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

Monadnock Regional School , 600 Main Street

September 8, 2026

1. Call to Order – 6:00

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting:
   B. Nonpublic Session(s):

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit – Monadnock Varsity Girls Soccer Benefit Craft Fair
   D. Special Events Permit – Motorcycle Swap

5. Public Input

6. Appointments

7. Consideration of New Business
   A. Purchase of New Laptops and Technology Setup for Finance Director and Town Administrator – EmerTech

8. Consideration of Old Business
   A.Workweek and Overtime, Holiday, Vacation and Sick Policy Review and Approval

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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Board of Selectmen Meeting Agenda

Monadnock Regional School, 600 Main Street

September 08, 2026

1. Call to Order – 6:00 p.m

2. Pledge of Allegiance

3. Consideration of Meeting Minutes
   A. Regular Meeting: September 02,2026 AM and PM
   B. Nonpublic Session(s): September 02,2026 Sessions 1,2,3&4

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Events Permit - Monadnock Varsity Girls Soccer Benefit Craft Fair
   D. Special Events Permit – Motorcycle Swap Meet

5. Public Input

6. Appointments

7. Consideration of New Business
   A. Purchase of New Laptops for Finance Director and Town Administrator – EmerTech

   SUGGESTED MOTION: I move to approve the purchase of a laptop and setup for the incoming Town Administrator from EmerTech in the amount of $2,573.21, and a laptop and setup for the incoming Finance Director from EmerTech in the amount of $3,013.19, for a total amount of $5,586.40, to be paid from the Town Hall IMS Expendable Trust line.

8. Consideration of Old Business
   A. Workweek and Overtime, Holiday, Vacation and Sick Policy Review and Approval

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

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UPCOMING AGENDA ITEMS AND MEETINGS

September 16 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, the fire department has moved in and is planning an open house on Saturday October 10,2026.
- **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.

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

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 2, 2026
Town Hall Lower Level - 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 9:00 am. Present were board members James Tempesta, Mark LaBelle, W. William Hutwelker III, Alan Gross, and James Ward. Also present was DPW Director Joe DiRusso.

The Board established a phased approach to renovate the lower level of the town hall, prioritizing the creation of a "vanilla box" office space and securing the building exterior before winter. The plan involves the possible relocation of the planning department to the lower level to free up space upstairs for finance and recreation/welfare departments.

DECISIONS MADE

- **Phase 1 Priorities:** Focus on removing overhead doors, installing a new front door, and finishing the current office room to create a basic operational space before winter.
- **Office Layout:** The lower level will utilize an open-concept design with optional cubicles/dividers rather than permanent walls to maintain heat/AC flow and flexibility.
- **Departmental Relocation:**
  - *Planning Department:* Moving to the lower level.
  - *Finance*: Moving into space being vacated by planning.
  - *Recreation Department*: To be relocated to the Town Hall for better public accountability.
  - *Welfare Office*: Possible creation of an additional office upstairs for welfare using space freed up by moving the break room and filing cabinets downstairs.
- **Phase 2:** Includes a downstairs restroom and creation of a large meeting space in the former garage bay. Might include installing a LULA lift if required.

Financial Estimates & Funding

- **Immediate Costs:** Approximately $25,000 is estimated to cover materials for the break room, new planning office, and front door closure. Funding will be sourced from remaining stair project balance potential insurance claims (estimated at $5,000 to $7,000),
- **Restroom Costs**: A guesstimate of $25,000 to $30,000 for a turnkey restroom, with the primary expense being the sewage pump system.
- **Lula (Lift) Cost:** Estimated at roughly $100,000, though its necessity is being questioned due to existing handicapped entrances.
- **Budgeting**: A figure of $150,000 will be proposed for the Capital Improvement Plan (CIP) to cover the phase 2 project.

Considerations

- **Code Compliance:** There is uncertainty regarding whether a lift is mandatory by code for the restroom if the space is used for offices or congregations.
- **Engineering Viability**: The feasibility of certain structural changes depends on an engineer's assessment which is scheduled for Sunday.

