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

October 14, 2026

1. Call to Order – 4:30 pm Non Public

2. Non-public session pursuant to RSA 91-A:3 II

3. Call to Order – 5:30 Public Session

4. Pledge of Allegiance

5. Consideration of Meeting Minutes
   A. Regular Meeting: i) September 30,2026
      ii) October 1,2026
      iii) October 7,2026

   B. Nonpublic Session(s): i) September 30,2026
      ii) October 1,2026 Sessions 1&2
      iii) October 7,2026 Sessions 1,2&3

6. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Intent to Cut – M/223 L/10
   D. Raffle Permit – Honeybee Hollow
   E. Special Event Permit- Honeybee Hollow Fall Festival

7. Public Input

8. Appointments
   A. HealthTrust Insurance – Review of Plan Options 5:35 pm
   B. Energy Commission – Bob Audette 5:50 pm

9. Consideration of New Business
   A. Purchase of Tablet from EmerTech for Trustees of Trust Fund
   B. Quotes for Digital Sign for Town Hall

C. NHDOT Sidewalk Agreement
D. Covered Bridge Camera Project

10. Consideration of Old Business

11. Administrative Update

12. Any Other Business

13. Correspondence

14. Public Input

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

16. Adjournment

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

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

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

October 14, 2026

1. Call to Order – 4:30 p.m. Non-Public

2. Non-public session pursuant to RSA 91-A:3 II

3. Call to Order -5:30 p.m. Public Session

4. Pledge of Allegiance

5. Consideration of Meeting Minutes
   A. Regular Meeting: i) September 30,2026
      ii) October 1,2026
      iii) October 7,2026

   B. Nonpublic Session(s): i) September 30,2026
      ii) October 1,2026 Sessions 1&2
      iii) October 7,2026 Sessions 1,2&3

6. Consent Agenda
   A. Payroll Manifest
   B. Accounts Payable Manifest
   C. Intent to Cut – M/223 L/10
   D. Raffle Permit – Honeybee Hollow
   E. Special Event Permit – Honeybee Hollow Fall Festival

7. Public Input

8. Appointments
   A. HealthTrust Insurance – Review of Plan Options 5:35 pm
   B. Energy Commission – Bob Audette 5:50 pm

9. Consideration of New Business
   A. Purchase of Tablet from EmerTech for Trustees

   SUGGESTED MOTION: I make a motion to authorize the purchase of a tablet from EmerTech for the Trustees of the Trust Funds in the amount of $_____, to be paid from the Town Hall IMS.

   B. Quotes for Digital Sign for Town Hall

   C. NHDOT Sidewalk Agreement

   SUGGESTED MOTION: I make a motion to authorize the Selectboard Chair Tempesta to sign the Municipal Sidewalk Blanket Agreement with NHDOT on behalf of the Town of Swanzey.

   D. Covered Bridges Camera Project

SUGGESTED MOTION: I make a motion to approve the expenditure of $12,800 for the bridge camera projects, consisting of $3,800 for the Thompson Bridge cameras, $4,500 for the Carlton Bridge cameras, and $4,500 for the Slate Bridge cameras, with $2,500 to be funded from the Non-Restricted Slate Bridge account and $10,300 from the Covered Bridges Capital Reserve.

10. Consideration of Old Business

11. Administrative Update

12. Any Other Business

13. Correspondence

14. Public Input

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

16. Adjournment

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

UPCOMING AGENDA ITEMS AND MEETINGS

October 14	Board of Selectmen Meeting
October 21	Board of Selectmen Meeting
October 28	Board of Selectmen Meeting
November 4	Board of Selectmen Meeting
November 11	Board of Selectmen Meeting

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

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 Fall 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. 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 to bid 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.

FORM **PA-7**

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

(Assigned by Municipality)

YR [ ][ ] - TOWN [ ][ ][ ] - OP# [ ][ ] - [T]

RECEIVED OCT 08 2026 TOWN OF SWANZEY

RECEIVED SEP 28 2026 TOWN OF SWANZEY

For Tax Year April 1, 26 to March 31, 27

PLEASE TYPE OR PRINT *(If filling in form on-line; use TAB Key to move through fields)*

