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

September 23, 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: September 16, 2026
   B. Nonpublic Session(s): September 16, 2026 Sessions 1,2&3

4. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Special Event Permit- MRMHS Homecoming Parade
   D. Raffle Permit – Northern Lights

5. Public Input

6. Appointments
   A. Chief Gonsalves – Police Department Update

7. Consideration of New Business
   A. Discussion on Town Policy Regarding Animals in Town Buildings and Vehicles
   B. Review of Capital Reserve and Expendable Trust Balances
   C. Hydro Program Renewal Agreement
   D. Purchase of Computer for Recycling Center

8. Consideration of Old Business

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. Hydro Program Renewal Agreement
   D. Purchase of Computer for Recycling Center

SUGGESTED MOTION: I make a motion approve the purchase of a computer for the Recycling Center from EmerTech in the amount of $1,981.99, to be paid from the Recycling Center Capital Reserve Fund, account 15-4324-4324-1-001, which has an approximate current balance of $117,000.

8. Consideration of Old Business

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

October 7 Board of Selectmen Meeting
October 14 Board of Selectmen Meeting
October 21 Board of Selectmen Meeting
October 28 Board of Selectmen Meeting

CURRENT EMPLOYMENT OPPORTUNITIES:

- Detective - Full time and/or Part time Posting Date: Nov 12, 2019, 03:08 PM End Date: Open until filled
- Police Officers 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 2026.
- **Fire Station 2 Project:** 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.

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

- **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 – September 16, 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 5:34pm 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, Mark Scalera, Ann Heffernon, Josh Whipple

MINUTES

The regular meeting minutes of September 8, 2026 AM meeting and September 8, 2026 PM meeting 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 September 8, 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 (Week of 9th and 16th)
B. Accounts Payable Manifest (Week of 9th)

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

PUBLIC INPUT

Mark Scalera provided handouts regarding problems in Wilson Pond and how the Town can help; the handout listed the high-level problems along with some suggested solutions. He reviewed the document with the Board and asked them to take time later to read it through. He also let the Board know that the Association is looking to put together a board but is not finding volunteers to serve.

Chair Tempesta pointed out that he feels that there needs to be more involvement from the Wilson Pond residents; he said that DPW does mow and clean the area but more participation from the residents is important. He said there was a large group that attended the Select Board meeting at the Fire Station a few weeks ago, and they had many comments and concerns; why are they not offering to be more involved on a board for the association?

Bill Hutwelker asked what brought the group of support to the Fire Station and Mark Scalera shared the flier that had been published. Bill said the Town doesn't have jurisdiction on the body of water; they could reduce the amount of salt on the roads around the pond, but not on State Route 32. He wondered how much of this the Town could pursue and how much would be dependent on the State.

Jay Ward said they haven't seen the Lake Smart report which Mark Scalera had referred to; Mark will ask that the report be sent to Jay. It may have been sent to the former Town Administrator's email.

APPOINTMENTS

A. Ann Heffernon- Swanzey Governance Committee Ad Hoc Subcommittee

Ann provided an update from Community Communications event which provided a $3K grant. The group would like to use some of the grant to publish a quarterly newsletter which could take the place of the Swanzey Uncovered newsletter and would include more information about the Town, businesses, recreation, sports, etc. It would be on the website and available in paper copies. She hoped an information sheet could be included with the tax bill to give residents information to sign up for the mailed version if they prefer. Katie has been consulted and Ann reported that she likes the idea. Ann added that they would seek sponsorship from Swanzey businesses to cover the costs of ongoing production; any unspent grant money could be used toward purchasing games for a game night at Mt Caesar Library; Jay confirmed it would be in place of Swanzey Uncovered with improved frequency and content and would be 6-8 pages. The plan is to provide more information to the Board before moving forward.

B. Josh Whipple- Recycling Center Department Update

Josh expressed his appreciation for Nanotech's gift of a baler; this machine will make a tremendous difference in the recycling process. He reviewed the department update that he provided to the Board. Josh also explained the problems with the MorrHeat waste oil burner; the manufacturer stopped servicing it, so the building has been heated by electricity since January. He requested a replacement unit by EnergyLogic from Arrow Equipment in Littleton, NH. The cost would be up to $23,000 He would like to apply for grants to offset the cost of the new unit.

Mark LaBelle made a motion to approve the spending of up to $23,000 for a new EL200B EnergyLogic unit including installation with funds to come from the Recycling Center's Capital Improvement Facilities and Maintenance fund. Jay Ward seconded the motion; all were in favor and the motion carried.

Josh also requested an additional computer for the office for the assistant manager to use which would level the load of paperwork and increase efficiency. The cost would be around $2,000. This item will be on hold while the budget is determined since the IT lines might move to their own budget.