Bill Hutwelker will meet with the engineer on Sunday to determine if the proposed engineering is viable and to obtain a quote. Work on the office and breakroom space cannot start until the stair project is finished and DPW completes their fall work.

Joe DiRusso will provide costs for materials for the doors and studded wall. The Board will be provided with a list of balances in expandable trusts and capital reserves next week. The Board will sketch the desired room layout to guide the "vanilla box" preparation.

The Board will coordinate the removal of old equipment and files to the fire station mezzanines to clear the workspace as needed.

The Board then discussed the need for a new DPW building and how to convince voters that it is a priority. Several ideas were discussed and the Board agreed that the DPW building would be on the agenda multiple times this fall.

Mark Labelle reported that Ashlee Crosby has requested funds be released for work done at Richardson Park and the Board agreed to set up a meeting with Ashlee soon to discuss her requests.

Over the phone, Keith Bell committed to taking the fire department trophies from the lower level of the Town Hall to the new fire station.

The Board received an update concerning the possible sale of Renewable Energy credits earned from the solar array at the Wastewater Plant. Some questions remain.

The Board is concerned about Whitcomb Hall finances and discussed possible changes to improve the situation.

NON-PUBLIC SESSIONS

Non-public session(s) per RSA 91-A:3 II *(i) Consideration of matters relating to the preparation for and carrying out of emergency functions.*

A motion **was** made by Mark LaBelle to enter a non-public session pursuant to RSA 91-A:3 II (i) 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 10:34am. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross.

A motion 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 10:39am.

A motion 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 *(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 Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public

session at 10:41m. 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 10:52am.

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 *(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 Jay Ward. All were in favor by Roll Call and the motion passed**.** The Board entered the non-public session at 10:53am. 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 11:05am.

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 11:05am. 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 11:12am.

Chair Tempesta informed the Board that representatives of the Cal Ripken League would be coming to a future Board meeting.

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 11:15am.

Respectfully Submitted,

Jay Ward, Board Secretary

Approved on

Town of Swanzey, New Hampshire
Board of Selectmen
Meeting – September 2, 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 5:32pm 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 Recording Secretary Susan Ells.

OTHERS PRESENT
Kai Kraemer with FACT TV, Meagen Kerris (HR Coordinator), Katie Collins (Admin Asst), Mick Sanchez (Asst Fire Chief), Sylvester Karazinski (Town Moderator)

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

The regular meeting minutes of August 26, 2026 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

The non-public session minutes of August 19, 2026 Sessions #1 and 2; August 21, 2026 and August 26, 2026 were considered. A motion was made by Mark LaBelle to approve the minutes as presented. Jay Ward seconded the motion, and it passed 5-0.

CONSENT AGENDA
A. Payroll Manifest
B. Accounts Payable Manifest
C. Special Events Permit- Elijah's Race
D. Assessing:
    1. Certificate of Yield Taxes Assessed M/226 L/11
    2. Original Warrant Yield Tax Levy M/226 L/11

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

Bill Hutwelker asked Katie Collins if she had an opportunity to remind the people requesting the special event permit that one month notice is needed for department heads to review prior to the Board's vote. She replied that she did.

PUBLIC INPUT
Assistant Fire Chief Mick Sanchez provided an update on the open house being held on Saturday, October 10 from 10am - 1pm at the new fire station. This has been publicized on social media and fliers will be posted. This coincides with the end of fire prevention week; there will be fire prevention education for kids, the

apparatus and equipment will be on display, and food will be available. There will be guides to provide tours of the station and to answer questions. As far as parking is concerned, besides the 2 parking lots, the road around the back of the building will allow for 2 rows of parking, so there should be ample parking.

Chair Tempesta asked if there is room in the mezzanine to store items from Town Hall over the winter. Mick suggested using the addition at the West Station. Mick will discuss this with the Fire Chief and get back to the Board.

Alan Gross reminded the Board that there is a Joint Meeting of the Planning, Zoning and Select Board on September 17th to review the audit of the Town of Swanzey's Zoning Ordinance.

APPOINTMENTS

A. Sly Karasinski – Town Moderator

Sly gave an update on the voting plans for Tuesday's Primary; Skip DiBernardo and Francis Faulkner will assist. The Select Board is encouraged to attend. Voting is 8am – 7pm at MRHS.