1. Town/City of: Swanzey

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
223/10/0/0

3. Intent Type: Original [X] Supplemental [ ] (Original Intent Number)

4. Name of Access Road: C.L. Lane / Oliver Hill Rd

5a. Acreage of Lot: 20.72 Acreage of Cut: 20.71

5b. Anticipated Start Date: Sept. 22 2026

6. Type of ownership (check only one):
   a. Owner of Land and Stumpage (Sole Owner) [ ]
   b. Owner of Land and Stumpage (Joint Tenants) [ ]
   c. Owner of Land and Stumpage (Tenants in Common) [X]
   d. Previous owner retaining deeded timber rights [ ]
   e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements [ ]

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut
White Pine	7500 MBF
Hemlock	6000 MBF
Red Pine	MBF
Spruce & Fir	MBF
Hard Maple	MBF
White Birch	MBF
Yellow Birch	MBF
Oak	28,000 35,000 MBF
Ash	MBF
Soft Maple	1500 MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	MBF
Other (Specify)	MBF
Pulpwood	**Tons**
Spruce & Fir	
Hardwood & Aspen	
Pine	
Hemlock	
Biomass Chips	
Miscellaneous	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form. 33,000 Total to be cut

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

SIGNATURE OF PERSON RESPONSIBLE FOR CUT — DATE: 9/26/26

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT: Gordon Johnson

MAILING ADDRESS: 562 River Rd South

CITY OR TOWN: | STATE: VT | ZIPCODE: 05346

PHONE NUMBER: 802.657.2778 | E-MAIL ADDRESS: johnsongordon07@gmail.com

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER [ ] **OR** LOGGER / FORESTER [X]

BY MAIL [ ] **OR** E-MAIL [X]

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED: 9/17/26

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S): Howard B. Lamson II

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) — DATE SIGNED: 9.17.26

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S): Ronald P. Bemis

MAILING ADDRESS: P.O. Box 472

CITY OR TOWN: Keene | STATE: NH | ZIPCODE: 03431

E-MAIL ADDRESS:

HOME PHONE (Enter number without dashes): | CELL PHONE (Enter number without dashes):

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received.
   $ _____ Date: _____
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA immediately after signing.

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL — 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

RAFFLE PERMIT
(RSA 287-A)

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

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

PERMIT#_____

Name of Organization: Honeybee Hollow Children's Center
is hereby licensed and authorized to operate and/or conduct a raffle at

Location where drawing will be conducted: 1 Simeneau Lane
located in Swanzey, New Hampshire.

Name of contact person: Kristy Rose

Address: 486 Chapman Rd Keene NH

Phone# 603-325-0764 Email: kristyannrose2015@gmail.com

Items(s) to be raffled (attach list if necessary): Gift Cards - Market Basket, Target
Baskets of donated items

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

10/5/26 to 10/24/26

Date of raffle drawing: 10/24/26

Approved by: _____

_____

_____

_____

_____ Date: _____

Swanzey Selectmen

TOWN OF SWANZEY

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

EVENT PERMIT – #2026-31

Honeybee Hollow

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

An Event Known As: Honeybee Hollow Fall Festival

To Be Held At: Field at 1 Simoneau Ln

On the date of: October 24,2026

Expected attendance: 150

Contact Person: Kristy Rose

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: _____

2026.31

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: Honeybee Hollow Fall Festival

Date(s) of Special Event: Saturday, October 24th

Time(s) of Special Event: 10AM - 12pm

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

Location of the Special Event: The Field at 1 Simenead Lane

MAXIMUM DAILY No. of Volunteers/Workers: 10 Spectators: 100-150 (includes children) Vendors: N/A 1 (US) HHCC

NAME(S) OF OWNER OF PROPERTY: Allyce Romaneck, Director of Honeybee Town of Swanzey

Address (physical): (mailing):

Telephone: 603-903-0005 Email: aromaneck.hhcc@gmail.com

Contact Person: Phone (s):

NAME(S) OF APPLICANT/ SPONSOR: Kristy Rose (Honeybee Board member)

Address (physical): 486 Chapman Rd. Keene, NH (mailing):

Telephone: 603-325-0764 Email: kristyannrose2015@gmail.com

Contact Person: Kristy Rose Phone:

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

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

Fall fundraiser for Honeybee Hollow Children's Center. See flyer attached. Parking will be on Simenead Lane - and we can ask The Golden Rod Grange if we can use their parking as well. Donuts will be purchased from a local bakery or Market Basket - Cider purchased from Market Basket.

- **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** Event to be held in field.
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. Spectators asked to "register" ahead of time so we can ensure safety / parking needs.