Josh's next item to discuss was the need for gutters for the back side of the new addition to protect the sidewalk and to provide shelter for employees from rain. This would also be beneficial to collect rainwater for use in burn pits, cleaning compactors, and when cleaning the parking lot. They have containers to store 1,500 gallons of rainwater. He provided a quote for $2350.61. He would like this to be completed before winter. The Board asked him to acquire quotes from local vendors, and they will review this at the next meeting.

NEW BUSINESS

A. 2026 MS-535

The Board members signed the completed 2026 MS-535 document.

B. Trunk or Treat – Consideration of Selectboard Vehicle Sponsorship

Lisa Gillum requested the Board sponsor a Trunk or Treat vehicle for the Swanzey Halloween Block party on October 24th. By consensus, the Board members will each contribute money toward the cost.

C. New England Water Infrastructure Network Technical Assistance Plan Update

Mark LaBelle made a motion to approve submission of final application to NHDES for the Wastewater State Aid Grant and give authority to Stephon Mehu, Grants Manager, to sign documents associated with submission and monitoring if awarded. Jay Ward seconded the motion; all were in favor and the motion carried.

OLD BUSINESS

None

ADMINISTRATIVE UPDATE

A. August Staff Monthly Reports were provided in the packet for Board review. The Board appreciated their contributions.

B. Jay provided information on upcoming hires, the planned CIP meetings and reported the website is still in the process of being updated. He provided invoices for background checks which need to be signed.

Mark LaBelle made a motion for Chair Tempesta to sign the invoices for background checks. Jay Ward seconded the motion; all were in favor and the motion was approved.

Jay reported that the new phones have been installed, and the process went very smoothly.

Jay went on to inform the Board that Mike Kowalczyk from the Rail Trail committee will be requesting unspent money to be used for tools and equipment for trail maintenance. At this time, it isn't clear how much might be left over, so this will be on hold.

There will be a meeting on Saturday at 9am at Whitcomb Hall for the public to learn about the proposed wastewater treatment plan project.

CORRESPONDENCE

A. Letter from Love Thy Neighbor

Love Thy Neighbor, which is a food pantry located on Cobble Hill Road at the rear of the Village Church, sent a letter to the Board requesting $2,500 to be placed in the budget for next year to support the program.

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 7:37pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, 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 7:51pm.

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 7:54pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, 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 8:06pm.

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 8:07pm. Present were James Tempesta, Mark LaBelle, W. William Hutwelker III, James Ward and Alan Gross. Also present was Recording Secretary Susan Ells.

A motion was made by Jay Ward to come out of the non-public session, seconded by Alan Gross. All were in favor by Roll Call and the motion passed. The non-public session ended at 8:19pm.

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

Chair Tempesta brought up the subject of dogs in the Town hall and town vehicles; the Board discussed introducing a policy restricting the practice.

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 8:28pm.

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

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EVENT PERMIT – #2026-29

Monadnock Regional Middle/High School

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

An Event Known As: Monadnock Homecoming Parade

To Be Held At: 486 Old Homestead Hwy (Post Office) – 500 Old Homestead Hwy (MRMHS)

On the date of: September 26, 2026

Expected attendance:

Contact Person: Shannon Topa (Athletic Director)

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, 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: Monadnock Regional M/H school Homecoming Parade

Date(s) of Special Event: Sat 9/26/2026

Time(s) of Special Event: 10:30 - 11am

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

Location of the Special Event: Start @ post office (486 Homestead Hwy) to MRMHS (500 Homestead Hwy

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

NAME(S) OF OWNER OF PROPERTY: Monadnock Regional School District

Address (physical): 600 Old Homestead Hwy (mailing): Swanzey, NH 03446

Telephone: (603) 352-6955 Email: jrathbun@mrsd.org

Contact Person: Jeremy Rathbun (superintendent) Phone (s): _____

NAME(S) OF APPLICANT/ SPONSOR: Monadnock Regional Middle High School

Address (physical): 580 Old Homestead Hwy (mailing): Swanzey, NH 03446

Telephone: (603) 903-6781 Email: stopa@mrsd.org

Contact Person: Shannon Topa (athletic director) Phone: (603) 803-1019

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

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

Homecoming parade (annual) to start @ post office and end @ MRMHS parking lot. Parade is led by the band, includes decorated ~~trucks/ vehicles for sports team, elemetry students in bike parade~~

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

You Must Submit the Following with the Application:

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

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

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

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

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

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

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

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

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

_____**Certificate of Insurance**

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

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

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

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

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

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

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

****

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

PROPERTY OWNER(S) SIGNATURE: _____

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

Date: _____

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): Jeremy Rathbun TITLE/POSITION: Superintendent of Schools

Date: 9/14/2026

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: _____

PRINT NAME (S): Jeremy Rathbun TITLE/POSITION: Superintendent of Schools

Date: 9/14/2026

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 9/12/2026

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 9/21/2026

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

[ ] See Attached Signature: _____ Date: 9/17/26

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 9-21-26

Health Officer [X] No Comments

[ ] See Attached Signature: _____ Date: 9/17/26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____

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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 hall be sold only to person 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. Permits are required to be issued for raffles by the Selectmen of the Town where the drawing for prize to be held. Raffle tickets that are sold at an event lasting 12 hours or less do not need to obtain a raffle permit.