The process for a new voter in Swanzey is to provide documentation that proves citizenship unless they have voted in another area in the State of NH; if that is the case, they are on a list of voters and would be considered a citizen and would then be registered to vote in Swanzey. Voters need to bring a photo ID; if they have no ID, a selectman or supervisor of the checklist can vouch for them if they know who they are. The town clerk or moderator would then need to sign the voucher. There was discussion about purchasing a box truck to load all the booths, tables, etc.; it would be stored at DPW instead of loading and unloading to the storage facility.

B. Katie Collins – Whitcomb Hall Rental Rates/ Year to Date Revenue for Whitcomb Hall

Katie provided a draft of the proposed rental agreement which was reviewed and discussed. She provided 2 options for the Board to consider. The Board discussed determining the costs involved in operating the building to be sure the rates are adequate. The Board agreed by consensus to accept the second option and the proposed rates; they also agreed to eliminate the option of the use of the kitchen for upstairs rental use if the downstairs is being used at the same time since the path to the kitchen would be through the other party's event or out the back door and in through the kitchen which is not a feasible solution. There should also be a note to upstairs renters that they would need to use the backstairs to get to the restrooms in there is an event downstairs, so that would restrict handicapped access. Katie will revise the agreement with information from Chair Tempesta and will return to another meeting with the document to review and approve.

Katie went on to report that she has reached out to a few companies to provide a quote for a digital sign at the Town Hall; she will report back when she has more quotes. Having a digital sign would make changing the message much easier, quicker, and safer.

A. Review of Workweek and Overtime, Holiday, Vacation and Sick Policy

Meagen Kerris reviewed the draft changes to the *Holidays* policy; this policy was last updated in 2024; since then, the Town Hall hours have changed, so the policy doesn't match. Town Hall employees work until noon on Friday, so when the holiday is observed on a Friday, the Board has typically given the employees Thursday afternoon off as well as Friday morning to provide 8 hours of Holiday pay. This negatively affects the Town's residents because the hall would be closed Thursday afternoon and all day Friday. The Board agreed.

The *Floating Holiday Leave* policy and *Vacation Leave* policy had mainly grammatical corrections. Item 15.6 – added a requirement to request vacation time using the electronic software AND through email to verify

approval. The Board also decided to add that 30 days' notice would be required when requesting time off. Meagen suggested removing 15.7 but Bill Hutwelker thought it should remain and the Board agreed. Some other minor changes were suggested.

The *Sick Leave* policy was reviewed; Meagen suggested adding that general medical guidance is 48 consecutive hours without a fever when returning to work. 16.5 was discussed to reduce the rollover of 240 hours to 2 days but the Board decided to keep it as is.

Next, the *Work Week, Overtime, Breaks and Lunch Periods* policy was reviewed: Section 5.2 inserted that Employees are expected to be on time… and added Town Administrator and/or the Board of Selectmen. 5.3 inserted '40 hours worked' excluding DPW and Police Department; 5.4 removed reference to the fire department; 5.7 deleted – nursing mothers breaktime which has been dealt with in a separate policy.

Meagen will rewrite the policies and have the Board review and approve at the next meeting on Tuesday; Chair Tempesta asked how the staff will be notified of the changes; Meagen will put together acknowledgement signature sheets with copies of the new policies and provide them to the department heads to distribute to staff; it is the responsibility of the employee to read and follow the revised policies.

NEW BUSINESS

A. July Expenditure and Revenue Report

The Board reviewed the report; Webber Hill Road will be over budget by $17K due to an error in not allowing for this expense in that budget line. There are 53 pay weeks this year, so the budget is $100K under what will be needed. Recruiting is over budget as well; the BoS would like a breakdown of those expenses; IT is being reallocated from each department to an IT budget line. Computers need to be ordered for the new Town Administrator and Finance Director as soon as possible to give enough time for them to be configured and delivered. Jay will get this information together for a vote on Tuesday. Most of the rest of the budget is within expectations.