_____**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. Volunteers asigned to help with parking

_____**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. Event is rain or shine.

_____**Sanitary Facilities Plan** Center bathrooms open within reason.
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. Volunteers assigned to help with clean up.

_____**Food Service Plan**
A food service plan, which may require review and acceptance by the Swanzey Health Officer. Gloves will be worn to hand out Donuts. Kristy Rose is serve safe Manager certified.

_____**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: Allyce Romanek

PRINT NAME (S): Allyce Romanek TITLE/POSITION: Director

Date: 9/30/26

APPLICANT(S) SIGNATURE: Kristy Rose

PRINT NAME (S): Kristy Rose TITLE/POSITION: Treasurer, Honeybee Board of Directors

Date: 9/30/2026

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: Kristy Rose

PRINT NAME (S): Kristy Rose TITLE/POSITION: Treasurer, Honeybee Board

Date: 9/30/2026

Honeybee Hollow
CHILDREN'S CENTER
PEACE. LOVE. WONDER. AND MUD.

EXPLORE
CREATE
BELONG

Small Steps. Big Futures.

FALL FESTIVAL

AT HONEYBEE HOLLOW

A morning of fall fun, community, and supporting a brighter tomorrow for our children!

FAMILIES
COMMUNITY
NATURE
KIDS AT PLAY
A BRIGHTER TOMORROW

TAKE A TRAIL WALK TO VISIT NOSEY!
OUR BELOVED FACE IN THE TREE

Saturday, October 24th
10:00 AM – 12:00 PM
1 Simeneau Lane
Swanzey, NH 03446

ALL ARE WELCOME!

$20 DONATION PER FAMILY

Includes:

A DONUT AND CIDER FOR EACH FAMILY MEMBER!

- FUN FALL ACTIVITIES & GAMES
- TEMPORARY TATTOOS
- SENSORY BINS
- MUSIC AND BUBBLES
- A TRAIL WALK (INCLUDING A VISIT TO NOSEY!)

Additional Ways to Support:

BASKET RAFFLE
Amazing themed baskets donated by local businesses and community members!

SPONSOR A HONEYBEE OPPORTUNITY
Support classroom supplies, outdoor learning, art materials, and more!

NATURE
CHILDREN
COMMUNITY
BRIGHTER TOMORROWS

HONEYBEE HOLLOW CHILDREN'S CENTER | 1 SIMENEAU LANE, SWANZEY, NH 03446
PEACE. LOVE. WONDER. AND MUD.

Town Review Staff Comments Event _____ Date _____

Police Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: _____

Fire Chief (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: _____

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

[ ] See Attached Signature: _____ Date: 10/13/2026

Public Works Director (or designee) [ ] No Comments

[ ] See Attached Signature: _____ Date: 10-13-26

Health Officer Recommend port-o-pottie outside if only 2 restrooms available [X] No Comments

[ ] See Attached Signature: Stephon Mohn Date: 10/13/26

Other Review Staff

Title: _____ Name: _____

[ ] See Attached Signature: _____ Date: _____

Sousa Signs LLC
225 East Industrial Park Dr Manchester, NH 03109-5311
accounting@sousasigns.com
(603) 622-5067

Tax ID: 02-0530769
sousasigns.com

Quote 5194 #1

Town of Swanzey - Swanzey NH - Watchfire EMC - 10mm

SALES REP INFO
Casey Southwell
Digital Product Specialist
caseyl@sousasigns.com
(603) 998-4760

QUOTE DATE
09/10/2026

QUOTE EXPIRY DATE
10/10/2026

TERMS
Due upon receipt

REQUESTED BY
Town Of Swanzey

INSTALL ADDRESS
Attn: Katie Collins 603-352-7411 X115
Town Of Swanzey - 620 Old Homestead Hwy, Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446

