(S) OF OWNER OF PROPERTY: Cheshire Fair Association, Inc

Address (physical): 247 Monadnock Hwy, Swanzey, NH 03446 (mailing): PO Box 434, Keene, NH 03431

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

Contact Person: Carol Bailey Phone (s): _____

NAME(S) OF APPLICANT/ SPONSOR: Daniel Aimes

Address (physical): 1147 Cheraw Rd, Cassatt, SC 29032 (mailing): _____

Telephone: 603-714-2299 Email: scmonstertruckmadness@gmail.com

Contact Person: Brittney Aimes Phone: 603-499-2522

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

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

Outdoor Monster Truck entertainment. To include monster truck best trick, racing and freestyle. FMX Freestyle. Tuff Truck Racing. Monster Truck Pit Party to view the monster trucks.

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

You Must Submit the Following with the Application:

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

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

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

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

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PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): Carol Bailey TITLE/POSITION: Office Manager

Date: 6-9-26

APPLICANT(S) SIGNATURE: Daniel Aimes

PRINT NAME (S): Daniel Aimes TITLE/POSITION: Owner

Date: 06/06/2026

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

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APPLICANT(S) SIGNATURE: Daniel Aimes

PRINT NAME (S): Daniel Aimes TITLE/POSITION: Owner

Date: 06/06/2026

Security/ crowd control plan:

5 SC Monster Truck Madness security staff members assuring compliance with laws and licensing conditions. As well as the Security Officers requested by the Cheshire Fairgrounds Association.

Traffic Control/ Parking Plan:

Parking on the hill lot behind the fairgrounds; at least 5 SC Monster Truck Madness staff members in High Visible clothing assisting with parking procedures. Procedures include directing cars to the direction of the parking spots, ect. Estimated number of cars in attendance is 400. No tickets to be scanned at cars, only at walk in gate.

Fire Emergency Plan:

SC Monster Truck Madness will coordinate with local fire department to have one fire engine and crew on site for the entirety of the action of the monster truck event.

Ambulance/ Medical Service Plan:

SC Monster Truck Madness will coordinate with local EMS to have one ambulance with at least 2 certified EMT's on site for the entirety of the action of the monster truck event.

Ticket Distribution Plan:

SC Monster Truck Madness uses ticketing company ticket spice on their website scmonstertruckmadness.com to sell advance tickets to the event. Tickets will also be sold at the gate the day of the event from the ticket booth located at the back hill parking lot. If the event was to be canceled for any reason refunds would be processed to the point of purchase. SC Monster Truck Madness will be limiting the number of tickets sold the event to 2000 tickets.

Sanitary Facilities Plan:

SC Monster Truck Madness will coordinate with local portable toilet companies to obtain enough toilets for 2000 attendees at the event. SC Monster Truck Madness will be using trash cans and dumpers provided by the Cheshire Fairgrounds for all waste and debris. All debris will be cleared within 12 hours of the event.

Food Service Plan:

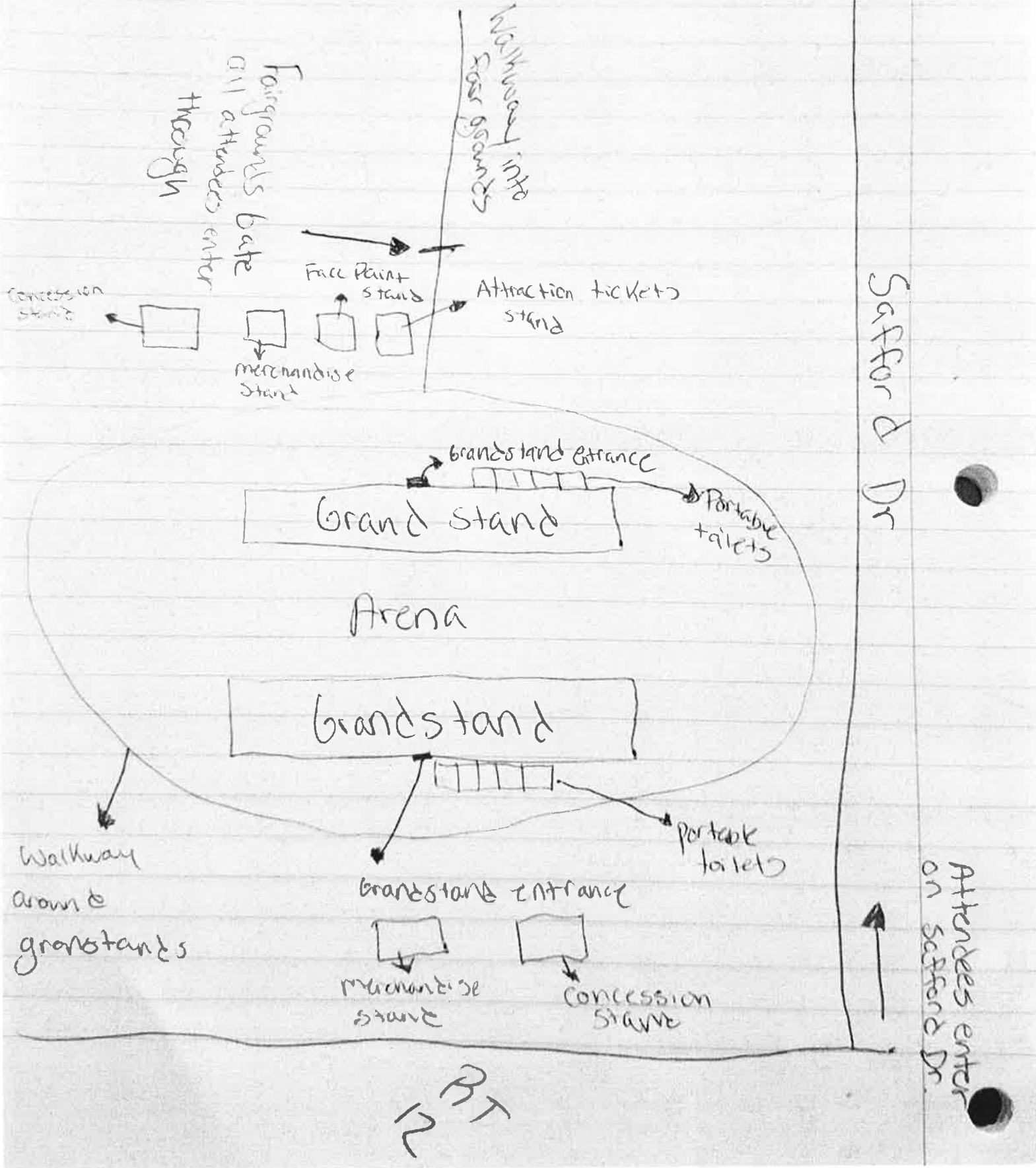
SC Monster Truck Madness will obtain a vendor permit from the fire department for food sales when applicable.

Insurance:

We obtain a million dollar liability insurance for each event specifically. We will have the certificate of insurance the week of the event.

Hill Parking Lot

All attendees park here.



Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 7/4/2026

Fire Chief (or designee) [ ] No Comments

1 ENGINE w/ 4 FF's
1 AMB. w/ 2 EMT's

[ ] See Attached Signature: _____ Date: 8/10/26

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

[ ] See Attached Signature: _____ Date: 8/10/26

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 8-5-26

Health Officer [ ] No Comments

[ ] See Attached Signature: _____ Date: 8/10/26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____