B. 2026 MS-1 and MS-1V

Bill Hutwelker reported that the M-1 has been filed with the Dept of Revenue; the MS-1 form is an official Summary Inventory of Valuation report submitted annually by local municipalities. It provides a complete inventory and total assessed valuation of all taxable and non-taxable property within a town or city as of April 1st. The state uses the data from MS-1 filings to calculate local property tax rates, equalize property values, and fairly apportion county and cooperative school district taxes. Once the projected rate is calculated, the Board will meet to see if any adjustments are needed. Bill added that there was a $15.3 million increase in valuation due to the projects coming online which will improve the tax rate. Jay reported that there is now over a billion dollars in property values. The extra money from the TIFF being paid off will also be available to go to the General Fund once the State projects the tax rate.

C. 2026-2027 Heating Oil & Propane Bids: Our 2025-2026 Suppliers were Swanzey Oil for Heating Oil and L&G Propane for Propane. The following bids were received:

Company	Oil	Propane
Davis Oil	$4.10	
Dead River	$4.49	$2.91
Discount Oil of Keene	$4.37	
L&G Propane, Inc.		$1.43
Swanzey Oil, LLC	$4.11	

Mark LaBelle made a motion to award the 2026-2027 heating season fuel bids to Swanzey Oil for oil and L&G Propane, Inc. for propane, and to authorize Jay Ward to sign contract documents. The motion was seconded by Jay Ward; all were in favor and the motion carried.

OLD BUSINESS

Jay reported that he had received a request from Joe Parisi from the Swanzey Lake Protection Association for a letter of support so they can apply for a grant for an engineering study through SWRPC; while Jay is supportive of the grant request, he is reluctant to commit the Town to providing match funds at this time since the amount is unknown. Chair Tempesta suggested they wait until Joe Parisi can meet with the Board to provide more information on how much money would be requested.

Bill Hutwelker provided a copy of the letter that will be sent to customers of the West Swanzey Sewer System to explain the reasons for the upcoming rate changes; this is a follow up from the original letter. A date for a general information session is needed. There are 4 metered customers whom the Board will meet with to explain the change to the meter reading. The letter was reviewed; once suggested edits are made, it will be mailed to the customers.

ADMINISTRATIVE UPDATE

Meagen asked for office space for Joint Loss Management in the West fire station to provide a central location for files, etc. at least on a temporary basis; she said she had spoken with Fire Chief Mattson who was in support of this. The Board agreed by consensus.

Jay reported that the new phone system will be installed on 9/11.

Jay provided copies of Stephon Mehu's tasks as assistant town planner, health officer, and grants manager, as well as a list of his licenses and certifications. He also provided a list of what grants Stephon is working on.

Chair Tempesta asked the others on the Board if the Town should provide a holiday party similar to last year. He's willing to host it again and will get a committee organized.

CORRESPONDENCE

None

PUBLIC INPUT

None

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 8:15pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

TOWN OF SWANZEY

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EVENT PERMIT – #2026-27

Nichole Brochu

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

An Event Known As: Monadnock Varsity Girls Soccer Benefit Craft Fair

To Be Held At: Jimmy's Hometown Pizzeria, 920 W Swanzey Rd

On the date of: October 10, 2026

Expected attendance: 99

Contact Person: Nichole Brochu

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: _____

2026-27

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: Monadock Varsity Girls Soccer Benefit Craft Fair

Date(s) of Special Event: Saturday October 10, 2026

Time(s) of Special Event: 10:00 am- 2:00 pm

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

Location of the Special Event: Jimmy's Hometown Pizzeria, 920 W. Swanzey Rd. Swanzey, NH 03446

MAXIMUM DAILY No. of Volunteers/Workers: 10 Spectators: 99 Vendors: 20

NAME(S) OF OWNER OF PROPERTY: Jimmy Tempesta

Address (physical): 920 W. Swanzey Rd (mailing):

Telephone: 603-903-0200 Email:

Contact Person: Jimmy Tempesta Phone (s): 603-903-0200

NAME(S) OF APPLICANT/ SPONSOR: Nichole Brochu

Address (physical): 22 Taft Rd (mailing): 22 Taft Rd

Telephone: 603-762-9123 Email: nebrochu@hotmail.com

Contact Person: Nichole Brochu Phone: 603-762-9123

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

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

The Monadnock Girls Varsity Soccer team would like to hold a craft fair to help raise funds to support them through the fall soccer season. We are planning to have multiple craft vendors, a beverage vendor and bake sale going on during this event.Mr. Tempesta is allowing us to use the property and will also be selling food from his restaurant that is on premises.