CONTACT INFO
Katie Collins
kcollins@swnazeynh.com
(603) 352-7411 x 115

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	**EMC - Watchfire - 3' x 5' x 10mm** Electronic Message Center (EMC): Watchfire model by Time-O-Matic. Full color **3' x 5' x 10mm** capable of high resolution photos, text and a color palate of 1.2 Quintillion shades. Complete with software and wireless feed to sign. - Delivery/Installation: Completed by our technicians with company owned bucket and/or crane trucks. Our installers & fabricators are Watchfire certified technicians. - EMC includes 5 year warranty on parts with no acceptable failure rates. Sousa matches Watchfire 5-year warranty with Labor. - Communication: Life of sign 4G data and OPX cloud base software with built in editor. - Removal and disposal (per EPA guidelines) of existing sign included (if applicable). - 120 VOLT **18** amps (**9** per face) Single Phase Service. - Electrical service to sign and electrical connection at sign is sole responsibility of Client. - Terms and conditions: 50% down, balance due upon completion. Sousa Signs reserves the right to remove or delay signage if any of said payment terms are not met. - Existing sign structure, faces and lighting components to be left intact and unaltered or refurbished unless indicate above (if applicable). - Special Conditions: Existing electrical feed to sign may not be able to accommodate increased electrical load of EMC. We recommend having an electrician formally evaluate the existing feed prior to sign order (if applicable).	1	Each	$28,733.52	$28,733.52	N

Survey
Dispatch Sousa technicians to survey and/or measure existing signage, and structure/site conditions as needed.

One Installer
Truck/Van

Installation/Technician Labor

Two Installers
35'-65' Crane/Bucket Truck

Special Conditions & Exclusions
Subject to final field evaluations of structural steel.
Existing changeable copy sign to be removed and disposed off site.

This quote is based on the specific information you've given us and is valid for 30 days.
Please review this quote carefully. Only items listed are included in this proposal. Any items that may have been discussed by your sales rep and/or proposed by design previously that are not listed here are NOT included.

A 3% Credit Card Fee will be added for all deposits/payments made by Visa, MC or Discover. We do not currently accept AMEX. We apologize for any inconvenience this may cause.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make changes? No problem! But please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal:	**$28,733.52**
Sales Tax (0%):	**$0.00**
Total:	**$28,733.52**

SIGNATURE:

DATE:

Sousa Signs LLC
225 East Industrial Park Dr Manchester, NH 03109-5311
accounting@sousasigns.com
(603) 622-5067

Tax ID: 02-0530769
sousasigns.com

Quote 5258 #1

Town of Swanzey - Swanzey NH - Watchfire EMC - 8mm

SALES REP INFO
Casey Southwell
Digital Product Specialist
caseyl@sousasigns.com
(603) 998-4760

QUOTE DATE
09/25/2026

QUOTE DUE DATE
09/25/2026

QUOTE EXPIRY DATE
10/25/2026

TERMS
Due upon receipt

REQUESTED BY
Town Of Swanzey

INSTALL ADDRESS
Attn: Katie Collins 603-352-7411 X115
Town Of Swanzey - 620 Old Homestead Hwy, Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446

CONTACT INFO
Katie Collins
kcollins@swnazeynh.com
(603) 352-7411 x 115

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	**EMC - Watchfire - 3' x 5' x 8mm** Electronic Message Center (EMC): Watchfire model by Time-O-Matic. Full color **3' x 5' 8mm** capable of high resolution photos, text and a color palate of 1.2 Quintillion shades. Complete with software and wireless feed to sign. - Delivery/Installation: Completed by our technicians with company owned bucket and/or crane trucks. Our installers & fabricators are Watchfire certified technicians. - EMC includes 5 year warranty on parts with no acceptable failure rates. Sousa matches Watchfire 5-year warranty with Labor. - Communication: Life of sign 4G data and OPX cloud base software with built in editor. - Removal and disposal (per EPA guidelines) of existing sign included (if applicable). - 120 VOLT **22** amps (**11** per face) Single Phase Service. - Electrical service to sign and electrical connection at sign is sole responsibility of Client. - Terms and conditions: 50% down, balance due upon completion. Sousa Signs reserves the right to remove or delay signage if any of said payment terms are not met. - Existing sign structure, faces and lighting components to be left intact and unaltered or refurbished unless indicate above (if applicable). - Special Conditions: Existing electrical feed to sign may not be able to accommodate increased electrical load of EMC. We recommend having an electrician formally evaluate the existing feed prior to sign order (if applicable).	1	Each	$31,946.83	$31,946.83	N

Survey
Dispatch Sousa technicians to survey and/or measure existing signage, and structure/site conditions as needed.

One Installer
Truck/Van

Installation/Technician Labor

Two Installers
35'-65' Crane/Bucket Truck

Special Conditions & Exclusions
Subject to final field evaluations of structural steel.
Existing changeable copy sign to be removed and disposed off site.

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE

This quote is based on the specific information you've given us and is valid for 30 days.
Please review this quote carefully. Only items listed are included in this proposal. Any items that may have been discussed by your sales rep and/or proposed by design previously that are not listed here are NOT included.