PERMIT# 2026-20

Name of Oranization Northern Lights Allstars
(is hereby licensed and authorized to operate and/or conduct a raffle at)

Location where drawing will be conducted 17 Troy Hill Rd located in Swanzey, New Hampshire.

Name of contact person Tonya Hopkins Phone# 639035898

Address 9 Ridgeview Rd

Email tonyahopkins19@gmail.com

Items(s) to be raffled (attach list if necessary) Meat Bundle Raffle

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

10/1/2026 to 10/19/26

Date of raffle drawing: 10/21/26

Approved by: Mark Lesell

Swanzey Selectmen

Date:

TDD ACCESS: RELAY NH 1-800-735-2964

Updated 9/19/18

CHAPTER XXX
PETS

The Town of Swanzey strives to maintain a safe, sanitary, and professional environment within all municipal facilities and vehicles while ensuring with applicable laws regarding service animals.

Pets are prohibited in all Town facilities, offices, buildings, park buildings, public work facilities, Town vehicles, and equipment owned, leased, or operated by the Town of Swanzey. Town Employees, volunteers, contractors, and members of the public shall not bring pets into Town facilities, vehicles, or equipment unless specifically authorized under this policy.

The following are prohibited from entering municipal facilities, vehicles, or equipment:

a. Personal pets of employees, volunteers, contractors, or visitors.
b. Animals being temporarily cared for by employees during work hours.
c. Emotional support, therapy, comfort, or companion animals that are not approved service dogs under this policy.

The Town of Swanzey recognizes the need to accommodate individuals who require the assistance of a service dog. One service dog per Town employee or volunteer may be permitted in municipal facilities and vehicles provided that:

a. The individual submits a written request for accommodation to Human Resources.
b. A physician's note or other medical documentation is provided verifying the need for the service dog and provided to Human Resources.
c. Documentation demonstrating that the animal is a trained service dog is submitted to Human Resources.
d. The request receives preapproval from the Board of Selectmen.
e. The service dog remains under the control of its handler at all times and does not pose a threat to the health, safety, or operations of the Town of Swanzey.

Regular Full-Time Employees, except non-exempt sworn Police Officers and Recycling Center employees, shall receive eight (8) hours of holiday pay at their base rate of pay on each observed holiday. Salaried employees who work on a scheduled holiday are encouraged to take another day off.

Approval may be revoked if the service dog becomes disruptive, aggressive, unsanitary, or otherwise interferes with Town operations.

Town Employees who receive approval for a service dog are responsible for the following:

a. Maintaining control of the service dog at all times.
b. Documentation must be sent from the service dog's veterinarian showing all vaccinations and medical needs are up to date and the dog is in good health standing to be in a public setting.
c. Provide licensing from the town of residence.

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d. Cleaning up after the service dog and maintaining sanitary conditions.
e. Preventing the service dog from creating disruptions to Town Operations.

No Pets shall be transported in Town vehicles except as specifically authorized for Town purposes such as animal control. Approved service dogs may be transported in Town vehicles only after preapproval from the Board of Selectmen and meeting all the requirements outline in this policy.

Employees and volunteers who violate this policy may be subject to disciplinary action in accordance with the Personnel Policies within the Town of Swanzey. Visitors or contractors who violate this policy may be required to remove the animal from Town property immediately.

Adopted by the Board of Selectmen on _____, 2026

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GROUP NET-METERING MEMBER AGREEMENT

THIS GROUP NET-METERING MEMBER AGREEMENT (the "Agreement") is effective by and between **Standard Power of America, Inc.** (the "Administrator") and **Town of Swanzey, NH** (the "Customer") (together referred to as "Parties" and each individually as a "Party") and is effective and binding on the Parties as of the date hereof.

Background

WHEREAS, Standard Power of America, Inc. is the Administrator of a group net metering arrangement (the "Group"), of which the Customer is a member.