Event Check List

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

We have a group coming in that makes "dirty soda"

X — *Food or Beverage Concessions/Vendors/Sales* *

— *Alcoholic Beverages (State NH permit required – call 603-271-3755)*

— *Retail Vendors*

— *Stage or Bleachers (inspection needed)* **

— *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance)*

— *Music, Dance, Theater (follow noise ordinance)*

— *Circus Art/ Performance Art*

— *Carnival Games*

— *Amusement Rides (inspection needed)*

— *Bouncy/Inflatable Houses (inspection needed)*

— *Water Activities*

— *Propane/Charcoal Grills/BBQ Grills (inspection needed)* ***

— *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*

— *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning* ***

X — *Signs – Describe:* Table signs for vendors

— *Tents/Canopies Over 10' x 10'* **** *– Size:* _____

X — *Temporary Structures Erected? – Describe:* pop up tents

— *Animals – Describe:* _____

— *Fireworks Displays* ***** *– Class:* _____

— *Motorized Vehicles – Describe:* _____

X — *Onsite and Off Site Parking – Specify Off Site Location:* Parking lot of Jimmy's Hometown Pizzeria

— *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* _____

_____

(Swanzey PD and/or NH DOT approval required)

* All food & beverage vendors will need a permit to operate.
** A building permit may be required for stages.
*** All outdoor burning or open fires will need a fire permit.
**** All tents or indoor activities will need a place of assembly permit.
***** All fireworks displays will need a permit.

Other State and/or Local Permits (if applicable).

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit** (door to door sales): Swanzey Police Department – 603-352-2869, State of New Hampshire – 603-271-3242
- **Parade – Road Closure Permit**: Swanzey Police Department for Town roads – 603-352-2869, NH Department of Transportation for State roads – 603-352-2302
- **Vendor Permit** (food service or retail sales booths): Swanzey Fire Department – 603-358-6455, State of New Hampshire – 603-271-2201
- **Open Container Permit** (consuming liquor on Town property): Swanzey Town Hall – 603-254-7411, ext. 115

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

You Must Submit the Following with the Application:

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

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

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

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

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

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

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

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

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

_____ **Certificate of Insurance**

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

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

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

OUTDOOR EVENTS

Event Category	Estimated Attendance Per Day	Maximum Review Period	Application Fee/Per Day (non-refundable)	Public Hearing Required?	Public Hearing Notice Fee
1	1 - 99	30 days	$20.00	No	No
2	100 - 999	45 days	$50.00	No	No
3	1000 - 2999	60 days	$100.00	No	No
4**	3000 +	90 days	$300.00	Yes	$30.00

OUTDOOR CONCERT OR PERFORMING ARTS SERIES

Number of concerts or performances in series	Fee	Maximum Review Period	Public Hearing Required?
3-10	$300.00	90 days	Yes
10-20	$600.00	90 days	Yes
21 or more	$900.00	90 days	Yes

NOTICE: All outdoor concert or performing arts series and Commercial Fireworks Displays require a public hearing at a Board of Selectmen meeting. Notice of the public hearing shall be posted in Town Hall, on the Town website, and in the Keene Sentinel. In addition, the Town shall send notice to all owners of property within a distance determined to be appropriate by the Special Events Review Committee at least 14 calendar days before the hearing by certified mail. All costs associated with the public hearing notice shall be borne solely by the applicant and shall be paid in full prior to the public hearing.

NOTICE: The application fee for all Commercial Fireworks Display events shall be the same as a Category 4 event as specified above regardless of the estimated attendance.

INDOOR EVENTS

Application fee for a license to exhibit in any hall shall not exceed $50.00 per day.