A 3% Credit Card Fee will be added for all deposits/payments made by Visa, MC or Discover. We do not currently accept AMEX. We apologize for any inconvenience this may cause.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make changes? No problem! But please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal:	**$31,946.83**
Sales Tax (0%):	**$0.00**
Total:	**$31,946.83**

SIGNATURE: **DATE:**

MODERN COMMUNICATION. TRADITIONAL SWANZEY.

Digital monument sign proposal

Town of Swanzey, New Hampshire

Replace the manual letterboard with fast, remote communication—while preserving the understated white-and-black look residents recognize.

Prepared for the Select Board • September 3, 2026

A familiar look—without the winter letter changes

3' × 4' double-sided display | approximately 5' overall height | 2' black pedestal base



CONCEPT VISUAL • Final placement, dimensions, foundation and structural requirements are subject to site survey and engineering.

ONE SIGN. FASTER PUBLIC UPDATES.

$10.68/day

Recommended 9mm option averaged across the first seven years, including the configured monthly protection and software package. Kickoff deposit excluded.

A modest daily investment to eliminate routine letter changes and make urgent updates available in minutes.

Built for the messages Swanzey already shares

REMOTE UPDATES

Change the sign from a phone or computer—without walking outside in winter conditions.

AUTOMATIC SCHEDULING

Prepare closures, meetings, events and recurring notices in advance, then let the schedule update itself.

TIMELY COMMUNITY ALERTS

Publish emergency information, weather updates and last-minute changes quickly when residents need them most.

START SIMPLE. EXPAND LATER.

Keep the classic white-and-black presentation today while preserving full-color capability for future use.

9mm is the strongest long-term fit

Only $1,097 more upfront and $12 more per month than 12mm for a clearer, more versatile display.

RECOMMENDED • 9MM

$22,003

Cash price

$1,250
Project kickoff deposit

$63/month
Protection + software package

First 7 years: approximately $10.68/day

ALTERNATIVE • 12MM

$20,906

Cash price

$1,250
Project kickoff deposit

$51/month
Protection + software package

First 7 years: approximately $9.85/day

WHAT THE PROJECT INCLUDES

3' × 4' double-sided digital display, monument configuration, project management, engineering and site survey support. Evolve adds lifetime parts and labor coverage plus a next-generation display every seven years. ScreenHub provides remote content management, scheduling and training.

NEXT STEP

Choose a resolution and authorize the kickoff to schedule the site survey.
Financing available, subject to approval.

Pricing is estimated and subject to final site conditions. The kickoff deposit is non-refundable and separate from the display price. Electrical service and any solar solution are outside Cirrus scope. Jesse will confirm whether the town's permitting position allows an adjustment to the kickoff scope.

MUNICIPAL SIDEWALK AGREEMENT
FOR
TOWN OF SWANZEY

BLANKET AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between the New Hampshire Department of Transportation, hereinafter called the "DEPARTMENT", and the Town of Swanzey, hereinafter called the "TOWN".

WITNESSETH that,

WHEREAS, the limits of this agreement shall be State Right-Of-Way on either side of state-maintained roadways within TOWN limits; and

WHEREAS, there are existing sidewalks within TOWN limits; and

WHEREAS, the TOWN has accepted responsibility for these existing and all future sidewalks along state-maintained roadways within TOWN limits; and

WHEREAS, sidewalks are of primary benefit to the community and adjoining neighborhoods; and

WHEREAS, the DEPARTMENT maintenance forces, by policy and practice, do not maintain sidewalks;

NOW, THEREFORE, in consideration of the above premises, it is mutually agreed as follows:

A. The TOWN shall provide or cause to provide for the maintenance of the sidewalks indicated above, including winter maintenance and snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133. Should operational adjustments be necessary, the TOWN agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.

B. The TOWN shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the TOWN or its subcontractors in the performance of this agreement. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the STATE or the DEPARTMENT, which immunity is hereby reserved.

C. The TOWN shall submit all necessary permits and receive approval prior to installing new or replacing existing sidewalk.

D. It is further understood and agreed between the DEPARTMENT and the TOWN that neither the DEPARTMENT, nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the TOWN under this Agreement.

IN WITNESS WHEREOF, the parties here have affixed their signatures, the New Hampshire Department of Transportation on this _____ day of _____, 2026, and the Town of Swanzey, on this _____ day of _____, 2026.

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

By: _____
COMMISSIONER

TOWN OF SWANZEY

By: _____
SELECTBOARD CHAIR