WHEREAS, The Customer is an Eversource utility customer and is entitled to receive payment for participation. This Group Net-Metering Member Agreement is subject to and shall be governed by the applicable provisions of RSA 362-A:9 and the New Hampshire Public Utilities Commission's Group Net Metering Rules (N.H. Admin. Code Puc 900) and governing Group Net-Metering Host Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties hereby agree as follows:

Section 1. Term and Termination. This Agreement will start on the November 2026 Utility meter read date and end on the November 2031 Utility meter read date. This Agreement can be terminated by either Party upon sixty (60) days prior notice. All payment obligations arising prior to the termination of this Agreement shall survive the termination thereof.

Section 2. Obligation to Provide Default Service Reimbursement Amount.

(a) In consideration of the Customer's participation in the Group, the Administrator agrees to make, and the Customer agrees to accept, the Default Service Reimbursement Payment.

b) The Administrator shall pay the Customer within ten (10) days of the end of each calendar quarter, subject to receipt and verification of the Customer's usage data. Payments shall be based solely on actual generation (kWh) from the host facilities during the applicable quarter. The Customer's share shall be determined by multiplying total quarterly generation by a percentage equal to the Customer's kWh usage divided by the total usage of all Group members for that quarter. This share shall then be multiplied by the rate of $0.005 per kWh. Payments shall be made only on actual generation for the quarter; no carryover, banking, or application of excess generation from prior quarters shall apply.

Section 3. Assignment. The Customer may not assign or transfer this Agreement to any other person or entity without the Administrator's prior written consent, and any attempted

assignment or transfer without such consent shall be void. The Administrator may sell, transfer, pledge or assign this Agreement or any right herein in connection with any financing agreement or receivables purchase program, and may assign this Agreement to another energy supplier, energy Services Company or other entity as authorized by the New Hampshire Public Utilities Commission.

Section 4. Access to Customer Usage Information. Upon request by the Administrator, the Customer shall provide monthly invoices from Eversource to confirm usage information for accounts listed in the Group Net Metering Agreement.

Section 5. Dispute Resolution. The Parties shall attempt in good faith to resolve all disputes arising under or with respect to this Agreement promptly by negotiation. If the Parties cannot resolve the dispute in this manner, they shall refer the dispute to a mediator.

Section 6. Liability. The remedy in any claim or suit by the Customer against the Administrator will be solely limited to direct actual damages (which will not exceed the amount of Customer's single largest monthly payment in the immediately preceding twelve (12) months). All other remedies at law or in equity are hereby waived. In no event will either the Administrator or the Customer be liable for consequential, incidental, indirect, special or punitive damages. These limitations apply without regard to the cause of any liability or damages. There are no third-party beneficiaries to this Agreement.

Section 7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire, without giving effect to principles of conflict of laws that would require the application of any other law.

Section 8. Taxes. All taxes of whatsoever kind, nature and description due and payable with respect to service provided under this Agreement, other than taxes based on the Administrator's net income, shall be paid by the Customer, and Customer agrees to indemnify the Administrator and hold the Administrator harmless from and against any all such taxes.

Section 9. Regulatory Change. This Agreement is subject to present and future legislation, orders, rules, regulation or decision of a duly constituted governmental authority having jurisdiction over this Agreement or over the services to be provided hereunder. If at some future date there is a change in any law, rule, regulation, tariff or regulatory structure ("Regulatory Change") which impacts any term, condition or provision of this Agreement, including, but not limited to price, the Administrator shall have the right to modify this Agreement to reflect such Regulatory Change by providing thirty (30) days' written notice of such modification to the Customer.

[Signature Page Follows on Separate Page]

IN WITNESS WHEREOF, the Parties do hereby execute this Agreement as of the ____ day of _____, 2026.

ADMINSTRATOR:

Standard Power of America, Inc.

By: _____
Name:_____
Title: _____

CUSTOMER:

Town of Swanzey, NH

By: _____
Name:_____
Title: _____

EMERTECH

ESTIMATE

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

DATE	8/18/2026
QUOTE#	josh PC
CUSTOMER ID	Swanzey Recycle
VALID UNTIL	**9/18/2026**

BILL TO

Town of Swanzey
620 Old Homestead Hwy
Swanzey, NH 03446

	Description	Unit Price	Quantity	Amount
	Dell Pro Slim Desktop, 512 GB, 16 GB DDR5, Win 11	$1,598.00	1	$1,598.00
	3 year Pro warranty	Incl		
	DLP HDMI cables	$14.99	1	$14.99
	27" monitor QHD	$219.00	1	$219.00
	EmerTech set up costs	$150.00	1	$150.00
	keyboard and mouse	Incl	1	
	Decomission old hardware	incl	1	

Subtotal	$1,981.99
Tax rate	
Tax due	-
Other	-
Total Amount	**$ 1,981.99**