Total amount due with application $_____

Special Duty Service Fees

The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Swanzey, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. **You will be required to pay 50% of the**

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

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

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

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

****

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

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): James Tempesta TITLE/POSITION: Owner

Date: 8/18/24

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): Nichole Brochu TITLE/POSITION: Parent/Volunteer

Date: 8/20/24

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

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

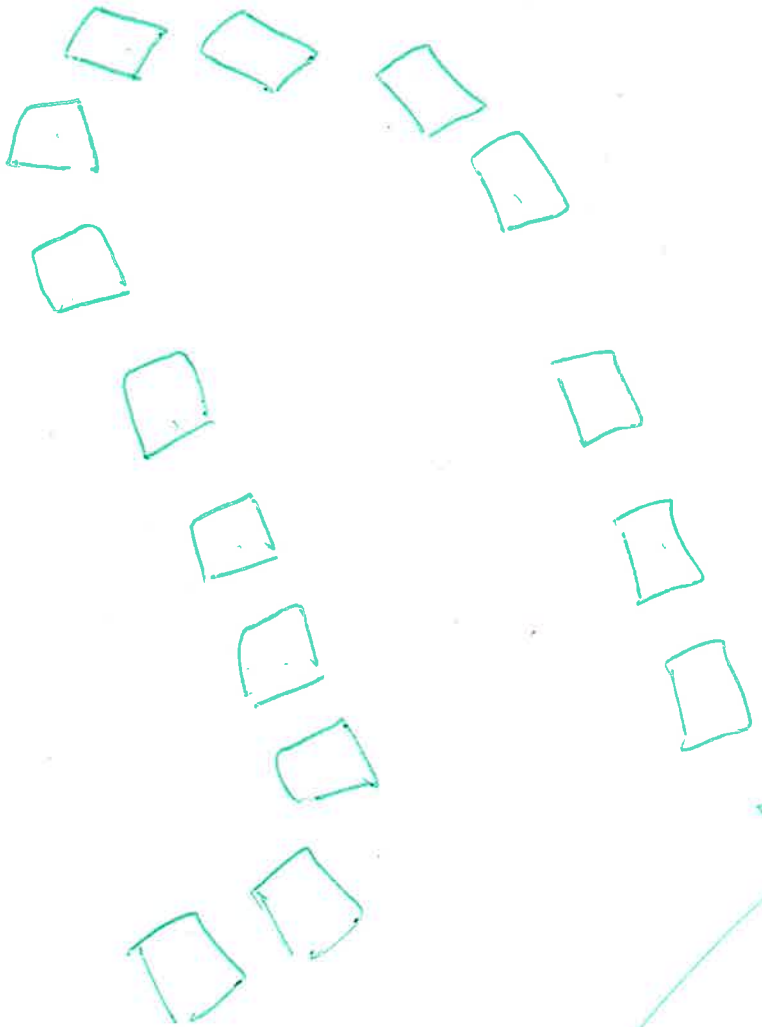
APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): Nichole Brochu TITLE/POSITION: parent/volunteer

Date: 8/20/24

space

Site Plan



Restaurant

outside dining

Area

Rente

Parking lot

Traffic control - No officers need.

- Vendors and spectators to use parking lot

Sanitary Facilities - Use restaurant restrooms

Food service: Jimmies Hometown Pizzeria will be selling food from restaurant

Ambulance/Medical: - Individuals are trained w/ First Aid/AED
- Will call 911 for other emergencies

Nichole Brochu
22Taft rd.
Swanzey, NH 03446

Monday August 24, 2026

Swanzey Town Select Board
Swanzey, NH

To Whom it May Concern,
I am writing to you today on behalf of the Monadnock Girls Varsity Soccer Team. We are trying to fundraise to help support the girls in their fall season. While the school provides many things for these players, they do not provide the following: warm up gear, hoodies, team bonding activities and meals, etc. The parents and coach of the team are hoping to hold a craft fair and bake sale on Saturday October 10th, 2026 at Jimmy's Hometown Pizzeria. We are writing to you, the select board, to ask you to waive the application fee so that the girls can get the most out of our fundraising attempts. These girls are all extremely hard working and we want to support them in any way we can. Thank you for your time and consideration. We look forward to hearing from you soon.

Sincerely,
Nichole Brochu and the Monadnock Girls Varsity Soccer team

nebrochu@hotmail.com
603-762-9123

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 8/31/2026

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 9/4/2026

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

[ ] See Attached Signature: _____ Date: 8-31-2026

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 8-29-26

Health Officer [x] No Comments

[ ] See Attached Signature: _____ Date: 8.31.26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ 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
WWW.SWANZEYNH.GOV

EVENT PERMIT – #2026-26

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 Hwy

On the date of: September 27, 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: _____

2026.26

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: Motorcycle Swap meet

Date(s) of Special Event: 9/27/26

Time(s) of Special Event: 9:00 AM – 4:00 pm

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

Location of the Special Event: Cheshire Fair grounds

MAXIMUM DAILY No. of Volunteers/Workers: 15 Spectators: 1000 Vendors: 100

NAME(S) OF OWNER OF PROPERTY: Cheshire Fair Ass

Address (physical): 247 Monadnock Hwy (mailing): Same

Telephone: 603 357 7740 Email:

Contact Person: Connie Phone (s): Same

NAME(S) OF APPLICANT/ SPONSOR: Jimmy Murdough

Address (physical): 32 Jones Rd Swanzey (mailing): Same

Telephone: 603 352 7140 Email:

Contact Person: Jimmy Phone: 603 352 7140

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

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

Buying and selling of motorcycle parts and related items

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

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

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

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

****

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

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): Deb Wojtkielewicz TITLE/POSITION: director

Date: 8/16/26

APPLICANT(S) SIGNATURE: _____

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

Date: 8/16/26

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

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

APPLICANT(S) SIGNATURE: _____

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

Date: 8/16/26

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

You Must Submit the Following with the Application:

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

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

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

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

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

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

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

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

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

_____**Certificate of Insurance**

_____ **Application Fee**
See chart below – payment due with application.

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

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

CHESHIRE
FAIRGROUNDS
Car
Parking
Main Entrance
Under
+
MC Entrance
Gate 1
Gate 2
Gate 3
Agriculture
Camping
Toilets
Arena
Dairy Horse
+ Oxen Barn
Scale House
Sugar House
Smoke Park
Info
Pine Grove Stage
Camping
Toilet
Block
Tractor Pull
Toilet
Johnson Park
Grandstands
Handicap Parking
Midway
Furniture
Closkric
Beer Gardens
Horse Rings
MC Parking
Kingsley Hall
Bolton Hall
Office
Cattle Ring
Cattle
Horses
Cattle
Horses
Cattle
Horses
Main Race
Farm Bureau
4-H
4-H Food Booth
Cheshire Barn
Children's Barn
Community Stage
Museum
Moriadnock Barn
BMS

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: Joseph S. Smith Date: 8/31/2026

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: [signature] Date: 9/4/2026

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

[ ] See Attached Signature: [signature] Date: 8-31-2026

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: [signature] Date: 8-28-29

Health Officer [X] No Comments

[ ] See Attached Signature: Stephen Mehr Date: 8.31.26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____

EMERTECH

ESTIMATE

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

DATE	9/1/2026
QUOTE#	Town Admin Laptop
CUSTOMER ID	Swanzey
VALID UNTIL	9/30/2026

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	$2,108.23	1	$2,108.23
3 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	2	$14.99

Subtotal	$2,573.21
Tax rate	
Tax due	-
Other	-
Total Amount	$ 2,573.21

FROM TOWN HALL IMS EXPENDABLE TRUST

EMERTECH

ESTIMATE

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

DATE	9/1/2026
QUOTE#	Town Finance Laptop
CUSTOMER ID	Swanzey
VALID UNTIL	9/30/2026

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	$2,108.23	1	$2,108.23
3 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	2	$14.99
27" Monitors Dell 2K	$219.99	2	$439.98

Subtotal	$3,013.19
Tax rate	
Tax due	-
Other	-
Total Amount	$ 3,013.19

FROM TOWN HALL IMS EXPENDABLE TRUST